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## Definitions

In this Request for Standing Offers, unless the context otherwise requires.

### **“Authorized User”**

Means a Federal Identified User and Provincial/Territorial Identified User, as specified in the Standing Offer, authorized to make Call-ups against the Standing Offer.

### **“Federal Identified User”**

Means any Federal Government Department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11.

### **“Provincial/Territorial Identified User”**

Means any Canadian province or territory including, as applicable, Municipal, Academic Institutions, Schools and Hospitals Sector (MASH), to whom the Minister of the Department of Public Works and Government Services Canada can provide access to its procurement services and instruments. The MASH Sector can include regional, local, district or other forms of municipal government, school boards, publicly-funded academic, health and social service entities, as well as any corporation or entity owned or controlled by one or more of the preceding entities.

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## PART 1 - GENERAL INFORMATION

### Principal – Agent Relationship

Canada is not acting as an agent for the “Provincial/Territorial Identified User” nor is the “Provincial/Territorial Identified User” a principal of Canada.

By submitting an Offer, the Offeror acknowledges that all responsibilities and liabilities associated with the issuance and management of the Call-up by the “Provincial/Territorial Identified User” rest with that “Provincial/Territorial Identified User”.

### Offer

By submitting an Offer, the Offeror offers to provide and deliver to Authorized Users the goods or services or combination of goods and services described in the Standing Offer, in accordance with the pricing set out in the Standing Offer if and when the Authorized User requests such goods or services or combination of goods and services, in accordance with the conditions set out in the Standing Offer.

### Exclusionary Clause

By submitting an Offer, the Offeror agrees that it has no claim, action, cause of action or complaint whether in contract (express or implied), in negligence or other tort, in equity, under any statute or otherwise at law against Her Majesty the Queen in Right of Canada, and will be barred from bringing any such claim, action or complaint against Her Majesty the Queen in Right of Canada for any damages, compensation, costs, interests, loss, lost opportunity or injury, of any kind or nature, arising from the issuance of a Call-up against a Standing Offer and its resulting contract where the Call-up is issued by a Provincial/Territorial Identified User. The Offeror recognizes and agrees that by issuing a Call-up, the Provincial/Territorial Identified User becomes the Contracting Authority and as such is responsible for any contractual issues, or any other issues related to individual Call-ups made against the Standing Offer.

#### 1.1 Introduction

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

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

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6B, includes the clauses and conditions which will apply to any contract resulting from a Call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Requirement, the Offeror's Representation Table, the Electronic Financial Template (EFOT), the Discounts Against Regular Price, the Delivery Schedule, the Electronic Standing Offer Usage Report and, the Call-up Document for Provincial/ Territorial Identified User.

The Appendices include the Instructions for Completing the Financial Offer Template and, the Electronic Standing Offer Usage Report.

## **1.2 Summary**

The Government of Canada (GC) is the single largest buyer and consumer of office supplies in Canada. Additionally, since 2016, the GC has made it possible for provinces, territories and MASH (Municipal, Academic, School and, Hospital) sector entities to use federal procurement tools to buy specific commodities including office supplies and paper. The estimated annual value of procurement for this commodity is \$55M.

### **1.2.1 Requirement**

Canada has a requirement to establish National or Regional Master Standing Offer(s) for the supply of miscellaneous office and desk supplies in accordance with Annex A - Requirement, for use by any Federal Identified User and Provincial/Territorial Identified User, on an "as and when requested" basis for a 12 month period with the right to extend for two (2) additional one (1) year periods under the same terms and conditions.

There are two (2) separate solicitation documents published on GETS for this requirement; one (1) solicitation document E60PD-19OSFB/B aimed at the general industry and one (1) under the aboriginal set-aside program E60PD-19OSFB/C. If Offerors are eligible and choose to make an offer on both requirements they must quote on the appropriate solicitation document, in other words submit two (2) separate offer packages.

Below is a list of provinces who are part of the Canadian Collaborative Procurement Initiative who have shown interest in making Call-ups against the Standing Offer:

- Province of New-Brunswick;
- Province of Prince Edward Island;
- Province of Newfoundland and Labrador;
- Province of Nova Scotia;
- Province of Alberta;
- Province of Manitoba; and
- Province of Ontario

Only Authorized Users will be authorized to issue Call-ups against this Standing Offer. A list of Authorized Users will be provided at A6.6 – Authorized Users from Part 6.

### **1.2.2 Trade Agreements**

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

### **1.2.3 Comprehensive Land Claims Agreements**

The Request for Standing Offers (RFSO) is to establish National Master Standing Offers for the requirement detailed in the RFSO, to the Authorized Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.

#### 1.2.4 Epost Connect

This RFSO will only allow Offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

#### 1.2.5 Electronic Price List

Any Standing Offer that will be issued as a result of the Request for Standing Offer may be listed by PSPC on a web-based desk top purchasing aid provided to Authorized Users.

#### 1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

#### 1.4 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.

#### 1.5 Key Terms

PSPC-	Public Services and Procurement Canada
RFSO-	Request for Standing Offer
RMSO-	Regional Master Standing Offer
NMSO-	National Master Standing Offer
NCA-	National Capital Area
EFOT-	Electronic Financial Offer Template (basket of goods)

**Catalogue** – The term Catalogue will be interpreted to mean a book, pamphlet either printed or electronic, which may be illustrated, that contains details of the Offeror's items for sale, regardless of its title.

**House Brand, Private Label** – The terms House Brand and Private Label refer to a proprietary brand of merchandise sold by one retailer and its associates and often bearing the name of the retailer or buying group. Additionally, for the purpose of this requirement PSPC will deem all House Brand products from one Offeror as technically equivalent to products similar in form and function to those marketed by other Offerors.

**National Brand** – The term National Brand refers to a brand marketed throughout a national market. National Brands are usually owned and promoted by their manufacturers.

**Delivery Duty Paid (DDP) Incoterm:** Seller is responsible for delivering the goods to the named place in the country of the buyer, and pays all costs in bringing the goods to the destination including import duties and taxes.

**Large Population Centre:** a populated geographical area constituting a city, or municipality and surrounding area with 100,000 residents or more which is road accessible throughout the year.

**Medium Population centre:** a populated geographical area constituting a city, town or municipality and its surrounding areas with 30,000 to 99,999 residents which is road accessible throughout the year.

**Small population Centre:** a moderately populated geographical area constituting a city, town or municipality and its surrounding areas with 1,000 to 29,999 residents which is road accessible throughout the year.

**Remote Area:** a small locality or community that is secluded and may not be road accessible throughout the year. For the purpose of this requirement Vancouver Island and the Island of Newfoundland are considered to be road accessible (via major ferry service) throughout the year.

**Bilingual** – The term Bilingual means both official languages of Canada, English and French.

**Office and Desk Supplies** – Products whose primary function is related to the execution of business, clerical, and administrative duties in an office environment.

## 1.6 Offer

By submitting an offer, the Offeror offers to provide and deliver the goods or services or combination of goods and services described in the Standing Offer, in accordance with the pricing set out in the Standing Offer if and when the Authorized User requests such goods or services or combination of goods and services, in accordance with the conditions set out in the Standing Offer.

## 1.7 Disclosure of information – Optional Users

The following definitions apply to this provision only:

**“Optional Users”** are MASH entities that have not been authorized by their respective provinces to issue Call-Ups under the Standing Offer.

**“MASH entities”** are municipal, academic institutions, schools and hospital sectors of a province. They can include regional, local, district or other forms of municipal government, school boards, publicly-funded academic, health and social service entities, as well as any corporation or entity owned or controlled by one or more of the preceding entities.

The Offeror acknowledges Optional Users may be interested in procuring for their own use the goods or services or combination of goods and services as described in this Standing Offer (referred to hereinafter as “Deliverables”).

In the event that an Optional User contacts the Offeror to purchase some or all of the Deliverables (referred hereinafter as a “Request”), the Offeror will enter into negotiations with such Optional User. As part of the negotiations, the Offeror will: a) disclose to the Optional User its unit and rate pricing as set out in the Standing Offer, b) disclose all of the other terms and conditions thereof, and c) use commercially reasonable efforts to negotiate with the Optional User a separate agreement for the supply of the Deliverables (referred to hereinafter as “Separate Agreement”).



