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**Request for Standing Offer  
(RFSO)**

Performance of the Work described  
in the Statement of Work of the  
draft call-up.

<b>TITLE</b> Local Moving and Storage for the High Commission of Canada in Singapore	
<b>SOLICITATION NUMBER</b> 19-151795	<b>DATE</b> May 31, 2019
<b>PROPOSAL DELIVERY</b>  In order for the proposal to be valid and accepted, it must be received no later than 2:00 PM on July 11, 2019 (as per Ottawa, Ontario) referred as the "Closing Date".  Only electronic copies will be accepted and received at the following e-mail address:  internationalproposals@international.gc.ca  Solicitation Number : 19-151795	
<b>Offer to: Foreign Affairs, Trade and Development Canada</b>  <b>We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services and construction listed herein and on any attached sheets at the price(s) set out therefor.</b>  <b>Name and title of person authorized to sign on behalf of the supplier:</b>  _____  _____  <b>Signature</b> _____ <b>Date</b> _____	



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## **PART 1 – GENERAL INFORMATION**

### **1.1 Introduction**

One method of supply used by the Department of Foreign Affairs, Trade and Development (DFATD) to satisfy its requirements is to arrange with suppliers to submit a standing offer to provide goods, services or both during a specified period. Specific clients as representatives of DFATD are then authorized by DFATD to make call-ups against the standing offer detailing the exact quantities of goods or level of services they wish to order at a particular time, during the effective period of the standing offer in accordance with the predetermined conditions.

The process normally starts with a Request for Standing Offers (RFSO) that suppliers may obtain through the Government Electronic Tendering Service (GETS). A RFSO is an invitation to suppliers to provide DFATD with a standing offer. The quantity of goods, level of services and estimated expenditure specified in the RFSO are only an approximation of requirements given in good faith. A RFSO does not commit DFATD to authorize the utilization of a standing offer or to procure or contract for any goods, services or both. A standing offer is not a contract.

The Request for Standing Offers (RFSO) is divided into five 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 5A, Standing Offer, and 5B, Resulting Contract Clauses:
  - 5A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 5B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

Attachment 1 to Part 3 includes the Certifications, and Attachment 1 to Part 4 includes the Evaluation criteria.

The Annexes include:

- Annex A: Statement of Work
- Annex B: Basis of Payment,
- Annex C Example of the Call-Up Document
- Annex D: Standing Offers Reporting
- Annex E: Security Requirements Check List (SRCL)



**1.2 Summary**

1.2.1 This Requirement is to establish up to three (3) Regional Individual Standing Offers for local relocation and storage services for the High Commission of Canada of the Department of Foreign Affairs, Trade, and Development (DFATD) Canada in Singapore, “as-and-when-requested.” The work will be performed in accordance with the Statement of Work at Annex A, summarized as follows:

- Packing, unpacking, ground delivery, disposal, and storage of Crown-owned furniture and household effects to and from the High Commission of Canada premises, Canada-based staff quarters and at the Official Residences;
- Provision of personnel and equipment for local moving services to be carried out at the High Commission.
- Yearly estimated usage of moving services is as follows:

Month	Number of moves
Jan	2
Feb	2
Mar	2
Apr	2
May	2
Jun	2
Jul	5
Aug	5
Sep	5
Oct	2
Nov	2
Dec	2

1.2.2 The Work is to be performed from the date of contract award (tentatively set for September 1, 2019) for a period of two (2) years. However, in the event of unusual circumstances, the contract could be awarded at a sooner or later date. There is also the potential of three (3) additional one year irrevocable option periods under the same terms and conditions.

1.2.3 There is no security requirement associated with this requirement.

1.2.4 The requirement is subject to the provisions of the:

- a) World Trade Organization Agreement on Government Procurement (WTO-AGP)
- b) North American Free Trade Agreement (NAFTA)
- c) Canada-European Union Comprehensive Economic and Trade Agreement (CETA)
- d) Canadian Free Trade Agreement (CFTA)
- e) Canada - Chile Free Trade Agreement (CCFTA)
- f) Canada - Columbia Free Trade Agreement
- g) Canada - Korea Free Trade Agreement
- h) Canada - Honduras Free Trade Agreement
- i) Canada - Panama Free Trade Agreement
- j) Canada - Peru Free Trade Agreement (CPFTA)
- k) Canada - Ukraine free Trade Agreement (CUFTA)
- l) Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)



### 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 Key Terms

Term	Definition
Standing offer	A Standing Offer is not a contract. It is an offer from a supplier to provide goods and/or services to clients at prearranged prices or pricing basis and under set terms and conditions for a specified period on an as-and-when requested basis. A separate contract is entered into each time a call-up is made against a Standing Offer. When a call-up is made, the terms and conditions are already in place and acceptance by Canada of the supplier's offer is unconditional. Canada's liability shall be limited to the actual value of the call-ups made within the period specified in the Standing Offer.
Call-up Against a Standing Offer	An order issued under the authority of a duly authorized user against a particular standing offer. Communication of a call-up against a standing offer to the offeror constitutes acceptance of the standing offer to the extent of the goods, services, or both, being ordered and causes a contract to come into effect. The parties to the contract that comes into effect when a call-up against a standing offer is made are Canada, as represented by DFATD and the offeror.
Regional Individual Standing Offer (RISO)	A Regional Individual Standing Offer is used by a single client within a specific geographic area to provide goods and/or services.



## PART 2 – OFFEROR INSTRUCTIONS

### 2.1 Language of Offer

Offer documents and supporting information must be submitted in English or French.

### 2.2 Reference Clauses

**2.2.1** Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the offer solicitation and accept the clauses and conditions of the resulting standing offer.

**2.2.2** This procurement document contains references to specific standard instructions, general conditions and clauses found in the SACC Manual which will apply to this particular requirement. Reference clauses are those clauses and conditions that offerors and suppliers must refer to in the government Standard Acquisition Clauses and Conditions (SACC) Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) to obtain the full text. Clause references will include the clause ID number, its effective date and its title (e.g. ID B1204C (2011-05-16)).

**In cases where the reference clause(s) has been modified or deleted to suit this procurement, such change(s) have been identified in this document.**

**NOTE: It is strongly recommended that offerors visit the above site to better understand these clauses and conditions.**

### 2.3 Standard Instructions

**2.3.1** The 2006 (2018-05-22) Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2006/22>), of the *SACC Manual* are incorporated by reference into and form part of the RFSO.

**2.3.2** Except in the case of “PWGSC’s Integrity Database”, where referred to, the words “Public Works and Government Services Canada” or “PWGSC” are to be substituted to read “**Foreign Affairs, Trade and Development Canada**” or “**DFATD**”; **all references to facsimile number of “819-997-9776” are deleted**; all references to “**Canada Post epost Connect service**” are deleted; and the words “Contracting Authority” are to be substituted to read “**Canada’s Representative**”.

