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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement, the Basis of Payment, the technical specifications for fabric, the Electronic Payment Instruments, the quarterly report template.

1.2 Summary

1.2.1 This requirement is for the establishment of a Regional Individual Standing Offer (RISO) for CORCAN-Correctional Service of Canada for the supply of various fabrics listed below. The end use of the fabrics is to manufacture undergarments. The fabrics must be in accordance with the technical requirements as defined at Annexes A & B.

- Item 1 – white tubular waffle knit, 16 15/16” (43 cm tube) - estimated usage/year: 40,000 metres
- Item 2 – white tubular waffle knit, 20 1/2” (52 cm tube) - estimated usage/year: 140,000 metres
- Item 3 – white rib knit 1x1, 2-3/8” (6 cm) strips, cross-cut - estimated usage/year: 50,000 metres
- Item 4 – white tubular rib knit 1x1, 21 1/4” (54 cm) - estimated usage/year: 10,000 metres
- Item 5 – white jersey knit, 1-1/8” (2.9 cm) strip, cross-cut - estimated usage/year: 20,000 metres

Orders will be issued on an "as & when requested" basis from the date of issuance of the Standing Offer for a period of one (1) year with the possibility to extend for two (2) additional one-year period.

Only one (1) RISO may be issued as a result of this RFSO.

Items are requested to be delivered to Drummondville QC and Abbotsford BC.

- 1.2.2 The requirement is subject to a preference for Canadian goods.
- 1.2.3 This procurement is not subject to the international trade agreements as procurements relating to prison labor are to be excluded.

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.

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 7.15 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: 60 days
Insert: 120 days

2.2 Submission of Offers

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

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.

2.5 Sealed Samples

The sealed samples are representative of the required item but are not part of the technical requirement. The sealed samples may not meet the technical requirement in all respects and must be used for guidance only. The technical requirements specified at Annexes A & B take precedence.

In order to receive the sealed samples against this solicitation, Bidders must send their request by email to sylvie.gravel@tpsgc-pwgsc.gc.ca and provide the following details:

- Company Name
- Complete mailing & physical address (P.O. box numbers not acceptable)
- Area code and telephone number
- Contact name
- E-mail address
- Solicitation Number & Closing Date

It is imperative that the request be done as soon as possible to ensure timely receipt. Notwithstanding Canada must not be held responsible for untimely release of the sealed samples.

2.6 Sealed Sample - Return to Sender

The sealed samples which may have been sent to you, are to be returned to the sender or with your bid. The sealed samples are not to be mutilated or cut, and must be returned in the same condition as sent to the Bidder.

2.7 Specifications and Standards

2.7.1 Canadian General Standards Board (CGSB) - Standards

A copy of the CGSB Standards referred to in the offer solicitation is available and may be purchased from:

Canadian General Standards Board
Place du Portage III, 6B1
11 Laurier Street
Gatineau, Québec
Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)
Fax: (819) 956-5740
E-mail: ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca
CGSB Website: <https://www.tpsgc-pwgsc.gc.ca/ongc-cgsb/cn-cu-eng.html>

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

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

Section I: Technical Offer (3 hard copies)
Section II: Financial Offer (1 hard copy)
Section III: Certifications (1 hard copy)

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

Canada requests that Offerors follow the format instructions described below in the preparation of 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 (<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.
- 3) Green Initiatives (for PWGSC information only)
Offerors are requested to provide details of their policies and practices in relation to the following initiatives:
 - environmentally responsible manufacturing;
 - environmentally responsible waste disposal;
 - waste reduction;
 - packaging;
 - re-use strategies;
 - recycling.

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 (reference pre-award sample, Part 4, Article 4.1.1.1 Mandatory Technical Criteria).

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex A - Basis of Payment.

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "1" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "1" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.2 Exchange Rate Fluctuation

C3011T 2013/11/06 Exchange Rate Fluctuation

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are two or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Pre-Award Samples and Supporting Documentation

As part of the technical evaluation, to confirm an Offeror's capability of meeting the technical requirements, the following pre-award samples and laboratory test results **must be included with the offer**.