The Offeror will be responsible for its own contract administration with the Optional User. It will not redirect any contract issues to Canada that may arise with the Optional User. Those contract issues include, but are not limited to, contract negotiations, contract administration and contract performance.

The Offeror will have no power to bind Canada, to create a partnership, a joint venture or an agency between Canada and the Optional User. The Offeror must not represent itself as an agent or representative of Canada to the Optional User.

Canada will not be, or be deemed to be, a party to any Separate Agreement, or a guarantor of any obligations or liability of any party under any Separate Agreement. For greater certainty, Canada will not be responsible or liable to the Offeror for any costs, obligation or liability for any matter arising under, or in connection with, any Separate Agreement.

Canada makes no representation, assurance, warranty or guarantee that an Optional User will make a Request or that it will enter into a Separate Agreement with the Offeror.

### **1.8 Electronic Purchasing Tool- Notification**

Canada may, at any time during the Standing Offer period, choose to make use of an electronic procurement solution or other electronic tools to manage the Standing Offer and associated ordering processes.

Canada reserves the right to render participation in the use of the new solution and any associated interfaces, mandatory or optional, at its sole discretion.

Any costs associated with the implementation and maintenance of the Offeror's participation in the electronic procurement solution will be borne by the Offeror.

Canada agrees to provide the Offeror with no less than three months notice to allow for the migration to any electronic procurement solution. Any notice will, at a minimum, include the following:

- The Commercial name of the electronic procurement solution;
- Requirements pertaining to enablement or membership to the supplier networks;
- Technical requirements for catalogue formats and system interfaces (if applicable);
- Payment processing requirements (if applicable);
- Implementation plan; and
- Order processing requirements and workflows.

For all purchases for which the participation in any such electronic procurement solution is mandatory, if the Offeror chooses not to participate, the Standing Offer may be set aside by Canada.

### **1.9 Official Languages Act**

The *Official Languages Act* specifies that (Public Works and Government Services Canada) PWGSC has an obligation to provide services to other government departments and agencies in the language of work of the region. The Atlantic, Quebec, National Capital Area (NCA), Eastern and the Northern Ontario regions are prescribed under the Act and are therefore designated as bilingual regions for language of work purposes. In regions prescribed as bilingual, any resulting Offeror is required to serve those prescribed regions in both official languages, such as the provision of bilingual Offeror price lists.

For the purposes of this requirement any Offeror across Canada that is quoting on a bilingual designated region must offer documentation in both official languages and must be able to provide bilingual services to those regions, such as a bilingual contact, taking orders etc.

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#### **1.10 Anticipated Migration to an e-Procurement Solution (EPS)**

Canada is currently developing and online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation to A6.13 Transition to an e-Procurement Solution (EPS).

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

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## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

Offerors who submit an Offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2018-05-22) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 03 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Pursuant to the *Department of Public Works and Government Services Act* (S.C. 1996, c. 16), the instructions, clauses and conditions identified in the RFSO, Standing Offer and resulting contract(s) by number, date and title may be incorporated by reference into and if so will form part of the RFSO, Standing Offer and resulting contract(s) as though expressly set out in the RFSO, the Standing Offer and the resulting contract(s).

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

### 2.2 Submission of Offers

As part of our Greening Initiative, offers must only be submitted via the epost Connect service provided by Canada Post Corporation by the date, time and place indicated on page 1 of the RFSO.

Note: The Bid Receiving Unit in the National Capital Area (NCA) the email address is:

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

Note: Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2006](#), or to send offers through an epost Connect message if the Offeror is using its own licensing agreement for epost Connect.

### 2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

### 2.4 Applicable Laws

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The Standing Offer and any resulting Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of 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 Offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, the Offeror is deemed to have consented to the applicable laws as specified herein by Canada.

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## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

To submit the offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

Section I: Technical Offer  
Section II: Financial Offer  
Section III: Certifications

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

Offerors may submit an offer for one (1) or more of the following region(s), excluding Comprehensive Land Claims Settlement Areas:

- 1) **British Columbia Region:** All localities within the province of British Columbia with postal codes beginning with the letter V.
- 2) **Alberta Region:** All localities within the province of Alberta with postal codes beginning with the letter T.
- 3) **Saskatchewan Region:** All localities within the province of Saskatchewan with postal codes beginning with the letter S.
- 4) **Manitoba Region:** All localities within the province of Manitoba with postal codes beginning with the letter R.
- 5) **Northern Ontario (Bilingual):** All localities within the province of Ontario with postal codes beginning with the letter P.
- 6) **Southern and South Central (SSC) Ontario:** All localities within the province of Ontario with postal codes beginning with the letters L, M and N.
- 7) **Eastern Ontario and National Capital Area – NCA (Bilingual):** All localities within the province of Ontario with postal codes beginning with the letters K and localities within Quebec beginning with the following three characters: J9A, J9B, J9E, J9H, J9J, J8L, J8M, J8N, J8P, J8R, J8T, J8V, J8X, J8Y, J8Z, J0W, J0X.
- 8) **Québec Region:** All localities within the province of Quebec with postal codes beginning with the letters G, H and J excluding those identified as being part of the National Capital Area – NCA.
- 9) **Newfoundland and Labrador:** All localities within the province of Newfoundland and Labrador with postal codes beginning with the letter A.
- 10) **New-Brunswick and Prince Edward Island (Bilingual):** All localities within the provinces of New Brunswick and Prince Edward Island with postal codes beginning with the letters C and E.
- 11) **Nova Scotia:** All localities within the province of Nova Scotia with postal codes beginning with the letter B.

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## Section I: Technical Offer

In their technical offer, Offerors must explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

- a. The Offeror must complete all areas of the document where they are directed to provide information in "blanks" and "fill-ins".
- b. The Offeror must complete the Offeror's Representation Table included in the Electronic Files Package at Annex B in accordance with the following instructions. The Offeror's Representation Table submitted with the offer will form part of a resulting Standing Offer.

Offerors should not change the format of the Offeror's Representation Table in any way. Offerors are requested to identify a Sales Contact for each region as well as contacts responsible for General Inquiries and Delivery Follow-up.

- c. The Offeror must complete the Discounts Against Regular Price template in Annex D and the Delivery Schedule template in Annex E provided in the electronic files package.

The Offeror must submit these with their offer. The Delivery Schedule template and the Discounts Against Regular Price template will form part of a resulting Standing Offer.

Offerors should not change the format of these tables in any way.

## Section II: Financial Offer

Offerors must submit their financial offer in the provided Electronic Financial Offer Template (EFOT) at Annex C in accordance with the instructions at Appendix 1. The price of the offer must be in Canadian dollars, Delivered Duty Paid (DDP) at destination, Incoterms 2000, Canadian Custom duties and Excise Taxes included where applicable and, Applicable Taxes extra.

### 3.1.1 Electronic Payment of Invoices - Offer

The following Electronic Payment Instruments are accepted by Offeror for payment of invoices:

- a. Payment by credit card (Visa or MasterCard)

The Offeror must accept payment by credit card. Canada requests that Offerors complete the following;

The following credit card(s) are accepted:

Visa: \_\_\_\_\_  
MasterCard: \_\_\_\_\_

- b. Payment by Direct Deposit

Acceptance of electronic payment instruments for payment of Call-ups against the Standing Offer is considered a mandatory evaluation criteria.

### 3.1.2 Exchange Rate Fluctuation

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The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All offers including such provision will render the offer non-responsive.

### **Section III: Certifications**

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

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

The Offeror must submit the following with their offer:

- a. The Offeror must submit a company profile which demonstrates that they have the ability to perform the full scope of the work as described in the requirement.

Each of the elements below must be addressed:

- i. Company history;
  - ii. Dealership status for the items offered;
  - iii. Ability to honor manufacturer's warranty (as applicable) on items offered;
  - iv. Delivery methods (ex: floor of vehicles or third party transportation);
  - v. Inventory and warehousing infrastructure;
  - vi. Order management and tracking system; and
  - vii. Participation in, or certifications resulting from environmental programs/ initiatives, if any.
- b. The Offeror must accept payment by credit card.
- c. The Offeror must certify that they have the ability to offer bilingual service in bilingual designated regions, as specified in Part 2 of this RFSO.
- d. The Offeror must complete and submit the Electronic Financial Offer Template (EFOT) at Annex C in accordance with the instructions at Appendix 1- Instructions for completing the Financial Offer Template.
- e. The Offeror must identify in column "Q" which items are Listed Items and which are Non-listed Items. Offerors must demonstrate that more than 50% of the items listed in the EFOT are Listed Items.
- f. The Offeror must complete all areas of the document where they are directed to provide information in "blanks" and "fill-ins".