**2.3.3 Subsection 05 (2018-05-22) Submission of Offers**, paragraph 4 is amended as follows:

**Delete:** sixty (60)

**Insert:** one hundred and twenty (120)

#### **2.3.4 Subsection 06 (2018-05-22) Late Offers**

This subsection is deleted in its entirety and is hereby replaced by the following:

Offers received after the stipulated RFSO closing date and time will be:

- returned to the Offeror in the case where hard copies were requested; or
- deleted / destroyed where soft copies were requested,

unless they qualify under the provisions of the Delayed Offers clause stipulated in paragraph 2.3.5.

#### **2.3.5 Subsection 07 (2018-05-22) Delayed Offers**

This subsection is deleted in its entirety and is hereby replaced by the following:



An offer received after the closing date and time, but before the contract award date may be considered, provided the delay can be proven by the Offeror to have been due solely to a delay in delivery that can be attributed to incorrect handling by Canada, after the offer has been received at the location stipulated on page one (1).

### 2.3.6 Subsection 08 (2018-05-22) Transmission by facsimile or by epost Connect

This subsection is deleted in its entirety and does not form part of the RFSO. DFATD will not accept receipt of an offer by means of a facsimile or by epost Connect.

## 2.4 Submission of Offers

2.4.1 In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process **Policy on Green Procurement** (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

2.4.2 Offers must be received by DFATD at the address identified, by the date and time on page 1 of the solicitation. Offers must NOT be sent directly to Canada's Representative. Canada will not be responsible for offers delivered to a different address. Offers sent directly to Canada's Representative may not be considered.

Attachments should be in a Portable Document Format (.pdf) software application. Offerors should follow the specifications format instructions described below, during the preparation of their offer:

- Minimum type face of 10 points.
- Hard copies of offers should be printed double-sided
- All material should be formatted to print on 8.5" x 11" or A4 paper.
- For clarity and comparative evaluation, the Offeror should respond using the same subject headings and numbering structure as in this RFSO document.

More than one e-mail can be sent if necessary (if the same file is sent twice, the latest file received will be used for evaluation purposes and the previous one(s) will not be opened). DFATD will take no responsibility if a proposal is not received on time because the e-mail was refused by a server for the following reasons:

- The size of attachments exceeds 10 MB;
- The e-mail was rejected or put in quarantine because it contains executable code(including macros);
- The e-mail was rejected or put in quarantine because it contains files that are not accepted by our server, such as, but not limited to, .rar, encrypted .zip, encrypted .pdf,.exe., etc.

Links to an online storage service (such as Google Drive™, Dropbox™, etc.) or to another website, a File Transfer Protocol (FTP) service access, or any other mean of transferring files, **will not** be accepted. All documents submitted must be attached to the e-mail.

**It is strongly recommended** that Offerors confirm with Canada's Representative that their complete offer was received. For this same reason, it is recommended that in cases where more than one (1) e-mail containing documents comprising the quote is submitted, the emails be numbered and the total number of emails sent in response to the solicitation also be identified.

2.4.3 Canada requires that each offer, at closing date and time or upon request from Canada's Representative, be signed by the Offeror or by an authorized representative of the Offeror. If any required signature(s) are not submitted as requested, Canada's Representative may inform the Offeror of a time frame within which to provide the signature(s). Failure to comply with the request





of Canada's Representative and to provide the signature(s) within the time frame provided may render the offer non-responsive. If an offer is submitted by a joint venture, it must be in accordance with section 17 Joint Venture (2007-11-30) of 2006 (2018-05-22) *Standard Instructions – Request for Standing Offers - Goods or Services - Competitive Requirements*.

**2.4.4** It is the Offeror's responsibility to:

- a. obtain clarification of the requirements contained in the RFSO, if necessary, before submitting an offer;
- b. prepare its proposal in accordance with the instructions contained in the RFSO;
- c. submit by closing date and time a complete offer;
- d. send its offer only to the address specified on page 1 of the RFSO;
- e. ensure that the Offeror's name, return address, and the RFSO number are clearly visible on the envelope or the attachment(s) containing the offer; and,
- f. provide a comprehensible and sufficiently detailed offer, including all requested pricing details that will permit a complete evaluation in accordance with the criteria set out in the RFSO.

**2.4.5** Offers received on or before the stipulated RFSO closing date and time will become the property of Canada, including those of unsuccessful Offerors. All offers will be treated as confidential, subject to the provisions of the Access to Information Act (R.S. 1985, c. A-1) and the Privacy Act (R.S., 1985, c. P-21), and other applicable law.

**2.4.6** Unless specified otherwise in the RFSO, Canada will evaluate only the documentation provided with an Offeror's offer. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the offer.

**2.4.7** An offer cannot be assigned or transferred in whole or in part.

**2.5 Communications, Enquiries and Suggested Improvements**

**2.5.1** All enquiries and suggested improvements must be submitted in writing only to Canada's Representative, identified on page 1 of the solicitation no later than **Seven (7)** calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries and suggestions received after that time may not be answered.

**2.5.2** 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 questions or may request that the Offeror do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

**2.5.3** Should any Offeror consider that the specifications or Statement of Work contained in this RFSO and Draft Contract can be improved technically or technologically, the Offeror is invited to make suggestions in writing. The Offeror must clearly outline the suggested improvements as well as the reason for the suggestion. Suggestions which do not restrict the level of competition nor favour a particular Offeror will be given consideration. Canada reserves the right to accept or reject any or all suggestions.



## 2.6 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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.

## 2.7 Challenges

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services, in accordance with the Agreement on Internal Trade. You may raise concerns regarding the solicitation, or the resulting award, with the DFATD representative in a first attempt to address the concern or if not satisfied, with OPO by contacting them by telephone at 1-866-734-5169, by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca) or by visiting their website at <http://www.opo.gc.ca>.

The Canadian International Trade Tribunal (CITT) was established by the Government of Canada to provide a challenge mechanism for suppliers to raise complaints regarding the solicitation or evaluation of bids, or in the awarding of contracts on a designated procurement, in accordance with applicable Trade Agreements. You may raise concerns regarding the solicitation, evaluation or the resulting award, with the DFATD representative in a first attempt to address the concern or if not satisfied, with the CITT by contacting them toll free by telephone at 855-307-2488, or by visiting their website at <http://www.citt.gc.ca/>.

## 2.8 No Promotion of Offerors Interest

Offerors will not make any public comment, respond to questions in a public forum or carry out any activities to publicly promote or advertise their interest in this Project.

## 2.9 Legal Capacity

The Offeror must have the legal capacity to contract. If the Offeror is a sole proprietorship, a partnership or a corporate body, the Offeror must provide, if requested by Canada's Representative, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to Offerors submitting a proposal as a joint venture.