- One (1) pre-award sample of each item (items 1 to 5). One (1) metre in length, full width constitutes a pre-award sample.

The Offeror must ensure that the required pre-award samples are manufactured in accordance with the technical requirements and are fully representative of the offer submitted. The pre-award samples will be evaluated for quality of workmanship and conformance to specified materials and measurements.

If sealed samples were provided to the Bidder they must be returned with the pre-award samples.

- A recent laboratory analysis (dated one year or less from publication date of the RFSO) of the products offered showing test results for specific tests detailed at Annex B must also be included with the offer. Testing must be performed by an independent accredited laboratory establishment. The test results must meet the requirements specified in Annex B within the minimum and maximum acceptable range and the tests must be made in accordance with the test methods (acceptance procedure) detailed at Annex B.

Rejection of the pre-award samples or test results for non-compliance to the technical requirements will result in the offer being declared non-responsive.

The Offeror must deliver the required pre-award samples and test results at no charge to Canada and must ensure that they are received **with the offer** at time and place of the Request for Standing Offer closing. If any supporting documentation is missing, the Contracting Authority will inform the Bidder in writing and provide the Bidder with two (2) working days from the request to submit the missing documentation. Failure to submit the pre-award samples or the supporting documentation within the specified timeframe will result in the bid being declared non-responsive. The samples submitted by the Offeror will remain the property of Canada.

The requirement for pre-award samples and test results will not relieve the successful Offeror from submitting samples and/or test results as required by the contract terms or from strictly adhering to the technical requirement of this Request for Standing Offer and any resultant contract.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

- a. The Offeror must submit firm unit prices in Canadian dollars, applicable taxes excluded, DDP (destinations specified at Annex A) Incoterms 2000, transportation costs included, all applicable Customs Duties and Excise taxes included.
- b. The Offeror must submit firm unit pricing for all items, destinations and for all years.

4.2 Basis of Selection

An offer must comply with all requirements of the RFSO and meet all mandatory technical and financial evaluation criteria to be declared responsive.

The responsive offer with the lowest aggregate price will be recommended for the issuance of a standing offer (1 standing offer only). Ranking will be established using the estimated quantities for all the items and both destinations and for all the years.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Offer

5.1.2.1 Canadian Content Certification

5.1.2.1.1 *SACC Manual* clause A3050T (2014/11/27) Canadian Content Definition

Rules of Origin - Textiles

With reference to the Canadian Content Certification clause, item(s) on this offer are considered to be Canadian goods if they meet the following definition:

MODIFIED RULE OF ORIGIN FOR TEXTILES: "Textiles and textile articles classified in Chapters 50 to 60 inclusive of the Harmonized System that are woven, knitted or otherwise manufactured from yarns or fibres in Canada, and further processed in Canada by dyeing, finishing, coating or other processes as applicable, will be considered Canadian textiles. Woven fabrics of 100% cotton or of polyester and cotton blends that are dyed and finished in Canada will be considered Canadian."

Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the goods offered are Canadian goods, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the offer will result in the goods offered being treated as non-Canadian goods.

The Offeror certifies that:

() **the goods offered are Canadian goods as defined in paragraph 1 of clause A3050T.**

Plant Location

Items will be manufactured at:

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the Ineligibility and Suspension Policy

(<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), 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 website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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

5.2.3.2 Samples and Production Certification

The Offeror certifies that:

() the manufacturer that produced the pre-award samples will remain unchanged for the production samples and full production of the contract quantity.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Financial Capability

SACC Manual clause M9033T (2011/05/16) Financial Capability

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to fulfill the requirement in accordance with Annexes "A & B".

7.2 Security Requirements

7.2.1 There is no security requirement applicable to the Standing Offer.

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.2 Standing Offers Reporting

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 ordered, including purchases paid for by a Government of Canada Acquisition Card.

