

CANADIAN HERITAGE
REQUEST FOR STANDING OFFERS

REQUEST NUMBER: **10182771**

TITLE OF PROJECT: Translation Services from English-to-French/French-to-English

REQUEST DATE: February 18, 2019

CLOSING DATE AND TIME: April 1, 2019, 2:00 p.m., EST

ADDRESS ALL ENQUIRIES: Lise Berniquez
Procurement Advisor
Contracting and Materiel Management Directorate
Canadian Heritage (PCH)
Tel: 819-934-1331
E-mail: PCH.contracts-contracting.PCH@canada.ca

The Department of Canadian Heritage (PCH) has a requirement for professional translation services from English-to-French/ French-to-English to be carried out in accordance with the **Statement of Requirements attached hereto as Annex "A"**. PCH is seeking to establish up to three (3) Standing Offers (SOs) covering translation services of English to French and French to English. The services are to be performed during the period commencing upon the date of issuance of the standing offer(s) to March 31, 2020. There is also a possibility of extending the period of the Standing Offer(s) for up to four (4) additional one (1) year periods.

If you are interested in undertaking this project, your sealed offer, clearly indicating the title of the work and addressed to the undersigned will be received up to 2:00 p.m., EST on April 1, 2019, at 15 Eddy Street, 2nd Floor (15-2-C), Gatineau, Quebec, K1A 0M5.

Mail room / Offer Receiving
RFSO: 10182771
Attention: Lise Berniquez
15 Eddy Street, 2nd Floor (15.2.C)
Gatineau, Quebec
K1A 0M5

It is the Offeror's responsibility to ensure that its offer is delivered to the above noted tender address no later than the time and date specified.

Offerors submitting an offer are also requested to complete the Offer of Services attached at Annex "C".

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Offer of Services and form 942 – Call-up against a Standing Offer.

The Attachments include the Pricing Schedule and the Technical Criteria.

1.2 Summary

The Department of Canadian Heritage has a requirement for the above services to be carried out in accordance with the **Statement of Requirements attached hereto as Annex A**. The services are to be performed during the period commencing upon the date of issuance of the standing offer(s) to March 31, 2020. There is also a possibility of extending the period of the Standing Offer(s) for up to four (4) additional one (1) year periods. PCH will consider entering into Standing Offers (SOs) with up to three (3) qualified Offerors offering the most advantageous offers which will be determined against the evaluation criteria set out in this RFSO.

- The requirement is subject to the provisions of the Canadian 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: 90 days

2.2 Submission of Offers

Offers must be submitted only to the Canadian Heritage (PCH) Offer Receiving Unit by the date, time and place indicated in the RFSO.

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

2.3 Former Public Servant

Offers 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 offers awarded to FPS, offerors must provide the information required below before standing offer award. 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 offerors 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 offers non-responsive.

Definitions

For the purposes of this clause,

"fee abatement formula" means the formula applied in the determination of the maximum fee payable during the one-year fee abatement period when the successful Offeror is a former public servant in receipt of a pension paid under the [Public Service Superannuation Act](#).

"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 Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **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 reduction 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 7 calendar days prior to closing of the Request for Standing Offers**. 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

Due to the nature of the RFSO, offers transmitted electronically or by facsimile will not be accepted.

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

Section I: Technical Offer – five (5) hard copies one (1) soft copy on USB key;

Section II: Financial Offer – One (1) hard copy one (1) soft copy on USB key;

Section III: Certifications – One (1) hard copy one (1) soft copy on USB key; and,

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 Attachment 1 to Part 3, Pricing Schedule.

Section III: Certifications

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

Section IV: Additional Information

Offerors must submit a completed Offer of Services Form on Annex C - with their offer.