## 2.10 Incapacity to Contract with Government

By submitting an offer, the Offeror certifies that neither the Offeror nor any of the Offeror's affiliates has ever been convicted of an offence under any of the following provisions. Canada may reject a proposal where the Offeror, including the Offeror's officers, agents and employees, has been convicted of an offence under the following provisions of the Criminal Code:

- a. paragraph 80(1)(d) (*False entry, certificate or return*), subsection 80(2) (*Fraud against Her Majesty*) or section 154.01 (*Fraud against Her Majesty*) of the *Financial Administration Act*, or
- b. section 121 (*Frauds on the government and Contractor subscribing to election fund*), section 124 (*Selling or Purchasing Office*), section 380 (*Fraud*) for fraud committed against Her Majesty or section 418 (*Selling defective stores to Her Majesty*) of the *Criminal Code* of Canada, or
- c. section 462.31 (*Laundering proceeds of crime*) or



- d. sections 467.11 to 467.13 (*Participation in activities of criminal organization*) of the *Criminal Code* of Canada, or section 45 (*Conspiracies, agreements or arrangements between competitors*), 46 (*Foreign directives*) 47 (*Bid rigging*), 49 (*Agreements or arrangements of federal financial institutions*), 52 (*False or misleading representation*), 53 (*Deceptive notice of winning a prize*) under the *Competition Act*, or
- e. section 239 (*False or deceptive statements*) of the *Income Tax Act*, or
- f. section 327 (*False or deceptive statements*) of the *Excise Tax Act*, or
- g. section 3 (*Bribing a foreign public official*) of the *Corruption of Foreign Public Officials Act*, or
- h. section 5 (*Trafficking in substance*), section 6 (*Importing and exporting*), or section 7 (*Production of substance*) of the *Controlled Drugs and Substance Act*, or
- i. any provision under any law other than Canadian law having a similar effect to the above-listed provisions.



## PART 3 – OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

Canada requests that Offerors provide their electronic proposals in separate PDF files as follows:

Section I: Technical Offer (1 soft copy by email submission)

Section II: Financial Offer (1 soft copy by email submission)

Section III: Certifications (1 soft copy by email submission)

**Please note:** offers may be modified or resubmitted only **before** the solicitation closing date, and must be done in writing. This includes electronically transmitted responses. The latest offer received will supersede any previously received offers.

### 3.2 Technical Offer Instructions

#### Section I: Technical Offer

This section should not exceed 60 pages. Material exceeding the 60 page maximum may not be considered. Copies of required Certificates and Licences, and Title pages are not included in the 60 page limit.

In their technical offer, Offerors should demonstrate their understanding of the requirements contained in the RFSO and explain how they will meet these requirements. Offerors should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical offer should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the offer will be evaluated. Simply repeating the statement contained in the RFSO is not sufficient. In order to facilitate the evaluation of the offer, Canada requests that Offerors address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Offerors may refer to different sections of their offers by identifying the specific paragraph and page number where the subject topic has already been addressed.

### 3.3 Financial Offer Instructions

#### Section II: Financial Offer

Offerors must submit their Financial Proposal in accordance with Annex B – Basis of Payment. Prices must appear in Section II **only** and must not be indicated in any other section of the proposal. Failure to comply may result in the proposal being declared non-compliant and rejected from further consideration. All the information required in the Financial Proposal must appear in a separate document and should be identified as the Financial Proposal. Financial Proposals will only be opened after the evaluation of the Technical Proposal is completed. **Estimates provided in Annex B, Basis of Payment are strictly for evaluation purposes and are not a guarantee under any subsequent call-up.**

### 3.4 Certifications

#### Section III: Certifications

Offerors must submit the certifications and additional information required under Attachment I to Part 3.



## ATTACHMENT 1 TO PART 3 – CERTIFICATIONS

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.

Canada's Representative 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 Canada's Representative will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### A.1 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

#### A1.1 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.

### A.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.

#### A2.1 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.

#### A2.2 Federal Contractors Program for Employment Equity – Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

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.

### **A2.3 Status of Availability of Resources - Offer**

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

### **A2.4 Former Public Servant**

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

#### **DEFINITIONS**

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act \(PSSA\), R.S.](#), 1985, c.P-36, and any increases paid pursuant to the [Supplementary](#)



Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

**FORMER PUBLIC SERVANT IN RECEIPT OF A PENSION**

As per the above definitions, is the Offeror a FPS in receipt of a pension? **Yes ( ) No ( )**

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

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

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

**WORK FORCE ADJUSTMENT DIRECTIVE**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Offeror must provide the following information:

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

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

**CERTIFICATION STATEMENT**

By completing, signing and submitting this attachment, the Offeror certifies that the information submitted by the Offeror in response to Attachment 1 to Part 3 is accurate and complete.

\_\_\_\_\_  
**Name & Signature of Authorized Individual**

\_\_\_\_\_  
**Date**





**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 Offer including the technical and financial evaluation criteria.
- b. An evaluation team composed of representatives of Canada will evaluate the offers.
- c. If the Offeror is deemed to be non-responsive / non-compliant *at any time during the below two (2) stages of evaluation, the technical stage or the financial stage*, the offer will be set aside and given no further consideration.

**4.1.1 Technical Evaluation**

In their technical offer, the Offeror should address clearly and in sufficient depth the points that are subject to the evaluation criteria in Attachment 1 to Part 4 – Technical Evaluation Criteria, against which the offer will be evaluated.

**4.1.2 Financial Evaluation**

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

**4.2 Basis of Selection**

Up to three (3) standing offers will be awarded. All responsive standing offers will be considered.

To be considered responsive, offers must meet the following:

- a) comply with all the requirements of the Request for Standing Offer (RFSO)
- b) meet all the mandatory technical evaluation criteria; and,
- c) obtain the required minimum of 63 points overall for the technical evaluation criteria out of a possible 104 points.

Offers not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive offer that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. Responsive offers will be ranked based upon which offer has the lowest evaluated price per point. A maximum of three responsive offers with the lowest evaluated price per point will be recommended for issuance of a standing offer.

The ranking by lowest evaluated price per point will be determined by dividing the proposed total price of the initial standing offer period and option periods by the total technical score for each offeror.

**THE FOLLOWING TABLE IS FOR ILLUSTRATIVE PURPOSES ONLY:**

<b>Offerant</b>	<b>Quoted Price Excluding Taxes (A)</b>	<b>Total Technical Points (B)</b>	<b>Cost Per Point (A divided by B)</b>
<b>Offerant 1</b>	<b>750,000.00</b>	<b>78</b>	<b>9,615 per point</b>
<b>Offerant 2</b>	<b>920,000.00</b>	<b>83</b>	<b>11,084 per point</b>
<b>* Offerant 3</b>	<b>810,000.00</b>	<b>88</b>	<b>9,204 per point</b>

\*In the above scenario, Offeror #3 would be declared the highest-ranked Offeror, Offeror #1 would be the second-highest ranked, and Offeror #2 would be the third-highest ranked.





**ATTACHMENT 1 TO PART 4 – Technical Evaluation Criteria**

**1.0 Mandatory Technical Criteria**

The offer must meet the following mandatory technical criteria. The Offeror must provide the necessary documentation to demonstrate compliance with this requirement.

Offers that do not meet the mandatory technical criteria will be considered non-responsive. Each mandatory technical criterion must be treated separately.