#### **4.1.2 Financial Evaluation**

Financial offers will be evaluated in accordance with the methodology below.

##### **4.1.2.1 Sustainable Pricing**

In Canada's experience, when financial evaluation of offers is based on a basket of goods, Offerors will from time to time propose prices that do not allow them to recover their costs and/or make a profit on certain items. Canada encourages Offerors to submit sustainable pricing for this requirement.



A sustainable price is defined as a price for an item that can, without subsidy, generate greater than zero profit for the Offeror. For the purpose of this requirement, prices for an item that are within the normal price distribution for that item will be considered as sustainable.

Manufacturer incentive programs such as, but not limited to, additional rebates based on sales volume or volume commitments and co-operative advertising programs are considered subsidies.

When evaluating the prices offered, Canada may choose to verify sustainability of price for prices it deems abnormally low through one or several means such as:

- a. Inquiring directly to the manufacturer or reseller of record for the item; or
- b. Requesting price support from the Offeror.

An abnormally low price is defined as a price remarkably lower than the normal distribution of prices offered for an item.

Examples of price support that Canada would consider satisfactory include:

- a. a current manufacturer's published price list indicating the cost of the item to the Offeror; or
- b. documentation such as copies of recently paid manufacturer/distributor invoices (excluding any volume rebates or discounts); or
- c. a signed contract or agreement between the Offeror and its supplier which includes pricing structures.

Once Canada requests price support for any item, it is the sole responsibility of the Offeror to submit the information (either the information described in the examples above or information that demonstrates that it will be able to recover its own costs based on the price it has proposed) that will allow Canada to determine, with confidence, that the price proposed is sustainable.

Where Canada determines that the price offered is not sustainable, Canada will assign a score of zero (0) points to the Offeror for the item in question.

#### **4.1.2.2 Aberrant Prices**

In addition to the evaluation methodology described below, PSPC may use mathematical models supplemented by independent research to identify and isolate aberrant prices. An aberrant price is defined as a price whose deviation from the norm is so great that it has an impact on PSPC's ability to evaluate prices offered for the line item fairly. Prices deemed as aberrant by PSPC will be excluded from the calculations at 4.1.2.5 a. through d. and assigned a score of zero (0).

Should more than 10% of the prices in an offer be deemed aberrant, that offer will be considered non-compliant.

#### **4.1.2.3 Calculation Methodology**

All examples in this section will be based on values presented in the tables attached at Annex C.

##### **a. Line Items 1 to 450**

The line items from 1 to 450 are products of high usage. The usage information was obtained through the quarterly reports provided by the Standing Offer Holders within the last year.

PSPC will only evaluate 50% of the line items from 1 to 450. A random computer generated list (blind basket) will be generated by CCPD's Director on the closing date of the solicitation indicated in the RFSO. Each region will be evaluated independently from the others. For the line items included in the blind basket of the EFOT:

- i. Each Offeror's line item price selected in the blind basket will be scored using a formula based on the premium paid between the price offered and the lowest offered sustainable price multiplied by the associated factor (F).
- ii. The following factor will be applied based on the item's dollar value:  
  
\$0.01 - \$9.99 - Factor (F) of 2;  
\$10.00 - \$99.99 - Factor (F) of 3;  
\$100.00 - \$600.00 - Factor (F) of 4.
- iii. The lowest price (L) for an item will be granted a score of 100%. Every other sustainable price (P) will be granted a score based on the following formula  $\text{Score} = (1 - ((P/L) - 1) * F) * 100$ .

Example:

A price of \$2.30 for an item whose lowest sustainable price is 2.00\$ representing a premium of 15%  
 $(1 - ((2.3/2) - 1) * 2) * 100 = 70$  points

A price of \$30.00 for an item whose lowest sustainable price is 25.00\$ representing a premium of 20%  
 $(1 - ((30/25) - 1) * 3) * 100 = 40$  points

A price of \$110 for an item whose lowest sustainable price is 100.00\$ representing a premium of 10%  
 $(1 - ((110/100) - 1) * 4) * 100 = 60$  points

**b. Line Items 451- 2,979**

PSPC will not evaluate every line item from 451 to 2,979. A random computer generated list (blind basket) will be generated by CCPD's Director on the closing date of the solicitation indicated in the RFSO. Each region will be evaluated independently from the others. For the line items included in the blind basket of the EFOT:

- i. Each Offeror's line item price selected in the blind basket will be scored using a formula based on the premium paid between the price offered and the lowest offered sustainable price multiplied by the associated factor (F).
- ii. The following factor will be applied based on the item's dollar value:  
  
\$0.01 - \$9.99- Factor (F) of 1;  
\$10.00 - \$99.99- Factor (F) of 2;  
\$100.00 - \$600.00- Factor (F) of 3.
- iii. The lowest price (L) for an item will be granted a score of 100%. Every other sustainable price (P) will be granted a score based on the following formula  $\text{Score} = (1 - ((P/L) - 1) * F) * 100$ .

Example:

A price of \$2.30 for an item whose lowest sustainable price is 2.00 representing a premium of 15%

$$(1 - ((2.3/2) - 1) * 1) * 100 = 85 \text{ points}$$

A price of \$30.00 for an item whose lowest sustainable price is \$25.00 representing a premium of 20%

$$(1 - ((30/25) - 1) * 2) * 100 = 60 \text{ points}$$

A price of \$110 for an item whose lowest sustainable price is \$100.00 representing a premium of 10%

$$(1 - ((110/100) - 1) * 3) * 100 = 70 \text{ points}$$

- c. The scores for all the evaluated offered items will be averaged by Offeror to establish a Total Average Score. The Total Average Score will be rounded to 2 decimals.
- d. In the event there are less than three offers in any given region, the item prices for all offers, regardless of stream (general stream, Aboriginal set-aside stream), submitted will be aggregated and averaged to determine a national average price for the item.

## 4.2 Basis of Selection

Offers will be evaluated and issued on a regional basis. In the event that an Offeror is successful in more than one region, PSPC will issue one Standing Offer document addressing the applicable regions. All Standing Offer documents will clearly indicate the regions and individual pricing that applies. The regions for the RFSOs and resulting RMSOs are defined in Part 3 Offer Preparation Instructions, paragraph 3.1 of the RFSO.

Multiple Standing Offers may be issues for each region.

1. To be declared responsive, an offer must:
  - a. Comply with all the requirements of the Request for Standing Offers (RFSO);
  - b. Meet all mandatory technical evaluation criteria;
  - c. Obtain a Total Average Score of 75% or more in the Financial Evaluation; and
  - d. Maintain as Listed Items more than 50% of the items listed in the EFOT.
2. Offers meeting requirements a. through d. will be recommended for issuance of a Standing Offer.
3. Private Label Products:
  - a. PSPC is continually seeking to develop a competitively evaluated basket of goods which is representative of the government's recurring and ongoing requirement for office and desk supplies. The scope of the Office and Desk Supplies category is continually changing to reflect ongoing engagement with clients and industry. As a result of requests received from clients, partners and industry, PSPC will be expanding the basket of goods to include Private Label products.
  - b. Successful Offerors will be notified of their qualification and will be provided with the Electronic Financial Offer Template (EFOT). The basket of goods items, including the pricing offered will be populated in the EFOT by PSPC and sent to the each respective qualified Offeror.
  - c. Each qualified Offeror may then populate the EFOT with a maximum of 250 Private Label products in accordance with the instructions at Appendix 1. All proposed items must be in accordance with the specifications at Annex A- Requirement, article A.1 Allowable Goods and article A.2 Non-allowable Goods, Services and Practices. Environmental considerations must be

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taken into account when proposing Private Label products. The prices must be in Canadian dollars, Delivered Duty Paid (DDP) at destination, Incoterms 2000, Canadian Custom duties and Excise Taxes included where applicable and, Applicable Taxes extra.