ATTACHMENT 1 TO PART 3 – PRICING SCHEDULE

1. The Offeror must complete this pricing schedule and include it in its financial offer once completed for the periods specified below.
2. The prices included in this pricing schedule exclude the total estimated cost of authorized travel and living expenses. Canada will not pay the Offeror for any travel that may be incurred by the Offeror.
3. The prices included in this pricing schedule include the total estimated cost of any travel and living expenses that may need to be incurred for the Work described in Annex A of the solicitation required to be done, delivered or performed inside the National Capital Region (NCR) defined in the National Capital Act (R.S.C., 1985, c. N-4), available on the Justice Website (<http://laws-lois.justice.gc.ca/eng/acts/n-4/FullText.html>).
4. Under any resulting Standing Offer, Canada will not accept travel and living expenses that may need to be incurred by the Offeror for any relocation of resources required to satisfy offer.
5. Pricing of translation requests includes revision services.

Translation Services from English to French and French to English

Type of Translation	Initial Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4
	Rate per Word* (Cdn\$)	Rate per Word* (Cdn\$)	Rate per Word* (Cdn\$)	Rate per Word* (Cdn\$)	Rate per Word* (Cdn\$)
Regular¹ Request	\$	\$	\$	\$	\$
Urgent² Request	\$	\$	\$	\$	\$

¹ Regular speed refers to work undertaken Monday to Friday (except on statutory holidays) between the hours of 7 a.m. and 6 p.m.

² Urgent speed refers to work undertaken at all other times.

* Rate per Word: The unit price per word must be presented in dollar form and have a maximum of two decimals. Bids with more than two decimals will be rejected.

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 (RFSO) including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.2 TECHNICAL EVALUATION

4.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4

4.3 FINANCIAL OFFER

Offerors must submit, along with their Technical Offer, a detailed Financial Offer in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

4.4 BASIS OF SELECTION – LOWEST EVALUATED PRICES

4.4.1 To be declared responsive, an Offer must:

- (a) Comply with all the requirements of the RFSO; and,
- (b) Meet all mandatory technical criteria.

Offers not meeting (a) or (b) will be declared non-responsive. The three (3) responsive offers with the lowest evaluated prices will be recommended for issuance of a Standing Offer (SO).

4.4.2 Selection Process

1. A maximum of three (3) SOs may be issued in total as a result of this RFSO.
2. In the event two (2) or more responsive offers have the same overall “Per Word” Rate, the responsive offer that has the lowest cumulative “regular¹” price per word will be recommended for issuance of a Standing Offer. The “Per Word”, rate calculation will be made under 100% work volume.

The table below illustrates an example of the overall “Per Word” Rate calculation:

The Offeror will offer a firm “Per Word” Rate as per the grid below.

Type of Translation	Initial Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4
Regular ¹ Request	A	B	C	D	E
Urgent ² Request	G	H	I	J	K

Then, an overall “Per Word” Rate will be calculated according to the following formula:
 $(A + B + C + D + E) / 5 * 80\% + (G + H + I + J + K) / 5 * 20\% = \text{“Per Word” Rate for Translation}$

The chart below provides an example of the calculation of the overall “Per Word” Rate.

Type of Translation	Initial Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4
Regular¹ Request	\$ 0.27	\$ 0.28	\$ 0.30	\$ 0.31	\$ 0.32
Urgent² Request	\$ 0.34	\$ 0.36	\$ 0.37	\$ 0.38	\$ 0.39

Overall “Per Word” Rate Calculation:

Translation = $(\$ 0.27 + \$ 0.28 + \$ 0.30 + \$ 0.31 + \$ 0.32 / 5 * 80\%) + (\$ 0.34 + \$ 0.36 + \$ 0.37 + \$ 0.38 + \$ 0.39 / 5 * 20\%) = \$ 0.31$ **“Per Word” for Translation**

- ¹ Regular speed refers to work undertaken Monday to Friday (except on statutory holidays) between the hours of 7 a.m. and 6 p.m.
- ² Urgent speed refers to work undertaken at all other times.

4.5 INTERNAL APPROVAL

Offerors should note that all Standing Offer (SO) are subject to PCH's internal approvals process, which includes a requirement to approve funding in the amount of any proposed SO. Notwithstanding that an Offeror may have been recommended for SO issuance, issuance of any SO will be contingent upon internal approval. If such approval is not given, no SO will be issued.