<b>Mandatory Technical Criteria</b>					
<b>N°</b>	<b>Mandatory technical criteria</b>	<b>Instructions for proposal preparation</b>	<b>Page where the information in the proposal is located</b>	<b>Satisfied</b>	<b>Not satisfied</b>
<b>M1</b>	<p><b>Certificate and License</b></p> <p>The Offeror must have current authorization to operate as a moving company in Singapore.</p>	<p>The Offeror must provide a photocopy of at least one of the following certificates:</p> <ul style="list-style-type: none"> <li>• FIDI/FAIM (Fédération Internationale des Déménageurs Internationaux/FIDI Accredited International Mover);</li> <li>• Bizsafe certificate;</li> <li>• Government-accredited Professionals, Managers, Executives and Technicians (PMET) certificate; or</li> <li>• Any government-issued certificate or document showing authorization to operate as a moving company in Singapore.</li> </ul>			



Mandatory Technical Criteria					
N°	Mandatory technical criteria	Instructions for proposal preparation	Page where the information in the proposal is located	Satisfied	Not satisfied
M2	<p><b>Experience</b></p> <p>The Offeror must have at least 60 months of experience in providing local ground moving, disposal, and warehousing services.</p> <p>The work must be of similar size and scope to that outlined in the Statement of Work attached.</p> <p>Contracts of similar size and scope are defined as contracts in which the Offeror performed local moving, disposal and warehousing services as described in Annex A Statement of Work.</p>	<p>To demonstrate this experience, the Offeror must provide a maximum of 5 contracts for local ground moving, disposal, and warehousing services which include the following information:</p> <ul style="list-style-type: none"><li>i. Company or Client Name;</li><li>ii. Scope of work;</li><li>iii. Location of work; and</li><li>iv. Start and end dates of the work.</li></ul>			



**2.0 Point-Rated Technical Criteria (maximum 104 points)**

Each point rated technical criterion should be addressed separately.

Offers having successfully met ALL of the mandatory criteria will be evaluated and point-rated against the criteria listed below. Offerors must receive a minimum overall technical score of 63 points in order to be further evaluated on the basis of their financial offer. Offers which fail to obtain the required minimum number of points specified will be declared non-responsive.

POINT RATED TECHNICAL CRITERIA				
N°	Rated criterion	Page #	Points Allocation	Maximum Points
R1	<p><b>Delivery Strategy</b></p> <p>The Offeror should have an effective delivery strategy to meet the requirements of the Statement of Work and a clear description of how the team will be effectively managed.</p> <p>As part of its Delivery Strategy, the Offeror must provide:</p> <ul style="list-style-type: none"> <li>a) A brief work plan describing the strategy and stages to complete the packing and relocation for local moving;</li> <li>b) An organization chart which includes the names and roles of the Offeror's personnel who would be responsible for local moving; and</li> <li>c) a short description of the roles of key stakeholders who would be involved in executing the work as required under this Standing Offer, including the Offeror's personnel, sub-contractors, and any other specialists or external experts.</li> </ul>		<p><b>10 points</b> will be allocated for each component of the delivery strategy (items a to c) which the Offeror provides.</p>	<b>30</b>



POINT RATED TECHNICAL CRITERIA				
N°	Rated criterion	Page #	Points Allocation	Maximum Points
R2	<p><b>Corporate Experience</b></p> <p>The Offeror should have adequate corporate experience in meeting requirements of similar size and scope to the tasks described in Annex A Statement of Work.</p> <p>The Offeror should also have experience in providing local moving, disposal and storage services for an Embassy or High Commission and for being the main contractor performing these services.</p> <p>In order to demonstrate this experience, the Offeror must provide the following information for a minimum of 5 and a maximum of 8 contracts for moving, disposal, and warehousing services which commenced in the last ten (10) years prior to the RFSO closing date.</p> <p>a) Company/Client Name; b) Scope of work; c) Location of work; d) Start and end dates of the work; and e) Indication of whether the Offeror was the main Contractor or a sub-contractor on the contract.</p>		<p><b>Number of contracts:</b></p> <ul style="list-style-type: none"> <li>• 5 contracts: 1 point</li> <li>• 6 contracts: 3 points</li> <li>• 7 contracts: 5 points</li> <li>• 8 contracts: 8 points</li> </ul> <p>For a maximum of 8 points</p> <p><b>Client information:</b></p> <ul style="list-style-type: none"> <li>• 2 points per contract for a client that is an Embassy or High Commission in Singapore;</li> <li>• 0 points for all other clients;</li> </ul> <p>For a maximum of 16 points</p> <p><b>Offeror's role:</b></p> <ul style="list-style-type: none"> <li>• 2 points per contract in which the Offeror was the Contractor;</li> <li>• 0 points per Contract in which the Offeror was a sub-contractor;</li> </ul> <p>For a maximum of 16 points</p>	40



POINT RATED TECHNICAL CRITERIA				
N°	Rated criterion	Page #	Points Allocation	Maximum Points
R3	<p><b>Experience of On-Site Supervisor and Account Manager</b></p> <p>The Offeror should demonstrate that the proposed On-Site Supervisor and proposed Account Manager have adequate experience and expertise in supervising and managing moving and storage contracts.</p> <p>To demonstrate the experience of the proposed Account Manager and On-Site Supervisor, the Offeror must provide CVs for one proposed resource for each role which indicate:</p> <p><b>a)</b> Each proposed resource's years of experience as either an On-Site Supervisor or Account Manager;</p> <p><b>b)</b> The start and end dates, client or organization names, and contract scope for a minimum of three moving and storage contracts which each proposed resource has completed in their role as either an On-Site Supervisor or Account Manager; and</p> <p><b>c)</b> FIDI/FAIM certification; Workplace Health &amp; Safety certification; Project Management certification; or other certification relevant to each proposed resource's role as either an On-Site Supervisor or Account Manager.</p>		<p><b>Account Manager and On-Site Supervisor:</b></p> <p><b>a)</b> Each resource's years of experience in role:</p> <ul style="list-style-type: none"> <li>• Less than 5 years: 0 points</li> <li>• 5 to less than 6 years: 1 point</li> <li>• 6 to less than 7 years: 2 points</li> <li>• 7 to less than 8 years: 3 points</li> <li>• 8 years or more: 4 points</li> </ul> <p><b>b)</b> Number of contracts each resource has completed in role:</p> <ul style="list-style-type: none"> <li>• Less than 3 contracts: 0 points</li> <li>• 3 contracts: 1 point</li> <li>• 4 contracts: 3 points</li> <li>• 5 contracts: 5 points</li> </ul> <p><b>c)</b> Certification held by each resource:</p> <ul style="list-style-type: none"> <li>• No certification: 0 points</li> <li>• One certification: 1 point</li> <li>• Two certifications: 2 points</li> <li>• Three or more certifications: 3 points</li> </ul>	<p><b>Account Manager:</b></p> <p style="text-align: center;"><b>12</b></p> <p><b>On-Site Supervisor:</b></p> <p style="text-align: center;"><b>12</b></p>



POINT RATED TECHNICAL CRITERIA				
N°	Rated criterion	Page #	Points Allocation	Maximum Points
R4	<p><b>Additional Resources</b></p> <p>In addition to the proposed On-Site Supervisor and proposed Account Manager, the Offeror should demonstrate that it has a dedicated team of resources available to work on any resulting call-up against the Standing Offer.</p> <p>To demonstrate its capacity to fulfil the requirements of subsequent call-ups, the Offeror must provide a CV for each additional resource who is not the proposed On-Site Manager or Account Manager which demonstrates that the resource:</p> <ul style="list-style-type: none"> <li>a) Has worked for the Offeror for at least one year in the last three years; and</li> <li>b) Has at least three years of experience completing tasks related to warehousing, packing, and local moving of household and/or office goods in the last five years.</li> </ul>		<p>2 points will be allocated for each resource meeting both the minimum requirements described in a) and b), for a maximum of 10 points.</p>	10
<b>Maximum Points available:</b>				<b>104</b>
<b>Minimum Points required:</b>				<b>63</b>
<b>Offeror's score:</b>				



## PART 5 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

### 5A. STANDING OFFER

#### 5.1 Offer

5.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex A.