The Offeror must provide an electronic version of this data in accordance with the reporting requirements detailed at Annex "C". If some data is not available, the reason must be indicated. 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:

1st quarter: December 1 to February 30;
2nd quarter: March 1 to May 30;
3rd quarter: June 1 to August 30;
4th quarter: September 1 to November 30;

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is twelve (12) months from the date of issuance of the Standing Offer.

7.4.2 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 one-year period, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 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.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Sylvie Gravel
Public Works and Government Services Canada
Acquisitions Branch
Commercial and Consumer Products Directorate (CCPD)
Clothing & Textiles Division
L'Esplanade Laurier
East Tower, 7th Floor, Station 7059
140 O'Connor Street K1A 0R5
Telephone: 613-240-7281 Facsimile: 613-943-7970
E-mail address: sylvie.gravel@tpsgsc-pwgsc.gc.ca

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

7.5.2 Technical Authority

The Technical Authority for the Standing Offer is:

CORCAN Textiles
250 Montée St-François
Laval, Quebec H7C 1S5

Attn.: _____ (will be included at issuance of the SO)
Tel: _____

The Technical Authority is the representative of the department or agency 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. Technical matters may be discussed with the Technical Authority, however 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 Revision issued by the Standing Offer Authority.

7.5.4 Procurement Authority

The Procurement Authority for the Standing Offer is:

Name: _____
Telephone: ____ - ____ - ____
E-mail: _____ (will be included at issuance of the SO)

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Standing Offer. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Standing Offer. The Contractor may discuss administrative matters identified in the Standing Offer with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a Standing Offer Revision issued by the Standing Offer Authority.

7.5.3 Offeror's Representative

The person responsible for:

General enquiries

Name: _____
Telephone Number: _____
Facsimile Number: _____
E-mail address: _____

Delivery follow-up

Name: _____
Telephone Number: _____
Facsimile Number: _____
E-mail address: _____

7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: CORCAN Textiles-Correctional Service Canada.

7.7 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 paragraphs 1 and 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.

2. Any of the following forms could be used which are available through PWGSC Forms Catalogue website:

- PWGSC-TPSGC 942 Call-up Against a Standing Offer
- 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.

7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

7.9 Financial Limitation

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

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 2 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.10 Priority of Documents

If there is a discrepancy between the 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 2030 (2018/06/21), General Conditions – Higher Complexity – Goods
- e) Annex “A” - Requirement;
- f) Annex “B” – Technical specifications;
- g) the Offeror’s offer dated _____

7.11 Certifications

7.11.1 Compliance

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

7.11.2 SACC Manual Clauses

M3060C 2008/05/12 Canadian Content Certification (*if applicable*)

7.12 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.

7.13 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.

7.14 Plant Closing

The Offeror's plant closing for Christmas and summer holidays are as follows. During this time there will be no shipments.

Year 1

Summer Holiday	FROM _____	TO _____
Christmas Holiday	FROM _____	TO _____

Year 2 - Extension

Summer Holiday	FROM _____	TO _____
Christmas Holiday	FROM _____	TO _____

Year 3 - Extension

Summer Holiday FROM _____ TO _____
Christmas Holiday FROM _____ TO _____

7.15 Plant Location

Items will be manufactured at: _____

7.16 Specifications and Standards

7.16.1 Canadian General Standards Board (CGSB) - Standards

A copy of the CGSB Standards referred to in the Standing Offer is available and may be purchased from:

Canadian General Standards Board
Place du Portage III, 6B1
11 Laurier Street
Gatineau, Québec
Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)
Fax: (819) 956-5740
E-mail: ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca
CGSB Website: <http://www.tpsgc-pwgsc.gc.ca/ongc-cgsb/index-eng.html>

B. RESULTING CONTRACT CLAUSES

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

7.1 Requirement

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2030 (2018/06/21), General Conditions – Higher Complexity – Goods, apply to and form part of the Contract.