ATTACHMENT 1 TO PART 4, TECHNICAL EVALUATION CRITERIA

1.0 General Instructions

- a) It is recommended that the Offeror include a grid in their offer, cross-referencing statements of compliance with the supporting data in their offer. Note: the compliance grid, by and of itself does not constitute demonstrated evidence.
- b) The Offeror must submit a detailed CV for proposed resources.
- c) The Offeror must provide complete details as to where, when and how (through which activities/responsibilities) the stated qualifications/experience were obtained. In order to demonstrate when experience was obtained, the Offeror must indicate the duration of such experience, specifying the start and end dates (month and year at a minimum). In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.

2.0 Mandatory Technical Criteria

The offer must meet the mandatory technical criteria specified below. The Offeror must provide the necessary documentation to support compliance with this requirement.

Offers which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

For Mandatory Technical Criteria M1, M2, M3 and M4 listed below requiring Project Summaries and experience, the information provided must include at minimum:

Item	Information Requirements
a)	Client Organization Name for which the work was performed.
b)	Detailed Project or Work Description
c)	Project Duration, including start and completion dates in months and years (i.e. January 2016 to December 2016 – 12 months).
d)	The role or overall responsibility of the proposed resource.
e)	A description of the specific work and tasks performed by the proposed resource that clearly demonstrates their experience and how they meet the criterion.
f)	Client contact name, position, current telephone number and email address.

Mandatory Evaluation Criteria (M)		
Item No.	Description	Cross Reference to Proposal [Offeror to insert]
M1	The Offeror must have been providing translation services with both English to French translation and French to English translation services for a minimum of five (5)	

Mandatory Evaluation Criteria (M)		
Item No.	Description	Cross Reference to Proposal <i>[Offeror to insert]</i>
	years, within the last ten (10) years of the closing date of the Request for a Standing Offers (RFSO).	
M2	<p>LEAD TRANSLATOR</p> <p>The Offeror must propose and designate one (1) Lead Translator. At the RFSO closing date the Lead Translator must:</p> <p>a) Hold an accreditation or be a member in good standing with OTTIAQ (Ordre des traducteurs, terminologues et interprètes agréés du Québec) or any other provincial/territorial professional association or Order affiliated with the Canadian Translators, Terminologists and Interpreters Council (CTTIC)*;</p> <p>b) Hold a university diploma, degree or certificate** in translation or in a related discipline from a Canadian University, or equivalent from a foreign institution, as determined by the Canadian Centre for International Credentials http://www.cicic.ca/en/index.aspx ;</p> <p>c) Have a minimum of five (5) years of experience as described in Annex A, Statement of Work, within the last ten (10) years from the closing date of the RFSO as a translator; and,</p> <p>d) Have a minimum of two (2) years of experience within the last ten (10) years, of closing date of the RFSO, as a Lead Translator.</p> <p>* Proof of justifying document must be provided (copy of document) with Offer.</p> <p>** The Offeror must provide a copy of university diploma, degree or certificate for the proposed Lead Translator.</p>	

Mandatory Evaluation Criteria (M)		
Item No.	Description	Cross Reference to Proposal [Offeror to insert]
M3	<p>TRANSLATION TEAM EDUCATION AND EXPERIENCE</p> <p>In order to satisfy PCH requirements and to provide continuity of services the Offeror must demonstrate having a minimum of six (6) qualified Translators (in addition to the Lead Translator) to provide Translation Services from English to French and French to English and as follow:</p> <ul style="list-style-type: none"> • Four (4) Translators with English to French translation services' experience. • Two (2) Translators with French to English translation services' experience. <p>The résumé of each Translator proposed to satisfy PCH requirements, must demonstrate the following;</p> <p>a) Hold a university diploma, degree or certification* in translation or hold a university degree* in a related discipline** from a Canadian University, or equivalent from a foreign institution, as determined by the Canadian Centre for International Credentials* http://www.cicic.ca/en/index.aspx ;</p> <p style="text-align: center;">or</p> <p>Ten (10) years of experience in providing Translation Services within the last fifteen (15) years of the closing date of the RFSO; and,</p> <p>b) Each proposed Translator must have a minimum of three (3) years of experience as described in Annex A, Statement of Work, in providing Translation Services, within the last five (5) years of the closing date of the RFSO.</p> <p>* The Offeror must provide a copy of the university diploma, degree or certification for each proposed Translator.</p> <p>** Related discipline: Linguistics and languages, or Literature.</p>	