- d. The Private Label products offered will not be evaluated in accordance with the methodology at article 4.1.2.3 Calculation Methodology. The price offered for a Private Label product must be lower than the price shown on the Offeror's public facing website. The price offered for a Private Label product may be revised against the Offeror's public facing website. In the event that the price of the Offeror's Private Label product is higher than the public facing website, the Offeror will be required to submit the correct pricing.
  - e. Private Label products where price, quality and, reliability are consistent across suppliers will be accepted (mailers, tape, pins, clips, pencils, staples, notebooks, notepads, rulers, binders, etc.). Private Label products where price, reliability and, quality are inconsistent across suppliers will not be accepted (pens, markers, staplers, punches and other mechanical devices).
4. Standing Offers will be issued to qualified Offerors only once the Standing Offer Authority has deemed their EFOT as validated and acceptable.

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a Standing Offer.

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

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

### 5.1 Certifications Required with the Offer

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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

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## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### Definitions and Interpretation

##### a. Definitions:

In this Standing Offer, a capitalized term shall have the meaning attributed to that term in *General Conditions 2009 Standing Offers – Goods or Services – Authorized Users*, section 01 or, if not defined therein, and such term is defined in the Standing Offer or in any document forming part of the Standing Offer, that term shall have the meaning attributed to it in the document in which it is defined.

##### b. Other Interpretative Provisions, unless otherwise indicated:

1. all references to a designated "section" or other subdivision, or to an annex or appendix, are to the designated section or other subdivision of, or annex or appendix to the Standing Offer;
2. the words "herein", "hereof", "hereunder" and other words of similar import refer to the Standing Offer as a whole and not to any particular section or other subdivision of the Standing Offer;
3. the headings are for convenience only and do not form a part of the Standing Offer and are not intended to interpret, define or limit the scope, extent or intent of the Standing Offer or any of its provisions;
4. the singular of any term includes the plural, and vice versa, the use of any term is generally applicable to any gender and where applicable, a corporation, and the word "including" is not limiting whether or not non limiting language (such as "without limitation" or "but not limited to" or words of similar import) is used with reference thereto;
5. words importing persons include individuals, corporations, limited and unlimited liability companies, general and limited partnerships, associations, trusts, unincorporated organizations, and joint ventures;
6. where a word is defined other forms of the word will have the corresponding meaning;
7. any reference to the Standing Offer or to any agreement, or other instrument in writing, or permit, licence or approval is a reference to such agreement or instrument, or permit, licence or approval as amended, modified or replaced from time to time;
8. any reference to a statute, regulation, rule, policy directive or other document listed in this Standing Offer means a reference to such item as it may be varied, amended, supplemented, replaced, enacted, re-enacted or extended from time to time; and
9. all dollar amounts refer to Canadian dollars.

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## Key Terms

### Definitions

In this Standing Offer, unless the context otherwise requires,

#### “Authorized User”

Means a Federal Identified User and Provincial/Territorial Identified User, as specified in the Standing Offer, authorized to make Call-ups against the Standing Offer.

#### “Federal Identified User”

Means any Federal Government Department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11.

#### “Provincial/Territorial Identified User”

Means any Canadian province or territory including, as applicable, Municipal, Academic Institutions, Schools and Hospitals Sector (MASH), to whom the Minister of the Department of Public Works and Government Services can provide access to its procurement services and instruments. The MASH Sector can include regional, local, district or other forms of municipal government, school boards, publicly-funded academic, health and social service entities, as well as any corporation or entity owned or controlled by one or more of the preceding entities, which are identified in the Contract.

#### “General Information”

The Offeror will provide and deliver to Authorized Users the goods, services or combination of goods and services described in the Standing Offer, in accordance with the pricing set out in this Standing Offer if and when the Authorized User requests such goods, services or combination of goods and services in accordance with the conditions set out in the Standing Offer.

#### “Principal – Agent Relationship”

Canada is not acting as an agent for the Provincial/Territorial Identified User nor is the Provincial/Territorial Identified User a principal of Canada.

By submitting an Offer, the Offeror acknowledges that all responsibilities and liabilities associated with the issuance and management of the Call-up by the “Provincial/Territorial Identified User” rest with that “Provincial/Territorial Identified User”.

#### “Exclusionary Clause”

By submitting an Offer, the Offeror agrees that it has no claim, action, cause of action or complaint whether in contract (express or implied), in negligence or other tort, in equity, under any statute or otherwise at law against Her Majesty the Queen in Right of Canada, and will be barred from bringing any such claim, action or complaint against Her Majesty the Queen in Right of Canada for any damages, compensation, costs, interests, loss, lost opportunity or injury, of any kind or nature, arising from the issuance of a Call-up against a Standing Offer and its resulting contract where the Call-up is issued by a Provincial/Territorial Identified User. The Offeror recognizes and agrees that by issuing a Call-up, the Provincial/Territorial Identified User becomes the Contracting Authority and as such is responsible for any contractual issues, or any other issues related to individual Call-ups made against the Standing Offer.

### A6.1 Offer

The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex A and, the Electronic Price List at Annex C of the Standing Offer document.

### A6.2 Security Requirements

The security classification of this Standing Offer is "UNCLASSIFIED". However, the Offeror must treat as confidential, during as well as after the provision of goods or services contracted for, any information of a character confidential to the affairs of Canada, to which the Offeror's servants or agents become privy.

The Resulting Contract Clauses contain an Article entitled "Security Requirement". The Standing Offer Authority or Federal Identified User making a Call-up may, at its discretion, substitute an alternative Security Requirement.

The information below applies only to Federal Identified Users.

In the event an Offeror does not satisfy the Security Requirement, the Federal Identified User will take the necessary steps to:

- a. facilitate the short term fulfillment of any resulting contract by providing an escort or alternative delivery arrangements to the Offeror(s); and
- b. facilitate a long term solution by sponsoring the registration / certification of the Offeror at the appropriate level in the Industrial Security Program.

Additional information about the Industrial Security Program is available online at: <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

### **A6.3 Standard Clauses and Conditions**

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

#### **A6.3.1 General Conditions**

**2009** (2018-07-16) General Conditions – Standing Offers – Goods or Services – Authorized Users, apply to and form part of the Standing Offer and are amended as follows:

**The following section(s) from General Conditions 2009 apply to Federal Identified Users only:**

Section 11 – Integrity Provisions

#### **A6.3.2 Standing Offers Reporting**

##### **A6.3.2.1 Periodic Usage Reports- Standing Offer**

The Offeror must compile and maintain records, on its provision of goods or services or combination of goods and services to Authorized Users under any and all contracts resulting from the Standing Offer. This data must also include all purchases paid for by a Canada acquisition card.

The Offeror must provide this data, in electronic format (Excel spreadsheet format), in accordance with the reporting requirements detailed at Annex F. 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 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 by email on a quarterly basis to the Standing Offer Authority at [PARapportsOACPD.APSOARreporting@tpsgc-pwgsc.gc.ca](mailto:PARapportsOACPD.APSOARreporting@tpsgc-pwgsc.gc.ca). The data must be submitted no later than 15 calendar days after the end of the reporting period.

Reporting will be subject to validation. In the event reporting submitted fails to comply with the requirements at Annex F of the Standing Offer, the Standing Offer Authority or delegated individual will notify the Offeror of its non-compliance and may, at its sole discretion, set aside the Standing Offer without further notification.

By submitting the quarterly reports, the Offeror certifies that their website is compliant to the terms and conditions and does not include any items that are not part of the Standing Offer.

#### **A6.3.2.2 Ad Hoc Usage Reports- Standing Offer**

From time to time the Standing Offer Authority may request additional Ad Hoc Reports based on ranges of criteria already identified in the Periodic Reporting requirement at Annex F. When requested to do so, Offerors will provide the Ad Hoc Report in accordance with the requested criteria within a reasonable timeframe.

##### **A6.3.2.2.1 Ad Hoc Usage Reports- Standing Offer Environmental Attributes (Eco-friendly Products)**

PSPC is seeking to expand its commitment to the environment by integrating environmental considerations into the entire procurement decision-making process, including planning, acquisition, use and disposal in accordance with the GC's Policy on Green Procurement.

The Policy on Green Procurement, introduced in 2006, aims to integrate environmental considerations into procurement activities—including planning and buying, use and maintenance, and disposal. The Centre for Greening Government supports federal institutions in implementing the policy. Green procurement is also integrated in goal 2 of the FSDS: low-carbon government and the Greening Government Strategy.