#### 5.2 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.

##### 5.2.1 General Conditions

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

##### 5.2.2 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, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex D. 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: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 30 calendar days after the end of the reporting period.

#### 5.3 Term of Standing Offer

##### 5.3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from \_\_\_\_ to \_\_\_\_ . *TO BE INSERTED ON ISSUANCE OF STANDING OFFER*

##### 5.3.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional three (3) one (1) year periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.



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

#### 5.4 Priority of Documents

The Parties agree to be bound by the following documents:

- 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 2035 (2018-06-21) General Conditions – Higher Complexity – Services;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;

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.

#### 5.5 Authorities

##### 5.5.1 Canada's Representative

Canada's Representative for this Standing Offer is:

Name: Sean Sun  
Title: Procurement Specialist  
Department of Foreign Affairs, Trade and Development  
Directorate: Missions Procurement Operations (AAO)  
Address: 125 Sussex Drive, Ottawa, ON K1A 0G2  
Telephone:  
Fax:  
E-mail address: Sean.Sun@international.gc.ca

Canada's Representative is responsible for the management of the Standing Offer, and any changes to the Contract must be authorized in writing by Canada's Representative. Upon the making of a call-up, Canada's Representative is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User. The Offeror must not perform Work in excess of or outside the scope of the Standing Offer based on verbal or written requests or instructions from anybody other than Canada's Representative.

##### 5.5.2 Project Authority

The Project Authority is: *TO BE INSERTED ON ISSUANCE OF STANDING OFFER*

Name:  
Title:  
Department of Foreign Affairs, Trade and Development  
Directorate:  
Address:  
E-mail address:

The Project Authority is the representative of the department 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 Authority, however the Project 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 Canada's Representative.

### 5.5.3 Offeror's Representative

The Offeror's Representative is: *TO BE INSERTED ON ISSUANCE OF STANDING OFFER*

Name:  
Title:  
Company:  
Address:  
Telephone:  
E-mail address:

The Offeror reserves the right to replace the above-designated Offeror's Representative by sending a notice in writing to Canada's Representative to that effect.

### 5.6 Call-Up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form Call-up Against a Standing Offer as per ANNEX C – Example of Call-up Document.

### 5.7 Limitations

#### 5.7.1 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed *TO BE INSERTED ON ISSUANCE OF STANDING OFFER* (Applicable tax excluded).

#### 5.7.2 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \_\_\_\_\_ *TO BE INSERTED ON ISSUANCE OF STANDING OFFER* (*Applicable Tax excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

### 5.8 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, Canada.

### 5.9 Status of Availability of Resources - Standing Offer

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.



If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

#### **5.10 Identified Users**

The Identified Users authorized to make call-ups against the Standing Offer include the Project Authority or any other representative delegated to make such purchases on behalf of the High Commission of Canada in Singapore.

#### **5.11 Call-up Procedures**

##### **5.11.1 Call-ups under \$25,000.00 CAD (including applicable taxes)**

The Embassy Representative will issue the call-up using the selection methodology specified below.

##### **5.11.2 Call-ups above \$25,000.00 CAD (including applicable taxes)**

Call-ups will be issued by Canada's Representative using the selection methodology specified below.

##### **5.11.3 Selection Methodology – Right of First Refusal**

The call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, the identified user will contact the next ranked offeror.



## 5B. 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.

### 5.1 Statement of Work

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

### 5.2 Standard Clauses and Conditions

2035 (2018-06-21) General Conditions - Higher Complexity - Services, apply to and form part of the Standing Offer.

### 5.3 Term of Contract

#### 5.3.1 Period of the Contract

The Work is to be performed during the period of \_\_\_\_\_ (*fill in start date of the work*) to \_\_\_\_\_ (*fill in end date of the work*).

### 5.4 Proactive Disclosure of Contracts with Former Public Servants

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

### 5.5 Payment

#### 5.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Call-up, the Contractor will be paid in accordance with the basis of payment in Annex B as specified in the Call-up. Customs duties are excluded and applicable tax is extra.

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

#### 5.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ **TO BE INSERTED ON ISSUANCE OF CALL-UP**. Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or



- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,  
whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

## **5.6 Invoicing Instructions**

The Offeror 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.

## **5.7 Anti-Terrorism**

Consistent with numerous United Nations Security Council resolutions, including S/RES/1267 (1999) concerning Al Qaida and the Taliban, and associated individuals and entities, both Canada and the Offeror are firmly committed to the international fight against terrorism, and in particular, against the financing of terrorism. The Offeror acknowledges that neither it, nor any of its employees, Directors, or agents is an entity listed, in relation to terrorists groups and those who support them, under subsection 83.05 of the Criminal Code of Canada, and as identified thereto in a "List of Entities" which may be found at < <http://laws-lois.justice.gc.ca/eng/regulations/SOR-2002-284/index.html> > and that it is not nor will it knowingly work with any party and entity appearing on the New Consolidated List established and maintained by the UN Security Council's 1267 Committee. Furthermore, the Offeror acknowledges that it will not knowingly directly or indirectly collect, provide or make available funds or property intending that they be used, or knowing that they will be used, to carry out or facilitate terrorist activities, or knowing that the funds or property will be used or will benefit a terrorist entity as identified in the List of Entities.

## **5.8 Amendments**

To be effective, any amendment to the RFSO or Call-up must be done in writing and signed by Canada's Representative and the Offeror's Representative. Canada's right to exercise an Option Period is excluded from this signatures requirement. The Offeror agrees that, during the extended period of the RFSO, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

## **5.9 Independent Contractor**

The Offeror is an independent Contractor engaged by Canada to perform the Work. Nothing in the RFSO or resulting call-ups is intended to create a partnership, a joint venture or an agency between Canada and the other Party or Parties. The Offeror must not represent itself as an agent or representative of Canada to anyone. Neither the Offeror nor any of its personnel is engaged as an employee or agent of Canada. The Offeror is responsible for all deductions and remittances required by law in relation to its employees.

## **5.10 Resources**

Canada reserves the right to conduct periodic background checks on personnel employed or subcontracted by the Offeror.

Canada reserves the right, in its sole discretion, to decide that personnel employed or subcontracted by the Offeror are unsuitable. In such circumstances, the Offeror shall ensure that personnel are removed from property and replaced with personnel suitable to Canada.