Section 19 Interest on Overdue Accounts, of General Conditions 2030 (2018/06/21) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Delivery Date

For the first order of each item:

Delivery of the first order of each item must be completed within 50 calendar days from the notice of approval of the production samples.

For subsequent orders of each item:

Delivery must be completed within 50 calendar days from receipt of the call-up document.

7.4 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 A. Customs duties are included and Applicable Taxes are extra.

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

7.4.1 SACC Manual Clauses

H1001C 2008/05/12 Multiple payments

7.4.2 Electronic Payment of Invoices – Call-up

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

(will be included at issuance of the SO)

7.5 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. Invoices must be distributed as follows:
 - (a) The original copy must be sent for certification and payment to:

Drummond Institution
Attn: José Macedo / Hassan El Mekkaoui
2025 Jean de Brébeuf Blvd.
Drummondville, QC J2B 7Z6
 - (b) An electronic copy must be forwarded to CORCAN at 345-corcanfinances@CSC-SCC.gc.ca
 - (c) An electronic copy to the Contracting Authority at sylvie.gravel@tpsgc-pwgsc.gc.ca;
 - (d) One (1) copy must be forwarded to the consignee.

7.6 Insurance - No Specific Requirement

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

7.7 Subcontractor(s)

The following subcontractor(s) will be utilized in the performance of the contract.

Name of Company: _____

Location: _____

Value of subcontract: \$ _____

Nature of subcontracting work performed: _____

Subcontractors, other than those listed above, may not be utilized without the written permission of Canada.

7.8 Overshipment

Overshipment will not be accepted unless prior approval is obtained from the Contracting Auth

7.9 **Materials: Contractor Total Supply**

The Contractor will be responsible for obtaining all materials required in the manufacture of the item(s) specified. The delivery stated for the item(s) allows the necessary time to obtain such materials.

7.10 **Delivery**

7.10.1 **Delivery - Appointments**

The Contractor must make deliveries to the establishments in Drummondville and Abbotsford by appointment only. The Contractor must complete, seven (7) days before the delivery, the access form attached in Annex D. The Contractor or its carrier must arrange delivery appointments by contacting the person specified hereunder. The consignee may refuse shipments when prior arrangements have not been made.

Deliveries must be coordinated with:

Institution: Drummondville

Name: Hassan El Mekkaoui / José Macedo
Tel: 450-661-7786 ext 4504 & 4511

Institution: Abbotsford

Name: Sandra Stone
Tel: 604-820-5763

Deliveries shall be made from Monday to Friday, 8:00 am to 11:00 am and 1:00 pm to 3:00 pm.

Delivery has to be confirmed 48 hours in advance with the contact above.

7.10.2 **Access to CSC Institutions**

1. Institutional Access Requirements

- 1.1 NIL security screening required as there is no access to sensitive information or assets. Contractor personnel will be escorted at all times by Correctional Service Canada personnel or those authorized by CSC on its behalf. CSC has developed very stringent internal policies to ensure that the security of institutional operations is not compromised.
- 1.2 Contractor personnel must adhere to institutional requirements for the conduct of searches by Correctional Service Canada prior to admittance to the institution/site. Correctional Service Canada reserves the right to deny access to any institution/site or part thereof of any Contractor personnel, at any time.

7.10.3 **Packaging and Marking**

Packing must be in accordance with standard commercial practice to ensure safe delivery at destination.

The rolls must be delivered on pallets, wrapped in two plastic bags, and marked with:

- the lot number
- weight per square metre
- fabric composition
- shade number
- fabric width
- finished style, and
- number of metre per roll.

7.10.4 Shipping Instructions - Delivery at Destination

1. Goods must be consigned to the destination specified in the call-up document and delivered:

DDP Delivered Duty Paid (DDP) (destinations specified in Annex A) Incoterms 2000 for shipments from a commercial contractor.