When procuring products that contain plastics the Government of Canada will promote the procurement of sustainable plastic products and the reduction of associated plastic packaging waste. These would include plastic products that can be reused or repaired, that are remanufactured or refurbished, that use recycled plastic content, or that can be readily recycled at their end of life.

During this iteration of the Standing Offer, more “green” options are introduced. In an effort to meet our commitments, Canada will continue to monitor and review ways to further Green the Office Supplies requirements by considering the life cycle of activities which includes:

1. Extraction (raw materials);
2. Transformation (manufacturing plant);
3. Distribution (clients);
4. Product use; and
5. End of life (Recovery transport, recycling and landfilling)

The Greening of the Office Supplies is not just about recycling and the concept of eco-efficiency, it is also about eco-effectiveness.

In order to have a better understanding of what we buy, Standing Offer holders must identify all items that contain environmental attributes, this includes, but not limited to:

#### **Overall product performance**

1. UL ECO LOGO

2. Cradle to Cradle
3. GreenSeal

#### Recycled content

1. FSC Recycled, FSC Mix, FSC 100%, PEFC Certified, PEFC Recycled, SFI 2010-2014 (for paper products)
2. UL ECOLOGO for writing materials

The following table is an example of what is required for the office supplies Ad. Hoc Usage Reports. Offerors may also submit information relating to environmental attributes that do not have certifications.

Overall product performance			Recycled content								
<u>EcoLogo®</u>	<u>Green Seal</u>	<u>Cradle to Cradle (C2C)</u>	Möbius strip	% Möbius strip recycle content	<u>FSC Recycled</u>	<u>FSC Mix</u>	<u>FSC 100%</u>	<u>PEFC Certified</u>	<u>SFI 2010-2014</u>	<u>UL Ecologo</u>	Other

Upon Canada's request, Offerors must provide proof of a valid certification for any or all items that is part of the Standing Offer. Acceptable proof of certification will be environmental labels that comply with ISO 14024 Type I or ISO 14025 Type III. Environmental labels complying with ISO 14021 Type II will not be accepted. For product categories with recycled content that are not included in the available certifications, proofs of product process and reception of post-consumer recycled material ingredients may be requested and must be approved by the Government of Canada to be considered an acceptable recycled content product.

#### A6.4 Term of Standing Offer

##### A6.4.1 Period of the Standing Offer

The period for making Call-ups against the Standing Offer is from September 1, 2019 to August 31, 2020.

##### A6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) 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 thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

##### A6.4.2.1 Pricing Adjustments

Upon notification of extension Offerors will be authorized to modify their pricing. Pricing may be adjusted downward, upward or left the same. The PSPC Sustainable Pricing strategy does not apply to pricing revisions.

Offerors must submit proposed price changes to the Standing Offer Authority for consideration. Prices must not be increased by more than the rate established in the Consumer Price Index (CPI). PSPC will accept the proposed price increase rounded up to two decimals in the event that the rounding of the price

is above the CPI. The CPI is widely used as an indicator of the change in the general level of consumer prices or the rate of inflation.

For the purpose of this Standing Offer, CPI shall be the percentage change over one year, Core CPI, as posted at the Bank of Canada web site, will be used. (link below):

[http://www.bankofcanada.ca/rates/price-indexes/cpi/?page\\_moved=1](http://www.bankofcanada.ca/rates/price-indexes/cpi/?page_moved=1)

#### **A6.4.2.2 Discontinued and Dated Items, Product Number Changes**

In the event a product is no longer available from the manufacturer or that the manufacturer has changed its product number, Offerors may submit a request to change or delete the product from their Offer.

Requests must be supported by a letter from the manufacturer or reseller of record confirming that the product is either no longer available or provided under a new product number.

Given the transient nature of dated products such as calendars, planners and agendas, PSPC reserves the right to update part numbers for these items in the Price List to reflect the change in year, every year.

#### **A6.4.2.3 Validation and Acceptance of Changes**

Proposed changes to the Standing Offer will be subject to validation and may be accepted or declined at Canada's sole discretion. If the changes are acceptable, the Standing Offer will be revised to reflect the changes and any increases or decreases in price.

If the changes are not accepted, Canada may set aside the Standing Offer.

#### **A6.4.3 Comprehensive Land Claims Agreements (CLCAs)**

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Authorized Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the Standing Offer.

### **A6.5 Authorities**

#### **A6.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Veronique Fulham  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Commercial and Consumer Products Directorate  
Address: 140 O'Connor Street, Ottawa, ON K1A 0R5  
Telephone: 343-550-1625  
E-mail address: veronique.fulham@tpsgc-pwgsc.gc.ca

The Standing Offer Authority is responsible for the management of the Standing Offer, (including any extensions, set asides or cancellations). Revisions or amendments to the Standing Offer shall only be authorized in writing by the Standing Offer Authority. 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 anyone other than the Contracting Authority and any work so conducted shall be at the Offeror's sole risk and expense and shall not be charged to any Authorized User unless otherwise agreed to in writing by the Contracting Authority.

### A6.5.2 Contracting Authorities

If a Call-up is issued by:

#### **Federal Identified User:**

The Standing Offer Authority is the Contracting Authority for Federal Identified User Call-ups and resulting Contracts.

#### **Provincial/Territorial Identified User:**

The Provincial/Territorial Identified User that issues the Call-up is the Contracting Authority for that Call-up and resulting Contract.

### A6.5.3 Project Authority

The Project Authority for each resulting contract will be identified in the Call-up issued by the Contracting Authority.

### A6.5.4 Offeror's Representative

See the Offeror's Representation Table at Annex B of the Standing Offer document.

## A6.6 Authorized Users

### **Federal Identified Users**

The Federal Identified Users authorized to make Call-ups against the Standing Offer include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the **Financial Administration Act**, R.S., 1985, c. F-11.

### **Provincial/Territorial Identified Users**

The following Provincial/Territorial Identified Users are the only entities authorized to make Call-ups against this Standing Offer.

- Province of New-Brunswick
- Province of Prince Edward Island
- Province of Newfoundland and Labrador
- Province of Nova Scotia:
  - The following link contains a list of applicable Government Entities and Municipal, Academic, Institutions, Schools and Hospitals Sector within Nova Scotia.  
[https://procurement.novascotia.ca/media/53979/public\\_sector\\_entities\\_under\\_the\\_public\\_procurement\\_act\\_2019.pdf](https://procurement.novascotia.ca/media/53979/public_sector_entities_under_the_public_procurement_act_2019.pdf)
- Province of Alberta
- Province of Manitoba, including the following optional users:
  - *St. James-Assiniboia School Division*
  - *Louis Riel School Division*
  - *River East School Division*
  - *Frontier School Division*
- Province of Ontario, including Agricorp and Ontario Power Generation and crown corporations as well as the following optional users:
  - University of Toronto, ON
  - City of Toronto, ON
  - Peterborough County, ON

- Catholic District School Board of Eastern Ontario
- Valoris for Children and Adults of Prescott Russell, ON
- Town of the Blue Mountains, ON
- County of Essex, ON
- St. Joseph's Care Group, ON
- City of London, ON
- Township of Blandford-Blenheim, ON

## Disclosure of information – Optional Users

**“Optional Users”** are MASH entities that have not been authorized by their respective provinces to issue Call-ups under the Standing Offer.

**“MASH entities”** are municipal, academic institutions, schools and hospital sectors of a province. They can include regional, local, district or other forms of municipal government, school boards, publicly-funded academic, health and social service entities, as well as any corporation or entity owned or controlled by one or more of the preceding entities.

The Offeror acknowledges that MASH entities that have not been identified as Authorized Users of this Standing Offer (referred to hereinafter as “Optional Users”) may be interested in procuring for their own use the goods, services or both as described in this Standing Offer (referred to hereinafter as “Deliverables”).

In the event that an Optional User contacts the Offeror to purchase some of all of the Deliverables (referred hereinafter as a “Request”), the Offeror will enter into negotiations with such Optional User. As part of the negotiations, the Offeror will: a) disclose to the Optional User its unit and rate pricing as set out in the Standing Offer, b) disclose all of the other terms and conditions thereof, and c) use commercially reasonable efforts to negotiate with the Optional User a separate agreement for the supply of the Deliverables (referred to hereinafter as “Separate Agreement”).

The Offeror will be responsible for its own contract administration with the Optional User. It will not redirect any contract issues to Canada that may arise with the Optional User. Those contract issues include, but are not limited to, contract negotiations, contract administration and contract performance.