Mandatory Evaluation Criteria (M)		
Item No.	Description	Cross Reference to Proposal [Offeror to insert]
M4	<p>Translators' experience – Specialized Fields</p> <p>The proposed Translators have a minimum of one (1) year of experience translating federal government text from English to French or French to English related to the following Specialized Fields:</p> <ul style="list-style-type: none"> • Human Rights; • Evaluation; • Policy; • Communication; and, • Financial Management. <p>The evaluation will be done solely using the names of the translators proposed in M3, Translators proposed by the Offeror.</p> <p>The information must be provided in the format specified in M3, in the résumé of each translator.</p>	
M5	<p>QUALITY CONTROL PLAN</p> <p>Offeror must provide a description of the Quality Control measures used to ensure the finished translated work will read as if originally written in the target language and will match the content of the original documentation provided for translation. The Quality Control measures must include:</p> <ul style="list-style-type: none"> • a high quality spelling and grammar check; and, • a description of the Quality Control work offering consistency, accuracy with the use of terminology of the original request by reflecting faithfully the form, contents, tone and style of the original documentation provided. <p style="text-align: center;">Or</p> <p>Proof of certification* attesting that the Offeror is certified under national standard <i>CAN/CGSB-131.10-2017 Translation Services</i>.</p> <p>* Proof of certification under the standard must be provided with the Offer.</p>	

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 an offer 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 Standing Offer 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 Standing Offer.

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 offering, offering 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 Offer" list available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

6A. STANDING OFFER

1. OFFER

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

2. SECURITY REQUIREMENT

There is no security requirement applicable to the Standing Offer.

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.

3.1 General Conditions

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

4. TERM OF STANDING OFFER

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of issuance of the Standing Offer to March 31, 2020 inclusive.

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 up to four (4) additional one (1) year periods under the same conditions and at the rates or 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 before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. AUTHORITIES

5.1 Standing Offer Authority

The Standing Offer Authority is:

Lise Berniquez
Procurement Advisor
Contracting and Materiel Management Directorate
Canadian Heritage
15 Eddy Street, 9th Floor (15-9-G)
Gatineau, QC K1A 0M5

Telephone: 819-934-1331

E-mail: 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 Standing Offer Authority, he is responsible for any offer issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

(The Project Authority will be identified at time of issuance of a 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 offer.

5.3 Technical Authority

(The Technical Authority will be identified at time of issuance of a Call-up against the Standing Offer)

The Technical Authority is the representative of the department for whom the Work is being carried out under the Standing Offer and is responsible for all matters concerning the technical content of the Work under the Standing Offer. The Technical Authority has no authority to authorize changes to the scope of the work. Changes to the scope of the Work can only be made through a Standing Offer amendment issued by the Standing Offer Authority.

5.4 Offeror's Representative

(To be determined at issuance of the Standing Offer)

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 Offeror 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.

7. IDENTIFIED USERS

The Identified User authorized to make call-ups against the Standing Offer is: **Canadian Heritage.**

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) **Multiple SOs:** The Offeror acknowledges that multiple SOs may be issued for this requirement. Call-ups will be allocated among the Offerors in accordance with the call-up process described below.
- e) **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.

- f) **Ranking and Methodology for Multiple SOs:** If more than one SO is authorized for use the following call-up procedures will be used:

Multiple Standing offers - Proportional Basis

As more than one Standing Offer will be issued for this requirement of Work specified in the Statement of Work, in Annex A, a request to perform work will be sent on a proportional basis. Work will be allocated according to the ranking of each Offeror and distributed on a proportional basis as indicated below.