## **5.11 Green Procurement**

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

The Offeror should make every effort to use environmentally preferred goods, services and processes, as required, to reduce any environmental impacts resulting from the performance of the Work. Environmentally preferable goods and services are those that have a lesser or reduced impact on the environment over the life cycle of the good or service, when compared with competing goods or services serving the same purpose. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances.

## **5.12 Compliance with Local Law**

In the performance of Services under this Call-up, the Offeror will comply with all applicable provisions of the laws in force in Singapore.

## **5.13 Insurance Terms**

### **5.13.1 Insurance at Discretion of the Offeror**

The Offeror is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Offeror is at its own expense and for its own benefit and protection. It does not release the Offeror from or reduce its liability under the Contract.

## **5.14 Dispute Resolution**

### **5.14.1 Discussion and Negotiation**

If a dispute arises out of, or in connection with this Call-up, the parties shall meet to pursue resolution through negotiation or other appropriate dispute resolution process before resorting to litigation.

### **5.14.2 Procurement Ombudsman**

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Canadian Department of Public Works and Government Services Act, S.C. 1996, c. 16 (as amended), will, on request and consent of the parties to bear the cost of such process, participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by email at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).



## ANNEX A STATEMENT OF WORK

### 1. Title

Local Moving and Storage Services for the High Commission of Canada in Singapore

### 2. Objective of the Work

The objective of the work is to provide local moving and storage services of office and household furniture, office equipment, and other work and household related effects on an "as and when requested" basis for employees of the Department of Foreign Affairs, Trade and Development located at the Chancery and staff quarters of the High Commission of Canada in Singapore.

### 3. Scope

- 3.1 The range of required services includes the local transport of Crown-owned office equipment and furniture (computers and hardware, filing cabinets, files and records), electronic appliances, and other household effects.
- 3.2 The Contractor will provide all labour, tools, moving equipment, protective materials, and vehicles required to perform all tasks properly, efficiently and in compliance with all applicable health and safety regulations.
- 3.3 International shipments and storage outside Singapore are not included in this Contract.
- 3.4 Hours and Location:
  - 3.4.1 The High Commission of Canada in Singapore is located at One George Street, #11-01, Singapore 049145. Office hours are between 8:00 AM to 4:30 PM, Monday to Thursday, and from 8:00 AM to 1:30 PM on Friday. Any work performed outside this time is considered "Overtime."
  - 3.4.2 Various location where our Crown-owned and Crown-leased apartments are sited. Hours of work is dependent on the timing as stipulated by respective building management.
  - 3.4.3 The Contractor must not perform any overtime under the Contract unless authorized in advance and in writing by Project Authority Any request for payment must be accompanied by a copy of the overtime authorization and a report containing the details of the overtime performed pursuant to the written authorization.

### 4. Tasks

#### 4.1. Packing and Local Relocations

Local moving services include, but are not limited to, the following tasks:

- a) The Contractor must perform all required moving service activities including packing, crating, disassembling, loading, transporting, unloading, unpacking, uncrating, assembling, handling and operation of moving tools and equipment (e.g. roller jack, hydraulic tool, hand tool, dolly, computer cart, screen cart, furniture glides. etc.) and general cleanup at the end of each move. The Contractor's personnel must be able to read and interpret floor plans and furniture assembly layouts.



- b) Loading and unloading will take place at the Chancery, Official Residence, staff quarters, and Contractor's storage facility
- c) Transportation of items between Chancery, Official Residence, staff quarters, and long-term storage will be carried out by ground shipment (shuttle truck)
- d) Moving projects will be carried out in accordance with the schedule, scope, floor plans, instructions, and specifications and may include special crating for delicate and/or high value items such as pianos, artefacts, paintings etc., as per the instructions of the Project Authority.
- e) The Contractor must provide handyman services for the installation, dismantling, reassembling, and reconfiguration of paintings, furniture and electronic appliances.
- f) Work must be done continuously to the successful completion of the move. The Contractor must not change the moving schedule without obtaining authorization from the Project Officer.
- g) The Contractor must perform a site visit for a pending move to familiarize themselves with all conditions of all buildings affected, such as; site access, loading and unloading facilities, building access, elevator service, loading dock schedules and limitations, and ascertain the total scope of the inventory to be moved. No additional payment for coordination delays will be made as a result of the Offeror's failure to comply with the site visit requirements.
- h) The Supervisor will inform the Project Authority immediately of all mishaps, breakdowns, near misses, accidents, damage, etc.
- i) The Contractor and its personnel must comply with all safety and security regulations and smoking policies applicable to various buildings.
- j) The Contractor must provide transportation at no additional cost to DFATD, to and from the respective work sites. This includes the Contractor's personnel, their tools, equipment and related materials and supplies required for the performance of the work.

#### **4.2. Storage**

Local storage services include, but are not limited to, the following tasks:

- a) Receipt of items for storage at Contractor's storage facility
- b) Retrieval of items from storage at Contractor's storage facility
- c) Short-term storage of Crown-owned furniture, electronic appliances, and other household effects in Contractor's air-conditioned facility
- d) Long-term storage of Crown-owned furniture, electronic appliances, and other household effects in Contractor's air-conditioned facility
- e) The Contractor is responsible to ensure the designated storage areas are kept clean, and that all furniture and effects are stored in an orderly and safe manner.

#### **4.3. Disposal**

Local disposal services include, but are not limited to, the following tasks:

- a) Packing of items to be disposed
- b) Loading of items to be disposed
- c) Unloading of items to be disposed
- d) Transportation of items to be disposed by ground shipment (shuttle truck)
- e) Disposal of items in compliance with local laws and regulations

#### **4.4. Rental of Trucks**





Rental of trucks includes the rental of shuttle trucks for the movement of media equipment, luggage, and other effects for special events held at the High Commission and/or other locations within Singapore, and includes the labour required for the packing, crating, disassembling, loading, transporting, unloading, unpacking, uncrating, assembling, handling and operation of moving tools and equipment (e.g. roller jack, hydraulic tool, hand tool, dolly, computer cart, screen cart, furniture glides. etc.) and general cleanup at the end of each move. The Contractor's personnel must be able to read and interpret floor plans and furniture assembly layouts.

## 5. Labour

- a. The Contractor is responsible for providing skilled labourers to perform the Work. Any labourer whose performance is deemed unsatisfactory by the Project Authority must be replaced by the Contractor.
- b. The Contractor is responsible for ensuring that truck drivers hold a valid driver's license for the operation of a truck in Singapore.