7.11 Assessment of Faults in Textile Fabrics

1. The fabric detailed in the Contract must be free from defects such as imperfections and blemishes that may adversely affect its appearance or serviceability when viewed under inspection conditions satisfactory to the Quality Assurance Representative (QAR).
2. Any defect acceptable to the QAR must be strung (flagged) along the right hand selvedge of the face side using colourfast strings for each two (2) linear decimetres where the defect occurs (not applicable to narrow fabrics 15 cm or less in width).
3. The Contractor must deduct allowances from the gross piece length for each defect or splice, on the basis of two (2) linear decimetres per fault. The Contractor must record gross length, net length and number of splices on each piece ticket.
4. Fabric with more than twelve (12) defects per 100 linear metres will be rejected.
5. The following defects, if prevalent throughout the fabric, will result in rejection of the full pieces:
 - (a) mill creases/calendar marks;
 - (b) edge to edge shading;
 - (c) tears, holes or marks beyond 12 mm from the outer edge of the selvedge;
 - (d) poor dye penetration and/or streaks;
 - (e) weak or tender fabric;
 - (f) warp or filling defects throughout.

7.12 Quantity - Minimum 95% - Fabric

The Contractor must ship no quantity in excess of the quantity specified. A minimum delivery of 95 percent of the total quantity is acceptable to satisfy this requirement.

7.13 Production Samples

1. **Within 25 calendar days** from receipt of the **first call-up of each item**, the Contractor must provide a production sample (from the first production run) and laboratory test results to the CORCAN Technical Authority for acceptance. The samples must be one (1) metre in length, full width.
2. The laboratory analysis must be of the offered items (from the first production run) showing test results for specific tests detailed at Annex B. The testing must be performed by an independent accredited laboratory establishment and must be made in accordance with the test methods (acceptance procedure) specified in Annex B. The fabric must meet the requirements specified in Annex B within the minimum and maximum acceptable range. **The laboratory test report must be dated after issuance of the Standing Offer.**
3. The Contractor must carry out all required inspection and tests to verify conformance to the technical requirements of the Contract.
4. If the production samples or laboratory test report is rejected, the Contractor must submit a second production sample and test report within 25 calendar days of notification of rejection from the Technical Authority.

5. If the production sample and test report is accepted by either full acceptance or conditional acceptance, the Contractor must proceed with delivery as per the Contract requirements.
6. Rejection by the Technical Authority of the second production sample or laboratory report submitted by the Contractor for failing to meet the contract requirements will be grounds for termination of the Contract for default.
7. The Offeror must deliver the required production samples and test results at no charge to Canada and must ensure that they are provided within the specified timeframe.
8. The production samples submitted by the Contractor will remain the property of Canada.
9. The Technical Authority will notify the Contractor and the Standing Offer Authority, in writing, of the full acceptance, conditional acceptance, or rejection of the production samples. The notice of the full acceptance or conditional acceptance does not relieve the Contractor from complying with all requirements and conditions of the Contract.
10. The Contractor must not continue with production of the items and must not make any deliveries until the Contractor has received a written notification from the Technical Authority that the production sample and the laboratory test report is fully acceptable or conditionally acceptable. Any production of items before production sample or laboratory test report acceptance will be at the sole risk of the Contractor.
11. The production samples and laboratory test report may not be required if the Contractor is currently in production. The request for waiver of production samples must be made by the Contractor in writing to the Contracting Authority. The waiving of this requirement will be at the sole discretion of the Technical Authority and will be evidenced through a contract amendment.

7.14 Sealed Samples - Guidance Only

The sealed samples are representative of the required item but are not part of the technical requirement. The sealed samples may not meet the technical requirement in all respects and must be used for guidance only during production.

7.15 Technical Requirements during the period of the Standing Offer:

During the period of the Standing Offer, the products delivered may be inspected by a recognized institution and, if the goods are found not to meet the technical requirements at Annex A or the laboratory test results indicated at Annex B, they will be returned to the supplier at the supplier's expense.