(Number to be identified at issuance of Standing Offer) were awarded as a result of PCH RFSO number: 10182771. The Offerors' order of ranking is as follows:

Ranking scenario for three (3) qualified Offerors:

Ranked first: *(Offeror to be determined)* (50%);
Ranked second: *(Offeror to be determined)* (30%);
Ranked third: *(Offeror to be determined)* (20%);

(The ranking scenario in case only two (2) Offerors get qualified will be: ranked first (range: 65%) and ranked second (range: 45%).

Managing the proportional basis of allocating the work

On a bi-annual basis, the Standing Offer Authority and the Project Authority will ensure that the pre-determined work distribution, stated in the Offer is respected as much as possible (+ or – 10%) and, if required, implement corrective measures.

9. CALL-UP INSTRUMENT

The Work will be authorized or confirmed by Canadian Heritage using form 942 – Call up Against a Standing offer (Form attached at Annex D).

10. LIMITATION OF CALL-UPS

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (applicable taxes included).

11. FINANCIAL LIMITATION - TOTAL

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (Applicable Taxes included) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized. The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when:

- a) 75 percent of this amount has been committed; or,
- b) four (4) months before the expiry date of the Standing Offer

whichever comes first.

However, if, at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

12. 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 Offeror 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 Offeror or his/her representatives, the Offeror must ensure that all persons, including receptionists and other contacts who will be receiving these calls, are bilingual.

13. GREEN PROCUREMENT

The Offeror should make every effort to ensure that all documents prepared or delivered under this Standing Offer 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 Offeror, 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 Offeror or procured by the Offeror for GC customers.

It is desirable that the Offeror, 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 Offeror or procured by the Offeror for GC customers.

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

14. 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;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offer - Goods or Services;
- d) the general conditions 2010B (2018-06-21) - General Conditions – Professional Services (medium complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated _____ (*to be determined at issuance of the Standing Offer*)

15. CERTIFICATIONS AND ADDITIONAL INFORMATION

15.1 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, and the ongoing cooperation in providing additional information are conditions of issuance of the Standing Offer and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the

Standing Offer and of any resulting Standing Offer that would continue beyond the period of the Standing Offer.

16. 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 _____. *(To be determined at issuance of the Standing Offer)*

17. OFFERORS REPORTING REQUIREMENTS

On a bi-annual basis within ten (10) days of month end for **September and March** the Standing Offer Holder **MUST** provide details of usage under the Standing Offer Agreement (SOA). The following details are to be included a report which shall be submitted to the Standing Offer Authority:

Bi-annual SOA Usage Report for the month/year of: _____			
	Call-up #	Call-up amount (\$)	Comments
1		\$	
2		\$	
3		\$	
4		\$	
		Total SOA expenditure spent in annual reporting (\$)	\$
		Total SOA expenditure spent in previous annual reporting (\$) (if applicable)	\$
		Total SOA expenditure to date	\$

6B. 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.

1. STATEMENT OF WORK

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

2. STANDARD CLAUSES AND CONDITIONS

2.1 General Conditions

2010B (2018-06-21), General Conditions – Professional Services (medium complexity) apply to and form part of the Contract.

3. TERM OF CONTRACT

3.1 Period of the Contract

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

4. AUTHORITIES

4.1 Contracting Authority

The Contracting Authority will be identified at time of issuance of a Call-up against the Standing Offer.

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

4.2 Project Authority (and/or Technical Authority)

The Project and/or Technical Authority will be identified at time of issuance of a Call-up against the Standing Offer.

The Project and/or Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project and/or Technical Authority; however, the Project and/or Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5. PAYMENT

5.1 Basis of Payment

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

5.2 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 B 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.

5.3 Method of Payment – Monthly Payment

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

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

5.4 Electronic Payment of Invoices – Standing Offer

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

- a. Direct Deposit (Domestic and International).

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 forwarded to the Project Authority for certification and payment.