The Offeror will have no power to bind Canada, to create a partnership, a joint venture or an agency between Canada and the Offeror. The Contractor Offeror must not represent itself as an agent or representative of Canada to the Optional User.

Canada will not be, or be deemed to be, a party to any Separate Agreement, or a guarantor of any obligations or liability of any party under any Separate Agreement. For greater certainty, Canada will not be responsible or liable to the Offeror for any costs, obligation or liability for any matter arising under, or in connection with, any Separate Agreement.

Canada makes no representation, assurance, warranty or guarantee that an Optional User will make a Request or that it will enter into a Separate Agreement with the Offeror.

### A6.7 Call-up Procedures (Federal Identified Users only)

**For requirements of \$50 to \$25,000:** Federal Identified Users should make Call-ups against the Standing Offer that best meets their immediate needs. For orders below \$50, the Offeror may at its discretion apply delivery and handling charges. Such charges must be disclosed to the client before fulfilling the order.

1. The Electronic Financial Offer Template (EFOT), Discounts Against Regular Price, and Delivery Schedule Tables for the Standing Offers under this requirement are published on the Standing Offers

and Supply Arrangements Application (SOSA App). Federal Identified Users should consider using these resources, starting with the Electronic Price Lists, when determining which Standing Offer best satisfies their immediate need.

2. Federal Identified Users must document their procurement action based on contracting policies and procedures set in place by Treasury Board.
3. Authorized Call-ups against this Standing Offer must be made using the duly completed forms or their equivalents as identified in Paragraph A6.8 by facsimile, electronic mail or any other medium deemed acceptable by both the Federal Identified User and the Offeror.
4. No costs incurred before the receipt of a signed Call-up or equivalent document can be charged to this Standing Offer.
5. Upon receipt of a Call-up, the Offeror must provide Canada with any further price reductions in effect as a results of a special offering due to volume discounts, year-end or surplus manufacturing runs, special job lots, sales, clearance or promotions. Call-ups against the Standing Offer paid for with an acquisition card (credit card) at point of sale must be accorded the same prices and conditions as any other Call-up.
6. If by error or omission the Federal Identified User fails to apply the correct price as listed in the Electronic Price List or applies it improperly, it will be the responsibility of the supplier to notify the Federal Identified User of the correct price prior to delivery.
7. Any modifications to the original Call-up must be supported by the issuance of an amended Call-up form.
8. Numbering of Call-ups paid for by Acquisition Cards.

For audit purposes, it is recommended that Federal Identified Users number Call-ups paid for by acquisition cards according to a unique and sequential numbering system. The following format is suggested (XXXX-YYMMDD-SS). XXXX represents the four last digits of the credit card number, YYMMDD represents the date of the order and, SS represents a sequential number for orders placed the same day.

## **A6.8 Call-up Instrument**

### **A6.8.1 Federal Identified User**

The Work will be authorized or confirmed by the Federal Identified User(s) using the duly completed forms, as listed below in paragraph 2, or their equivalents in accordance with paragraph 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Federal Identified Users' authorized representatives under the Standing Offer. These must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer

- PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
- PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
- PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

3. Where an equivalent form or electronic Call-up document is used, it must contain at a minimum the following information:

- Standing Offer number;
- statement that incorporates the terms and conditions of the Standing Offer, and acceptance of those terms;
- description and unit price for each line item;
- total value of the Call-up;
- point of delivery;
- confirmation of the Federal Identified User's authority to enter in to a Contract;
- acceptance of the terms and conditions of the Standing Offer;
- confirmation that funds are available under section 32 of the Financial Administration Act.

#### **A6.8.2 Provincial/Territorial Identified User**

For Call-ups issued by a Provincial/Territorial Identified User, the Work will be authorized using the GC 942-3, Call-Up against a Standing Offer (FPT) form. An electronic sample is attached at Annex G. This form is available through the [PWGSC Forms Catalogue](#) Web site.

Or an equivalent form of electronic Call-up document which at a minimum:

- identifies the Standing Offer number;
- identifies the total value of the Call-up;
- includes the unit price for each item on the Call-up;
- identifies a point of delivery; and
- includes acceptance of the terms and conditions of the Standing Offer;

Call-ups against the Standing Offer paid for with an acquisition card (credit card) at point of sale must be accorded the same prices and conditions as any other Call-up. Call-ups must be made from authorized representatives of Identified Users of a province or territory in the Standing Offer. These must be goods or services or a combination of goods and services included in the Standing Offer, in accordance with the prices and terms specified therein.

#### **A6.9 Limitation of Call-ups**

##### **A6.9.1 Federal Identified User**

Unless otherwise specified, individual Call-ups against the Standing Offer must be between \$50.00 (minimum order) to \$25,000.00 (including applicable taxes).

Statistics Canada may, for its own requirements, issue Call-ups up to \$100,000.00 (including applicable taxes).

PSPC may execute Call-ups against the Standing Offer for Call-ups from \$25,000.00 to \$400,000.00 on behalf of Federal Identified Users.

##### **A6.9.2 Provincial/Territorial Identified User**



If a financial limitation applies to a Call-up issued by a Provincial/Territorial Identified User, whether that financial limitation applies to an individual basis for each Call-up or in the aggregate for all Call-ups issued, that financial limitation must be provided by the Provincial/Territorial Identified User issuing the Call-up. Where such financial limit is provided to the Offeror by the Contracting Authority of the Provincial/Territorial Identified User then the Offeror shall not accept any Call-up against the Standing Offer which would exceed such financial limitation unless the Contracting Authority has specifically identified that it may do so in writing.

#### **A6.10 Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list below, 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 to the extent necessary to resolve such discrepancy.

- a. the Call-up against the Standing Offer, including any annexes;
- b. the articles of the Standing Offer;
- c. the General Conditions 2009 (2018-07-19) - Standing Offers - Goods or Services – Authorized Users;
- d. the General Conditions 2015A (2018-07-16)- Goods- Authorized Users- (Medium Complexity);
- e. Annex A, Statement of Requirement;
- f. Annex C, Electronic Financial Offer Template (EFOT);
- g. Annex D, Discount Against Regular Price;
- h. Annex E, Delivery Schedule;
- i. the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*)

#### **A6.11 Certifications and Additional Information**

##### **A6.11.1 Compliance**

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

#### **A6.12 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*will be completed at time of Standing Offer issuance*).

#### **A6.13 Transition to an e-Procurement Solution (EPS)**

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

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

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



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#### **A6.14 Marketing Communication**

Offerors, in support of their business, may send marketing communication to the Authorized Users from time to time. Marketing communication directed to Authorized Users, regardless of format, must at a minimum include and clearly identify the following information:

- a. The Standing Offer Number;
- b. The Standing Offer Title;
- c. The applicable region;
- d. The Standing Offer expiry date;
- e. Publication date; and
- f. Effective Period.

Marketing communication making reference to the Standing Offer must be restricted to the goods included in the Standing Offer referred to.

To ensure that the Standing Offer Authority is aware of current marketing initiatives, Offerors must forward an electronic copy to the Standing Offer Authority three (3) business days prior to the release of any marketing communication, regardless of format.

#### **A6.15 Catalogue Distribution**

As a result of Canada's commitment to the *"Policy on Greening procurement"*, the mass distribution of printed catalogues for this commodity is prohibited. Offerors may, as an alternative to print catalogues, distribute an electronic version of their Standing Offer catalogue to Authorized Users that have either requested it or have voluntarily opted to receive it. Catalogues must contain only the items authorized in the Standing Offer.

Electronic catalogues submitted by qualified Offerors to the Standing Offer Authority will be made available to Authorized Users on the Standing Offers and Supply Arrangements Application website at: <https://buyandsell.gc.ca/applications/standing-offers-and-supply-arrangements-application-SOSA-App>

#### **A6.16 Electronic Transactions via the Offeror's Website**

In the event the Offeror chooses to offer Authorized Users the capability of completing transactions (Call-ups against the Standing Offer) via the Offeror's website, the requirements at A6.16.1 must be met.

The Offeror must notify the Standing Offer Authority of its intent to offer web transactions. Upon notification, the Standing Offer Authority or delegated individual(s) will initiate the "Virtual Call-up" verification process.