### 5.1. Site Supervisor

A minimum of **one Site Supervisor** must be present at the job site for every job to ensure that all tasks are carried out as per the instructions of the High Commission staff; including:

- a) pre-briefing to workers on all specific tasks before the start of each job
- b) ensure property of High Commission of Canada is cared for as best as possible and in the same state of condition, before and after the move
- c) managing the workers throughout the job, with regards to punctuality, disciplinary, occupational health and safety and local laws and regulations
- d) constant supervision of workers to ensure specific tasks are being carried out as per the instructions of the High Commission staff
- e) reporting status of work to High Commission staff once job is completed, including damages, if any, and the circumstances that resulted in the damages

### 5.2. Account Manager

A minimum of **one Account Manager** must be available at all times during the Standing Offer period to handle enquiries of the High Commission staff; including:

- a) enquiry of rates for requested jobs
- b) enquiry of availability of slots for requested jobs
- c) confirmation of jobs and rates
- d) liaison between the site supervisor and the High Commission staff
- e) any other enquiries related to the SOW

## 6. Health and Safety

- 6.1 The Contractor's personnel must wear protective footwear and clothing, and must use protective equipment, materiel and devices as required and in accordance with the Canada Occupational Safety and Health Regulations. The Contractor must also act in accordance with any regulations in effect in Singapore and set forth by the building owners and/or property managers of any work site where work will be performed.
- 6.2 The Contractor's personnel must be uniformed appropriately for the nature and location of the work. They should display the Contractor's name or logo on the outer garment for identification purposes. At any time while on DFATD property, the Contractor's personnel could be asked to identify themselves.
- 6.3 The Contractor must adhere to all emergency, fire safety, and security regulations in the buildings. The Contractor must provide a plan to its personnel on how to proceed in case of injury.





## 7. Damages

- 7.1 All items of furniture, equipment, effects and machines, etc. are to be carefully protected during packing, moving and transporting to ensure no damage to them or the building involved in the move. All areas of buildings where damage could possibly occur will be protected from excessive wear by covering with plywood, mats, runners, building paper, or other protective covering at the Contractor's discretion or as directed by the authorized user(s). Any costs associated with protective covering will be at the Contractor's own expense.
- 7.2 Doors and door openings shall be protected from damage. The Contractor must remove doors from their frames and replace same without damage, whenever necessary.
- 7.3 All elevator cabs must be lined if necessary.
- 7.4 The Contractor must ensure that resilient flooring, carpets, marble and terrazzo floors are protected from damage during all relocations.
- 7.5 All heavy pieces of equipment and machinery shall be moved on proper dollies and the use of over-planking and safe floor coverings to prevent overloading or damage to floors in the affected work location.
- 7.6 During and on completion of the moving services, the Offeror must collect all rubbish, crates and packing materials and remove same from the premises and dispose of accordingly.
- 7.7 The Contractor must notify the Project Authority, in writing, immediately of any damages sustained to the furniture, effects and/or premises, which were caused by the work crews.
- 7.8 The Project Authority will assess the damage and file a claim with the Contractor. The Contractor will have thirty days from the date the claim was submitted to the Contractor to process and settle the claim. In the event damages are sustained and not reported, the Project Authority will assess the damage and file a claim with the Contractor. The above time frames for processing and settlement of the claims will apply.



**ANNEX B - BASIS OF PAYMENT**

**Table A: Packing and Local Relocations**

*The Offeror must quote firm all-inclusive rates for the services required. The ranges of estimated usage volumes indicated are for financial evaluation purposes only and are not a guarantee of work volumes under the Standing Offer(s). Estimates are provided in cubic metres (CBM).*

ITEM #	PACKING AND LOCAL RELOCATIONS	UNIT	ESTIMATED QTY / MONTH	MINIMUM ORDER, IF APPLICABLE	UNIT RATE (SGD)					TOTAL
					SO Period Year 1	SO Period Year 2	Option Year 1	Option Year 2	Option Year 3	
A1	Local moves (within Singapore) – price to include packing, loading/unloading and transportation (includes shuttle truck)	CBM	0 to 3 CBM							
A2	Local moves (within Singapore) – price to include packing, loading/unloading and transportation (includes shuttle truck)	CBM	3.10 to 10 CBM							
A3	Local moves (within Singapore) – price to include packing, loading/unloading and transportation (includes shuttle truck)	CBM	10.10 to 15 CBM							
A4	Local moves (within Singapore) – price to include packing, loading/unloading and transportation (includes shuttle truck)	CBM	15.10 to 30 CBM							



A5	Local moves (within Singapore) – price to include packing, loading/unloading and transportation (includes shuttle truck)	CBM	30.10 to 40 CBM							
A6	Local moves (within Singapore) – price to include packing, loading/unloading and transportation (includes shuttle truck)	CBM	40.10 to 50 CBM							
A7	Special crating (pianos, artefacts, paintings etc.) (state minimum CBM, if any)	CBM	10 CBM							
A8	Additional charges for walk-up apartment	Per flight/ CBM	1							

*The Offeror must quote firm all-inclusive hourly rates for each worker performing the services required. The estimated usage volumes indicated are for financial evaluation purposes only and are not a guarantee of work volumes under the Standing Offers. Estimates are provided in hours.*

A9	Additional manpower (during office hours from 9am to 5pm)	Per worker/ hour	1							
A10	Overtime – on weekday nights	Per worker/ hour	1							
A11	Overtime – on Saturday	Per worker/ hour	1							
A12	Overtime – on Sunday	Per worker/ hour	1							
A13	Handyman Services	Per worker/ hour	1							



**Table B: Warehouse Handling**

*The Offeror must quote firm all-inclusive rates for the services required. The ranges of estimated usage volumes indicated are for financial evaluation purposes only and are not a guarantee of work volumes under the Standing Offer(s). Estimates are provided in cubic metres (CBM).*

ITEM #	WAREHOUSE HANDLING	UNIT	ESTIMATED QTY / MONTH	MINIMUM ORDER, IF APPLICABLE	UNIT RATE (SGD)					TOTAL
					SO Period Year 1	SO Period Year 2	Option Year 1	Option Year 2	Option Year 3	
B1	Receipt of items for storage at warehouse	CBM	0 to 10 CBM							
B2	Retrieval of items from storage at warehouse	CBM	0 to 10 CBM							
B3	Long Term Storage Inspection	Per worker/ hour	1							

**Table C: Disposal**

*The Offeror must quote firm all-inclusive rates for the services required. The ranges of estimated usage volumes indicated are for financial evaluation purposes only and are not a guarantee of work volumes under the Standing Offer(s). Estimates are provided in cubic metres (CBM).*

ITEM #	DISPOSAL	UNIT	ESTIMATED QTY / MONTH	MINIMUM ORDER, IF APPLICABLE	UNIT RATE (SGD)					TOTAL
					SO Period Year 1	SO Period Year 2	Option Year 1	Option Year 2	Option Year 3	
C1	Disposal (within Singapore) – price to include packing, loading/unloading and transportation (includes shuttle truck)	CBM	0 to 3 CBM							
C2	Disposal (within Singapore) – price to include packing, loading/unloading and transportation (includes shuttle truck)	CBM	3.10 to 10 CBM							



	shuttle truck)									
C3	Disposal (within Singapore) – price to include packing, loading/unloading and transportation (includes shuttle truck)	CBM	10.10 to 15 CBM							
C4	Disposal (within Singapore) – price to include packing, loading/unloading and transportation (includes shuttle truck)	CBM	15.10 to 30 CBM							
C5	Disposal (within Singapore) – price to include packing, loading/unloading and transportation (includes shuttle truck)	CBM	30.10 to 40 CBM							
C6	Disposal (within Singapore) – price to include packing, loading/unloading and transportation (includes shuttle truck)	CBM	40.10 to 50 CBM							
C7	Additional charges for walk-up apartment	Per flight/ CBM	1							