ANNEX A

STATEMENT OF WORK

1. Title

Translation Services from English to French and from French to English.

2. Introduction and Objective

The Offerors are to provide under Standing Offer Agreements, high-quality translation services from English to French and French to English to the Department of Canadian Heritage (PCH), **Strategic Policy, Planning and Corporate Affairs** (SPPCA) Sector. PCH will issue up to three (3) Standing Offer Agreements.

3. Background, Assumptions and Specific Scope of the Requirement

SPPCA uses external language service expertise to respond to the many requests for communications products. The services sought relate to the translation and revision services of various unclassified communication and other products such as reports, PowerPoint presentations speeches, press releases, ministerial messages, statements for the Media including speeches, press releases, ministerial messages and statements for the Media.

Also as part of its mandate and according to the Policy on Results, SPPCA is responsible to ensure that evaluation reports and summaries, including management responses in their entirety as well as action plans, be published on web platforms, as directed by the Treasury Board of Canada Secretariat, which requires a translation of its evaluation products that is of high quality and affordable.

SPPCA requires translation services from English to French and from French to English in its specialized and general fields pertaining to its activities including, but not limited to, the following:

Specialized Fields:

- Vocabulary pertinent to PCH;
- Human Rights;
- Evaluation;
- Communication;
- Financial Management; and,
- Policy.

General Fields:

- Administration.

4. Tasks, Activities, Deliverables and Milestones

The Offeror is required to provide high-quality and professional translation and revision services of specialized and/or generalized text on various types of documents from English to French or from French to English within set deadlines.

The Offeror (or the Lead Translator) must:

- confirm the reception of the translation or revision services within one (1) hour of reception of request and confirm the deadline (date and time for the delivery) of the services requested by the Requestor;
- advise the Requestor as soon as possible and confirm the deadline requested; and,
- provide the translated work requested which also includes the original documentation (provided in hard copy and/or in electronic version) by the required deadline.

4.1 Process of Issuing a Request for Translation Services:

- The Requestor, will submit a request by email to the Offeror with all the required documentation (document to be translated and reference documents, if available). The request will detail the specific work to be completed in addition to the deadline to be met;
- The Offeror must acknowledge receipt of the request within one (1) hour of reception and either accept or negotiate the timeline provided;
- The Offeror must provide a quote for the work requested prior to the execution of the service;
- Once the translation or revision work is completed (including quality control), the Offeror will return any original document along with the translation or revision to the Requestor;
- Upon receipt of completed work, the Requestor will review the translated documentation to ensure it is of high quality and will notify the Offeror immediately of the results of his inspection;
- If the work is found to be unsatisfactory, the Requestor will inform the Offeror of the pertinent details and the Offeror must continue to work on the document until desired quality is achieved; and,
- Upon satisfactory receipt of the work by the Requestor, the Offeror will be requested to issue an invoice as per the invoicing instructions of the Request for Standing Offers.

4.2 Quality Control Procedures and Constraints

4.2.1 Quality Control Standard and Services

The Offeror will have quality control measures in place to ensure the finished translated work will read as if originally written in the target language and will match the content of the documentation provided, including the following:

- Meets a high quality standards, spelling and grammar;
- Use an elegant style and plain language appropriate to the target audience or a specialized field vocabulary that accurately renders the message of the source text.
- Ensure that the work contains consistent terminology and assign, whenever possible, certain documents or group of related documents to the same translator(s) to achieve consistent terminology;
- Meet the prescribed Work Due Date for delivery of the work and negotiate beforehand any deadline extensions with the Requestor; and,
- The Offeror will carry out quality control and editing before delivering the work to meet the above conditions.

4.2.2 Constraints

The Requestor, will provide as much lead time as possible, however, the Offeror, at times, will be provided with short notice and the work will require immediate translation or revision services. The Offeror must be able to accommodate the translation and revision requirements in the evening weekends and holidays, and as required. The Requestor, will be available to provide the Offeror with reference documents, if the need arises.