ANNEX "A" REQUIREMENT

A1. TECHNICAL REQUIREMENT

The Contractor is required to provide Corcan Industries-Correctional Service Canada with various fabrics in accordance with the technical requirements listed below and specified at Annex B. The fabrics will be used to manufacture undergarments.

Items 1 & 2 – Tubular Waffle Knit

- White tubular waffle knit, 50% polyester / 50% cotton $\pm 5\%$, mass 254 g/m² (7.5 oz/yd²) $\pm 3\%$;
- The tube widths must be within $\pm 5\%$ of the required measurements;
- Fabric design must be SQUARE 3, 5 or 7mm;
- The knit must be packed on rolls and must never exceed 45 kg / 100 lb;
- The fabric must meet the requirements specified in Annex B within the minimum and maximum acceptable range. The fabric must be tested in accordance with the test methods (evaluation and acceptance procedure) specified in Annex B.
- The waffle knit must be the same white as the rib knit (spandex) and the jersey.

Tube Acceptable Tolerances ($\pm 5\%$) – Items 1 & 2

Tube Width	Acceptable minimum	Acceptable maximum
16 15/16 in (43 cm)	16 1/8 in (41 cm)	17 3/4 in (45 cm)
20 1/2 in (52 cm)	19 5/16 in (49 cm)	21 5/8 in (55 cm)

Item #3 – Rib knit 1x1 in 2 3/8” (6 cm) strip - Cross-cut

- White 1x1 rib knit, 2 3/8” (6 cm) strip, **CROSS-CUT**, 49% cotton / 49% polyester / 2% spandex $\pm 5\%$, mass 254 g/m² (7.5 oz/yd²) $\pm 3\%$;
- The strips must be packed on rolls;
- The fabric must meet the requirements specified in Annex B within the minimum and maximum acceptable range. The fabric must be tested in accordance with the test methods (evaluation and acceptance procedure) specified in Annex B.
- The rib knit 1x1 (spandex) must be the same white as the waffle knit and the jersey.

Acceptable Tolerance – Item 3

Width	Acceptable minimum	Acceptable maximum
2 3/8 in (6 cm)	2 5/16 in (5.9 cm)	2 7/16 in (6.2 cm)

Item #4 – 21 ¼” (54 cm) Tubular Rib knit 1x1

- White 21 ¼” (54 cm) tubular 1x1 rib knit, 49% cotton / 49% polyester / 2% spandex ± 5%, mass 254 g/m² (7.5 oz/yd²) ± 3%;
- The tube width must be within ± 5% of the required measurement;
- The knit will be packed on rolls that must never exceed 45 kg / 100 lb;
- The fabric must meet the requirements specified in Annex B within the minimum and maximum acceptable range. The fabric must be tested in accordance with the test methods (evaluation and acceptance procedure) specified in Annex B.
- The rib knit (spandex) must be the same white as the waffle knit and the jersey.

Tube Acceptable Tolerances (±5%) – Item 4

Tube Width	Acceptable minimum	Acceptable maximum
21 ¼ in (54 cm)	20 1/16 in (51 cm)	22 1/16 in (56 cm)

Item #5 - Jersey knit in 1 1/8” (2.9 cm) strip - Cross-cut

- White jersey knit, 1 1/8” (2.9 cm) strip, **CROSS-CUT**, 50% polyester / 50% cotton ± 5%, mass 175 g/m² (6.2 oz/yd²) ± 3%;
- The strips must be packed on rolls;
- The fabric must meet the requirements specified in Annex B within the minimum and maximum acceptable range. The fabric must be tested in accordance with the test methods (evaluation and acceptance procedure) specified in Annex B.
- The jersey must be the same white as the waffle knit and the spandex.