The Standing Offer Authority must be granted access to one or more "do not ship" test account(s) per region for verification and testing purposes. The test account(s) will allow the Standing Offer Authority to verify compliance with pricing and functionality requirements in all regions and must be valid for the entire period of the Standing Offer. Access must be granted to the Standing Offer Authority within 90 days of Standing Offer issuance.

Only once an Offeror's site has successfully completed the verification process will Electronic Transactions be authorized.

If the Offeror's Website is non-compliant with the pricing and functionality requirements during the Standing Offer Period(s), the use of the Website for completing transactions may be set-aside.

##### **A6.16.1 Website Functionality Requirements**

- 
- a. The Offeror must provide Authorized Users with access to a website or microsite (hereinafter referred to as "the Site") whose explicit purpose is to conduct electronic commerce against PSPC Standing Offers;
  - b. The Site will be available for browsing and the conduct of transactions only by Authorized Users who have registered on the Site (Registered User);
  - c. The Site will require a unique username and a password for each registered individual;
  - d. The Site content and any transactions executed on the Site will be encrypted with high grade encryption algorithm (minimum 128 bit encryption);
  - e. The Site must include only items in active PSPC Standing Offers which can be found in Annex C and Annex D.;
  - f. The Site must be bilingual in the event that the Offeror is awarded a Standing Offer in a bilingual region;
  - g. The Site must meet Web Content Accessibility Guidelines (WCAG) 2.0; and
  - h. The Site must indicate the price regularly charged before application of discounts and as well the final price with applicable discounts.

#### **A6.16.2 Registration Requirements**

To register, an Authorized User must provide the following:

- a. Full name and title;
- b. Official name of the Ministry, Department, Agency, Board, Town, City, Municipality or other entity as listed in the Authorized User schedules;
- c. Billing address;
- d. E-mail address; and
- e. Phone number (10 digits)

In the event any of the registration information requested above is incomplete, the user will only be authorized to browse and save a "shopping cart".

User registration information must be confirmed by the user with every transaction. User accounts that have been inactive for a period exceeding 6 months will be disabled until such time as registration information can be re-confirmed by the user.

#### **A6.16.3 Transaction Requirements**

Prior to completing any electronic sales transaction, the following requirements must be met:

- a. The Authorized User must confirm the content of their order, and that billing and shipping information is correct. In the event any information is incorrect, the user will be required to update/ correct this information;
- b. The Authorized User must confirm that the transaction is being done in accordance with the Standing Offer terms and conditions. The Standing Offer number(s) must appear in the confirmation statement; and

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E60PD-19OSFB/A  
Client Ref. No. - N° de réf. du client  
E60PD-19OSFB

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PD150.E60PD-19OSFB

Buyer ID - Id de l'acheteur  
PD150  
CCC No./N° CCC - FMS No./N° VME

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- c. The Authorized User must confirm that they hold or have obtained the appropriate approval to execute the transaction.

#### **A6.16.3.1 Grace Period**

The Offeror will be granted a grace period of 90 days from time of issuance of a Standing Offer to allow the Site to be put in place. After the expiry of the grace period, electronic transactions via the Site must comply with articles A6.16.1 to A6.16.3 above.

In the event the Site does not comply with these requirements after the expiry of the grace period, the Offeror must not accept transactions via their website. Failure to comply with this instruction may result in the Standing Offer being set aside.

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## **B. RESULTING CONTRACT CLAUSES**

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

### **B6.1 Requirement**

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

### **Definitions and Interpretation**

Definitions. In this Contract, a capitalized term shall have the meaning attributed to that term in General Conditions 2015A – Goods (Medium Complexity) – Authorized User as amended, section 01, if not defined therein, and such term is defined in the Standing Offer or in any document forming part of the Standing Offer, that term shall have the meaning attributed to it in the document in which it is defined.

Other Interpretive Provisions. In the Contract unless otherwise indicated:

1. all references to a designated "section" or other subdivision, or to an appendix or annex, are to the designated section or other subdivision of, or appendix or annex to, the Contract;
2. the words "herein", "hereof", "hereunder" and other words of similar import refer to the Contract as a whole and not to any particular section or other subdivision of the Contract;
3. the headings are for convenience only and do not form a part of the Contract and are not intended to interpret, define or limit the scope, extent or intent of the Contract or any of its provisions;
4. the singular of any term includes the plural, and vice versa, the use of any term is generally applicable to any gender and where applicable, a corporation, and the word "including" is not limiting whether or not non limiting language (such as "without limitation" or "but not limited to" or words of similar import) is used with reference thereto;
5. words importing persons include individuals, corporations, limited and unlimited liability companies, general and limited partnerships, associations, trusts, unincorporated organizations, and joint ventures;
6. where a word is defined other forms of the word will have the corresponding meaning;
7. any reference to any agreement (including the Standing Offer or Contract), or other instrument in writing, or permit, licence or approval is a reference to such agreement or instrument, or permit, licence or approval as amended, modified or replaced from time to time;
8. any reference to a statute, regulation, rule, policy directive or other document listed in this Contract means a reference to such item as it may be varied, amended, supplemented, replaced, enacted, re-enacted or extended from time to time;
9. all references to day or days, other than Working Days, means calendar days; and
10. all dollar amounts refer to Canadian dollars.

### **B6.2 Standard Clauses and Conditions**

#### **B6.2.1 General Conditions**

**2015A** (2018-07-16), General Conditions – Goods – Authorized Users (Medium Complexity) apply to and form part of the Contract.

**The following sections of 2015A apply to Federal Identified Users only:**

Section 27 – Contingency Fees  
Section 29 – Integrity Provisions – Contract  
Section 31 – Code of Conduct for Procurement contract

Section 16 Interest on Overdue Accounts, of 2015A (2018-07-16) will not apply to payments made by credit cards.

Section 15 Payment Period, of General Conditions 2015A (2018-07-16) will not apply to payments made by credit cards.

Section 8 Inspection and Acceptance of the Work, of General Conditions 2015A (2018-07-16) is modified as follows:

**Insert:**

In cases where the Authorized User has ordered an item by mistake, the Authorized User may request that the product be exchanged for the correct item. The Authorized User must notify the Contractor within fourteen (14) calendar days of delivery. If notification is received within fourteen (14) calendar days the item will be picked-up and replaced with the correct item, or a credit / refund issued within ten (10) working days. No restocking charges shall be applied.

In cases where the Authorized User does not notify the Contractor within fourteen (14) calendar days of delivery, the Contractor may in provinces where the practice is legal, apply a restocking charge to a maximum amount of 15% of the value of the returned item. In the event thirty (30) days have passed since delivery, the Contractor may decline or accept the return at its sole discretion.

Transportation charges for the return of items ordered by mistake shall be at the Authorized User cost. Return transportation shall be done by the Offeror using the most economical means at its disposal. Prepaid transportation costs must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading.

**B6.3 Term of Contract**

**B6.3.1 Period of the Contract**

The period of the Standing Offer is from September 1, 2019 to August 31, 2020 inclusive.

**B6.3.2 Delivery**

The Contractor should, when practicable to do so, ship orders complete.

Delivery for all Listed Items (in stock) must be completed within the number of days corresponding to locality size and order value specified in the Contractor's Delivery Schedule Table at Annex E.

Delivery for all Non-Listed Items (not in stock) must be completed within the number of days corresponding to locality size and order value specified in the Contractor's Delivery Schedule Table at Annex E.

Delivery of mixed orders, all Listed and Non-Listed Items must be completed within the corresponding Non-Listed Items timeframe.

### **B6.3.3 Delivery to Remote Areas**

In the event the goods called up are to be delivered to a Remote Area, the Authorized User is responsible for choosing the most economical mode of transport that meets its requirements. This includes the costs as well as determining the mode of transport, the time frame and the transportation firm.

If no instructions are provided in the Call-up, the Contractor may propose shipping arrangements. Before proceeding with shipment, the Contractor must verify that the Authorized User accepts the proposed shipping arrangements and costs.

## **B6.4 Payment**

### **B6.4.1 Basis of Payment (Small, Medium and Large Population Centres)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor shall be paid firm unit prices as specified in the Contract, Goods and Services Tax (GST) or Harmonized Sales Tax (HST) as applicable excluded, DDP (Delivered Duty Paid) destination, shipping, handling and, delivery charges included.