5. Format of Deliverables

The Offeror may be required to provide deliverables in both Official languages (English or French) in the following formats, but not limited to:

- MS Office (Word, Project, PowerPoint, Excel, PDF to Word Converter Software);
- Hard copy and/or in electronic version.

6. Reference Documentation

The Requestor, will be available to provide the Offeror with a copy of any pertinent document in order to familiarize with the language and the business of any PCH specialized activities vocabulary used (list of acronyms widely used within the program, interim reports etc.)

7. Language of Work

The Offeror's resources must be able to communicate in both official languages (English and French).

8. Location of Work, Work site and Delivery Point

The work will be performed at the Offeror's facilities.

ANNEX B

BASIS OF PAYMENT

The Offeror will be paid in accordance with the following Basis of Payment for Work performed pursuant to the issuance of a Call-up.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included, and applicable tax(es) extra.

A- INITIAL STANDING OFFER PERIOD –DATE OF ISSUANCE TO MARCH 31ST, 2020.

During the period of the Standing Offer, for Work performed in accordance with the Standing Offer, the Offeror will be paid as specified below.

1.0 Professional Fees

The Offeror will be paid on the basis of firm all-inclusive rates (FAIRs) per word, in accordance with the FAIRs shown in the table below for the periods specified in this document.

a) The firm all-inclusive rates per word specified below must include all expenses associated with the work in accordance with the conditions set out in Annex A – Statement of Work. These expenses could include word processing, reports, photocopies, courier services, software expenses, telephone calls, and the sending and receiving and/or delivery of documents and any other related expenses; applicable taxes extra.

b) For regular translations/revisions, the Offeror shall be paid the FAIRs identified below only for Work that was identified as a regular translation request and/or a modified regular translation request.

c) For urgent translations/revisions, the Offeror shall be paid the FAIRs identified below only for Work that was identified as an urgent translation request and/or an urgent translation service request amendment.

d) All deliverables are F.O.B. Destination, and Canadian Customs Duty included, where applicable.

Description	Rate per Word (in Cdn \$)
Regular¹ Rate per word for Translation Services	\$ / word
Urgent² Rate per word for Translation Services	\$ / word

¹ Regular speed refers to work undertaken Monday to Friday (except on statutory holidays) between the hours of 7 a.m. and 6 p.m.

² Urgent speed refers to work undertaken at all other times.

Total Estimated Cost of Professional Services to a Limitation of Expenditure: \$ _____
(amount to be inserted at date of issuance), applicable taxes extra.

B- Option to Extend the Term of the Standing Offer

This section is only applicable if the option to extend the Standing Offer is exercised by Canada.

During the extended period of the Standing Offer specified below, the Offeror will be paid as specified below to perform all the Work in relation to the Standing Offer extension.

B-1 Option Period 1 (From April 1, 2020 to March 31, 2021)

Description	Rate per Word (in Cdn \$)
Regular¹ Rate per word for Translation services	\$ / word
Urgent² Rate per word for Translation Services	\$ / word

¹ Regular speed refers to work undertaken Monday to Friday (except on statutory holidays) between the hours of 7 a.m. and 6 p.m.

² Urgent speed refers to work undertaken at all other times.

B-2 Option Period 2 (From April 1, 2021 to March 31, 2022)

Description	Rate per Word (in Cdn \$)
Regular¹ Rate per word for Translation services	\$ / word
Urgent² Rate per word for Translation Services	\$ / word

¹ Regular speed refers to work undertaken Monday to Friday (except on statutory holidays) between the hours of 7 a.m. and 6 p.m.

² Urgent speed refers to work undertaken at all other times.

B-3 Option Period 3 (From April 1, 2022 to March 31, 2023)

Description	Rate per Word (in Cdn \$)
Regular¹ Rate per word for Translation services	\$ / word
Urgent² Rate per word for Translation Services	\$ / word

¹ Regular speed refers to work undertaken Monday to Friday (except on statutory holidays) between the hours of 7 a.m. and 6 p.m.

² Urgent speed refers to work undertaken at all other times.