Acceptable Tolerance – Item 5

Width	Acceptable minimum	Acceptable maximum
1 1/8 in (2.9 cm)	1 1/16 in (2.7 cm)	1 3/16 in (3 cm)

***** THE ITEMS MUST BE DYED TOGETHER TO ENSURE UNIFORM COLORS *****

A2. DESTINATION ADDRESSES

CORCAN Drummond Institution 2025 Jean de Brébeuf Blvd. Drummondville, QC J2B 7Z6	CORCAN Matsqui Institution P.O. Box 2500 33344 King Road Abbotsford, BC H7C 2S3
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A3. DELIVERABLES

Year 1 – 12 months from issuance of the Standing Offer

Item	Description	Estimated Quantity (per year)	Unit of Issue	Destination	Firm Unit Price *
1	White tubular waffle knit, 16 15/16" (43 cm) tube	30,000 10,000	Metre	Drummondville QC Abbotsford BC	\$ _____ \$ _____
2	White tubular waffle knit, 20 1/2" (52 cm) tube	105,000 35,000	Metre	Drummondville QC Abbotsford BC	\$ _____ \$ _____
3	White rib knit 1x1 in 2 3/8" (6 cm) strips, Cross-cut	37,500 12,500	Metre	Drummondville QC Abbotsford BC	\$ _____ \$ _____
4	White, tubular rib knit 1x1 21 1/4" (54 cm) tube	7,500 2,500	Metre	Drummondville QC Abbotsford BC	\$ _____ \$ _____
5	White jersey knit, 1-1/8" (2.9 cm) strip, Cross-cut	15,000 5,000	Metre	Drummondville QC Abbotsford BC	\$ _____ \$ _____

* Firm unit prices in Canadian dollars, applicable taxes extra, DDP (destinations specified above) Incoterms 2000, transportation costs included, all applicable Customs Duties and Excise taxes included.

Year 2 (extension) – 13-24 months from issuance of the Standing Offer
Year 3 (extension) – 25-36 months from issuance of the Standing Offer

Item	Description	Estimated Quantity (per year)	Unit of Issue	Destination	YEAR 2 (extension)	Year 3 (extension)
					Firm Unit Price *	Firm Unit Price *
1	White tubular waffle knit, 16 15/16" (43 cm) tube	30,000 10,000	Metre	Drummondville QC Abbotsford BC	\$ _____ \$ _____	\$ _____ \$ _____
2	White tubular waffle knit, 20 1/2" (52 cm) tube	105,000 35,000	Metre	Drummondville QC Abbotsford BC	\$ _____ \$ _____	\$ _____ \$ _____
3	White rib knit 1x1, 2 3/8" (6 cm) strips, Cross-cut	37,500 12,500	Metre	Drummondville QC Abbotsford BC	\$ _____ \$ _____	\$ _____ \$ _____
4	White, tubular rib knit 1x1 21 1/4" (54 cm) tube	7,500 2,500	Metre	Drummondville QC Abbotsford BC	\$ _____ \$ _____	\$ _____ \$ _____
5	White jersey knit, 1-1/8" (2.9 cm) strip, Cross-cut	15,000 5,000	Metre	Drummondville QC Abbotsford BC	\$ _____ \$ _____	\$ _____ \$ _____

* Firm unit prices in Canadian dollars, applicable taxes extra, DDP (destinations specified above) Incoterms 2000, transportation costs included, all applicable Customs Duties and Excise taxes included.

ANNEX B – ITEMS 1 & 2 TUBULAR WAFFLE KNIT Technical specifications

Item #1 and #2 – Tubular waffle knit (#1- 16 15/16 in (43 cm) - #2 – 20 1/2 in (52 cm))

The fabric and samples must meet the requirements specified hereunder within the minimum and maximum acceptable range. The fabric must be tested in accordance with the test methods (evaluation and acceptance procedure) specified below.