*The Offeror must quote firm all-inclusive hourly rates for each worker performing the services required. The estimated usage volumes indicated are for financial evaluation purposes only and are not a guarantee of work volumes under the Standing Offers. Estimates are provided in hours.*

C8	Overtime – on weekday nights	Per worker/ hour	1							
C9	Overtime – on Saturday	Per worker/ hour	1							
C10	Overtime – on Sunday	Per	1							



		worker/ hour								
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**Table D: Short-term Storage (air-conditioned)**

*The Offeror must quote firm all-inclusive rates for the services required. The ranges of estimated usage volumes indicated are for financial evaluation purposes only and are not a guarantee of work volumes under the Standing Offer(s). Estimates are provided in cubic metres (CBM).*

ITEM #	SHORT TERM STORAGE (AIR-CONDITIONED)	UNIT	ESTIMATED QTY / MONTH	MINIMUM ORDER, IF APPLICABLE	UNIT RATE (SGD)					TOTAL
					SO Period Year 1	SO Period Year 2	Option Year 1	Option Year 2	Option Year 3	
D1	Local short term storage of incoming and outgoing shipments	CBM	0 to 3 CBM							
D2	Local short term storage of incoming and outgoing shipments	CBM	3.10 to 10 CBM							
D3	Local short term storage of incoming and outgoing shipments	CBM	10.10 to 15 CBM							
D4	Local short term storage of incoming and outgoing shipments	CBM	15.10 to 30 CBM							
D5	Local short term storage of incoming and outgoing shipments	CBM	30.10 to 40 CBM							
D6	Local short term storage of incoming and outgoing shipments	CBM	40.10 to 50 CBM							
D7	Special crating (pianos, artefacts, paintings etc.) (state minimum CBM, if any)	CBM	10 CBM							



**Table E: Long-term Storage (air-conditioned)**

*The Offeror must quote firm all-inclusive rates for the services required. The ranges of estimated usage volumes indicated are for financial evaluation purposes only and are not a guarantee of work volumes under the Standing Offer(s). Estimates are provided in cubic metres (CBM).*

ITEM #	LONG TERM STORAGE (AIR-CONDITIONED)	UNIT	ESTIMATED QTY / MONTH	MINIMUM ORDER, IF APPLICABLE	UNIT RATE (SGD)					TOTAL
					SO Period Year 1	SO Period Year 2	Option Year 1	Option Year 2	Option Year 3	
E1	Local long term storage of Furniture, Household Effects and general cargo	CBM	0 to 3 CBM							
E2	Local long term storage of Furniture, Household Effects and general cargo	CBM	3.10 to 10 CBM							
E3	Local long term storage of Furniture, Household Effects and general cargo	CBM	10.10 to 15 CBM							
E4	Local long term storage of Furniture, Household Effects and general cargo	CBM	15.10 to 30 CBM							
E5	Local long term storage of Furniture, Household Effects and general cargo	CBM	30.10 to 40 CBM							
E6	Local long term storage of Furniture, Household Effects and general cargo	CBM	40.10 to 50 CBM							
E7	Special crating (pianos, artefacts, paintings etc.) (state minimum CBM, if any)	CBM	10 CBM							



**Table F: Rental of Trucks**

*The Offeror must quote firm all-inclusive hourly rates for each worker performing the services required. The estimated usage volumes indicated are for financial evaluation purposes only and are not a guarantee of work volumes under the Standing Offers. Estimates are provided in hours.*

ITEM #	RENTAL OF TRUCKS	UNIT	ESTIMATED QTY / MONTH	MINIMUM ORDER, IF APPLICABLE	UNIT RATE (SGD)					TOTAL
					SO Period Year 1	SO Period Year 2	Option Year 1	Option Year 2	Option Year 3	
F1	1 ton truck + 2 workers	Per truck/ Hour	1							
F2	3 ton truck + 2 workers	Per truck/ Hour	1							
F3	5 ton truck + 2 workers	Per truck/ Hour	1							
F4	Additional manpower (during office hours from 9am to 5pm)	Per worker/ hour	1							
F5	Overtime – on weekday nights	Per worker/ hour	1							
F6	Overtime – on Saturday	Per worker/ hour	1							
F7	Overtime – on Sunday	Per worker/ hour	1							





<b>Total evaluated price Table A: Packing and local relocations</b>	<b>SGD</b>
<b>Total evaluated price Table B: Warehouse handling</b>	<b>SGD</b>
<b>Total evaluated price Table C: Disposal</b>	<b>SGD</b>
<b>Total evaluated price Table D: Short-term Storage (air-conditioned)</b>	<b>SGD</b>
<b>Total evaluated price Table E: Long-term Storage (air-conditioned)</b>	<b>SGD</b>
<b>Total evaluated price Table F: Rental of Trucks</b>	<b>SGD</b>
<b>TOTAL</b>	<b>SGD</b>



**ANNEX C EXAMPLE OF CALL-UP DOCUMENT**

**Call-up against a Standing Offer**

**Terms and Conditions of the Standing Offer shall apply**

Date:		Contractor: <i>Insert full legal name of contractor</i> <i>Insert address of contractor</i>	
Standing offer number		Requisition number	Financial codes
Item	Description		
Departmental Representative:			
<i>NAME OF DEPARTMENTAL REPRESENTATIVE</i> <i>DIVISION NAME AND ACRONYM</i>			
Address:			
Telephone:			
Fax:			
E-Mail:		<i>@international.gc.ca</i>	
Certified pursuant to Section 32 of the Financial Administration Act		<b>For the Minister</b>	
		_____ Signature	
		_____ Print name and capacity	



**ANNEX D  
STANDING OFFERS REPORTING**

In accordance with section entitled "Standing Offers Reporting" of the standing offer, the Offeror must provide a quarterly report and submit it to the Standing Offer Authority no later than 30 days after the end of the reporting period.

The quarterly report must include the following information on all call-ups issued under this standing offer during the reporting period<sup>1</sup>:

<b>STANDING OFFER NUMBER:</b>					
<b>QUARTERLY REPORTING PERIOD:</b>					
<b>DATE:</b>					
<u>Description of services</u>	<u>Call-up/Order Number</u>	<u>Date of call-up/order</u>	<u>\$ amount of call-up (including taxes)</u>	<u>Client Contact Name</u>	<u>Client Contact Email</u>

Compiled by the quantity required. The quarterly reporting periods are defined as follows

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.



**ANNEX E SECURITY REQUIREMENTS CHECK LIST (SRCL)**



Government of Canada  
Gouvernement du Canada

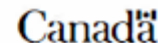
Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction ADMIN	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail SPORÉ - SDA for Local Move and Storage (2019-2024)		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui  
Short Title(s) of material / Titres(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMBLEMES			

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI / IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité
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Government  
of Canada  
Gouvernement  
du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Celine Ong		Deputy Mission Administrative Officer	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
6854 5802	6854 5912	celine.ong@international.gc.ca	
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Sebastien Roy		MCO	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
6854 5830	6854 5912	sebastien.roy@international.gc.ca	
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Sean Sun		Procurement Specialist	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date