B-4 Option Period 4 (From April 1, 2023 to March 31, 2024)

Description	Rate per Word (in Cdn \$)
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Regular¹ Rate per word for Translation services	\$ / word
Urgent² Rate per word for Translation Services	\$ / word

- 1 Regular speed refers to work undertaken Monday to Friday (except on statutory holidays) between the hours of 7 a.m. and 6 p.m.
- 2 Urgent speed refers to work undertaken at all other times.

ANNEX C
OFFER OF SERVICES FORM

<i>(to be filled in by Offeror)</i>	
Offeror full legal name	
Authorized Representative of Offeror for evaluation purposes (e.g., clarifications)	Name
	Title
	Address
	Telephone #
	Fax #
	Email
Offeror's Procurement Business Number (PBN) <i>(see the Standard Instructions 2003)</i>	
Offeror's GST/HST/QST number	
Tax rate to be charged on any resulting Standing Offer	Specify percentage: _____ %
Jurisdiction of Standing Offer: Province in Canada the Offeror 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 Offer solicitation for a definition of "Former Public Servant".	<p>Is the Offeror a FPS in receipt of a pension as defined in the Offer solicitation? Yes ____ No ____</p> <p>If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"</p> <hr/> <p>Is the Offeror a FPS who received a lump sum payment under the terms of a work force reduction program? Yes ____ No ____</p> <p>If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"</p>
Integrity Provisions <i>(as per Part 5 of the Offer solicitation)</i>	<p>Declaration of Convicted Offences</p> <p>Integrity Declaration Form (to be completed only when you meet all three of the following conditions):</p> <ol style="list-style-type: none"> 1. You are a government Offeror 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. <p>Click here to complete the form and instructions for its submittal.</p>

	<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 Offerors, regardless of their status under the policy, to submit a list of names with their Offer or offer. The list differs depending on the Offeror or offeror's organizational structure:</p> <ul style="list-style-type: none"> - Offerors including those offer 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 - Offerors offering as sole proprietors, including sole proprietors offering as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners - offerors that are a partnership do not need to provide a list of names <p>Offerors may use this form to provide the list of names. Failure to submit this information, where required, will render an offer non-responsive, or the Offeror disqualified for award of a Standing Offer</p> <p>Complete the form online, print, sign and attach it to the Offer.</p>
<p>On behalf of the Offeror, by signing below, I confirm that I have read the entire Offer solicitation including the documents incorporated by reference into the Request for Standing Offer (RFSO) and I certify that:</p> <ol style="list-style-type: none"> 1. The Offeror considers itself and its products able to meet all the mandatory requirements described in the Offer solicitation; 2. This offer is valid for the period requested in the RFSO; 3. All the information provided in the offer is complete, true and accurate; and 4. If the Offeror is awarded a SO, it will accept all the terms and conditions set out in Part 6 -Resulting offer clauses, included in the RFSO. 	
<p>Signature of Authorized Representative of Offeror</p>	

ANNEX D

942 FORM CALL-UP AGAINST A STANDING OFFER



CALL-UP AGAINST A STANDING OFFER
COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE

Page: 1

To - A :		PST No. - N° de TPS As per standing offer Selon l'offre permanente		Contact - Personne-ressource	Tel. No. - N° du Tél.	Fax. No. - N° de télécop.	Order No. N° de la demande
		Standing offer No. - N° d'offre permanente					Order date Date de la demande
Vendor # - N° fournisseur 285092	Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No. - N° du Tél.	Fax. No. - N° de télécop.			Date required - Demandé pour le
Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext. Price Prix prévu	
Delivery Address - Adresse de livraison		Invoicing address - Adresse de facturation See Delivery Address / Voir adresse de livraison		FOB - FAB		Amount - Montant / CAD	
				Terms of payment - Modalités de paiement A/P, Due 30 Days From Document Date		T. taxes - T. taxes / CAD	
						T. Amount - Montant T. / CAD	
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.				Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques.			
				Signature		Date	
				Approved for the Minister / Approuvé pour le Ministre			
				Signature		Date	