Property	Evaluation and acceptance procedure CAN/CGSB 4.2 ISO / ASTM	Required specifications	Minimum acceptable	Acceptable Maximum
Quantitative analysis of fibre mixtures	ISO / TR 11827 : 2012 ASTM D276	50% polyester 50% cotton	- 5%	+ 5%
Weave		Waffle knit	Waffle knit	Waffle knit
Unit mass of fabrics	5.1-M90	254 g/m ² (7.5 oz/yd ²)	- 3%	+3%
Width of the tubes	Item #1	16 15/16 in (43 cm)	16 1/8 in (41 cm)	17 3/4 in (45 cm)
	Item #2	20 1/2 in (52 cm)	19 5/16 in (49 cm)	21 5/8 in (55 cm)
Dimensional Change in Commercial Type Laundering	No. 24.2-M91			Length:7% Width : 5%

Waffle knit design	Required specifications	Minimum acceptable	Acceptable Maximum
Square	3, 5 or 7mm	3mm	7mm

ANNEX B – ITEM 3 RIB KNIT 1X1 Technical specifications

Item #3 – Rib knit 1x1 in 2 3/8 in (6 cm) strip - Cross-cut

The fabric and samples must meet the requirements specified hereunder within the minimum and maximum acceptable range. The fabric must be tested in accordance with the test methods (evaluation and acceptance procedure) specified below.

Property	Evaluation and acceptance procedure CAN/CGSB 4.2 ISO / ASTM	Required specifications	Minimum acceptable	Maximum acceptable
Quantitative analysis of fibre mixtures	ISO / TR 11827 : 2012 ASTM D276	2% spandex 49% cotton 49% polyester	- 5%	+ 5%
Weave		Rib knit	Rib knit	Rib knit
Unit mass of fabrics	5.1-M90	254 g/m ² (5.5 oz/yd ²)	- 3%	+3%
Width of strip		2 3/8 in (6 cm)	2 5/16 in (5.9 cm)	2 7/16 in (6.2 cm)
Dimensional Change in Commercial Type Laundering	No. 24.2-M91			Length:7% Width : 5%

ANNEX B – ITEM 4 TUBULAR RIB KNIT Technical specifications

Item #4 – 21 ¼ in (54 cm) tubular Rib knit 1x1

The fabric and samples must meet the requirements specified hereunder within the minimum and maximum acceptable range. The fabric must be tested in accordance with the test methods (evaluation and acceptance procedure) specified below.

Property	Evaluation and acceptance procedure CAN/CGSB 4.2 ISO / ASTM	Required specifications	Minimum acceptable	Maximum acceptable
Quantitative analysis of fibre mixtures	ISO / TR 11827 : 2012 ASTM D276	49% polyester 49% cotton 2% spandex	- 5%	+ 5%
Weave		Rib knit	Rib knit	Rib knit
Unit mass of fabrics	5.1-M90	254g/m ² (7.5 oz/yd ²)	- 3%	+3%
Width of the tube		21 ¼ in (54 cm)	20 1/16 in (51 cm)	22 1/16 in (56 cm)
Dimensional Change in Commercial Type Laundering	No. 24.2-M91			Length:7% Width : 5%

ANNEX B – ITEM 5 JERSEY KNIT Technical specifications

Item #5 - Jersey knit in 1 1/8 in (2.9 cm) strip - Cross-cut

The fabric and samples must meet the requirements specified hereunder within the minimum and maximum acceptable range. The fabric must be tested in accordance with the test methods (evaluation and acceptance procedure) specified below.

Property	Evaluation and acceptance procedure CAN/CGSB 4.2 ISO / ASTM	Required specifications	Minimum acceptable	Maximum acceptable
Quantitative analysis of fibre mixtures	ISO / TR 11827 : 2012 ASTM D276	50% polyester 50% cotton	- 5%	+ 5%
Weave		Jersey knit	Jersey knit	Jersey knit
Unit mass of fabrics	No. 5.1-M90	175 g/m ² (6.2 oz/yd ²)	-3%	+3%
Width of strip		1 1/8 in (2.9 cm)	1 1/16 in (2.7 cm)	1 3/16 in (3 cm)
Dimensional Change in Commercial Type Laundering	No. 24.2-M91			Length:7% Width : 5%

ANNEX "1" to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

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