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

### **B6.4.2 Basis of Payment (Remote Areas)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor shall be paid firm unit prices as specified in the Contract, Goods and Services Tax (GST) or Harmonized Sales Tax (HST) as applicable excluded, DDP (Delivered Duty Paid) destination, shipping, handling and, delivery charges not included.

Transportation charges are to be prepaid, in accordance with the agreed upon shipping arrangements, by the Contractor and shown as a separate item on the invoice supported by a certified copy of the prepaid transportation bill.

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

### **B6.4.3 Single Payment**

H1000C (2008-05-12) Single Payment is amended as follow:

**Delete:** Canada

**Insert:** Authorized User

### **B6.4.4 Electronic Payment of Invoices – Call-up**

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card; and
- c. Direct Deposit (Domestic and International)

## **B6.5 Invoicing Instructions**

The Contractor must submit its invoices in accordance with the information required in Section 10, Invoice Submission, of the 2015A General Conditions- Goods- Authorized User (Medium Complexity).

### **B6.5.1 Consolidated Invoicing**

If an Authorized User requests, the Contractor must submit consolidated invoices that cover all Call-ups that have been delivered and completed for that Authorized User during the month prior to the date of the invoice. Otherwise, the Contractor must invoice separately for each Call-up delivered and completed.

Any request from an Authorized User for consolidated invoicing must be in writing and must be signed by an authorized representative of the Authorized User.

## **B6.6 Insurance**

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

## **B6.7 SACC Manual Clauses**

- a. B1501C (2018-06-21) Electrical Equipment
- b. B7500C (2006-06-16) Excess Goods is amended as follow:

**Delete:** the words "Canada"

**Insert:** Authorized User

- c. C2000C (2007-11-30) Taxes- Foreign Based Contractor
- d. C0100C (2010-01-11) Discretionary Audit- Commercial Goods and/or Services is amendment as follow:

**Delete:** the words "Canada"

**Insert:** Authorized User

- e. D0040C (2010-08-16) Shipping Surcharges for Large, Bulky or Heavy is amended as follow:

**Delete:** the words "Canada" and "Identified User"

**Insert:** Authorized User

## ANNEX A- REQUIREMENT

This method of supply will be utilized for widespread, repetitive, low cost, commonly available, commercially available off-the-shelf items, including consumables, normally described in the Offeror's catalogues and brochures, classified in the groups and categories detailed in Annex A figure (1).

### A.1 Allowable Goods

A.1.1 Allowable goods are Office and Desk supplies, equipment, and consumables which have a unit price of \$600.00 or less applicable taxes excluded as classified in accordance with the list of categories identified below (Figure 1).

### A.2 Non-allowable Goods, Services and Practices

A.2.1 Only goods forming part of the categories at Figure 1 are authorized under this Standing Offer.

A.2.2 Leasing/Rental/Servicing of equipment (except warranty servicing) is not allowed;

A.2.3 The sale of multiple allowable components, parts and or assemblies destined to be used as a system valued over the unit price limitation of \$600.00 is considered a non-allowable practice.

#### List of categories (Figure 1)

<b>Printing and writing paper</b>	14111500
Vellum paper	14111502
Parchment paper	14111503
Tractor feed paper	14111504
Stationery	14111509
Writing paper	14111511
Graph paper	14111512
Ledger paper	14111513
Paper pads or notebooks	14111514
Calculator or cash register paper	14111515
Notebook filler paper	14111516
Index cards	14111518
Blotter paper	14111520
Tracing paper	14111523
Telephone message pads or books	14111526
Carbonless paper	14111527
Self adhesive note paper	14111530
Log books or pads	14111531
Music score or manuscript papers	14111534
<b>Novelty paper</b>	14111600
Art or craft paper	14111606
Poster boards	14111607
Construction paper	14111610
Album papers or tissues	14111614

Poster papers	14111615
<b>Business use papers</b>	14111800
Tickets or ticket rolls	14111801
Receipts or receipt books	14111802
Bills or bill books	14111804
Multipurpose business book	14111807
Accounting forms or accounting books	14111808
Bill of lading forms or bill of lading books	14111809
Personnel forms or personnel books	14111810
Sales forms or sales books	14111811
Inventory forms or inventory books	14111812
Correspondence forms or correspondence books	14111813
Tax forms or tax books	14111814
Tent cards	14111815
Applicant fingerprint cards	14111816
Deposit verification form	14111817
Stretch film dispensers	24102201
Box sealing tape dispensers	24102202
Paper bags	24111502
<b>Securing and protecting supplies</b>	24141500
Stretch wrap films	24141501
Shrink wrap films	24141502
Packaging films	24141514
<b>Cushioning supplies</b>	24141600
Bubble wrap	24141601



Solicitation No. - N° de l'invitation  
**E60PD-19OSFB/A**  
 Client Ref. No. - N° de réf. du client  
**E60PD-19OSFB**

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
**PD150.E60PD-19OSFB**

Buyer ID - Id de l'acheteur  
**PD150**  
 CCC No./N° CCC - FMS No./N° VME

Wadding materials	24141604
Air filled packing materials	24141605
Packing peanuts	24141606
<b>Packaging tubes and cores and labels and accessories</b>	24141700
Paper tubes or cores	24141701
Tube or core end plugs	24141702
Capsule tubes or caps	24141709
<b>Batteries and cells and accessories</b>	26111700
Rechargeable batteries	26111701
Alkaline batteries	26111702
Battery chargers	26111704
<b>Electrical cable and accessories</b>	26121600
Network cable	26121609
Telecommunications cable	26121616
Cable accessories	26121630
Power cord	26121636
<b>Cutting and crimping and punching tools</b>	27111500
Knife blades	27111501
Utility knives	27111503
Shears	27111506
Knife blade sets or dispensers	27111517
<b>Measuring and layout tools</b>	27111800
Tape measures	27111801
<b>Precision hand tools</b>	27113300
Magnifying glass	27113301
<b>Tape</b>	31201500
Duct tape	31201501
Masking tape	31201503
Double sided tape	31201505
Fiberglass tape	31201507
Transparent tape	31201512
Paper tapes	31201515
Packaging tape	31201517
Polyethylene tape	31201531
<b>Other adhesives and sealants</b>	31201600
Gums	31201603
Hot melt adhesives	31201609
Glues	31201610
Re usable adhesive	31201613
Liquid adhesives	31201616

Instant adhesive	31201619
Aerosol adhesive	31201621
Multi purpose adhesive	31201622
<b>General lighting and fixtures</b>	39111500
Desk fixtures	39111507
Table lamp fixture	39111510
<b>Media storage devices</b>	43201800
Compact disc CD drive	43201817
Digital video disc DVD drive	43201818
<b>Removable storage media</b>	43202000
Compact disks CDs	43202001
Digital versatile disks DVDs	43202003
Flash memory storage devices	43202005
<b>Removable storage media accessories</b>	43202100
Compact disk cases	43202101
Portable media case or wallet	43202106
<b>Computer accessories</b>	43211600
Computer switch boxes	43211601
Port replicators	43211603
Peripheral switch boxes	43211604
Computer speakers	43211607
Universal serial bus hubs or connectors	43211609
Handheld PDA Starter Kits	43211611
Computer accessory kits	43211612
Computer or notebook stands	43211613
<b>Computer data input devices</b>	43211700
Keyboards	43211706
Computer mouse or trackballs	43211708
Voice microphones for computers	43211719
Business card scanner	43211722
<b>Computer data input device accessories</b>	43211800
Mouse pads	43211802
Key board skins	43211803
<b>Computer display accessories</b>	43212000
Computer display glare screens	43212001
<b>Computer printers</b>	43212100
Thermal tape printers	43212108
<b>Paper processing machines and accessories</b>	44101600
Paper cutting machines or accessories	44101601
Paper punching or binding machines	44101602

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Paper shredder oil	44101603
Paper shredder bags	44101608
<b>Calculating machines and accessories</b>	44101800
Calculators or accessories	44101801
Adding machines	44101802
Calculator ribbons	44101805
<b>Laminating supplies</b>	44102000
Lamination film	44102001
Laminator pouches	44102002
Transfer foils	44102003
<b>Labeling machines</b>	44102400
Label making machines	44102405
Lettering equipment	44102406
Tape embosser	44102407
Label dispensers	44102411
Adhesive label cartridges	44102412
<b>Typing machines and accessories</b>	44102600
Typewriters	44102602
Printwheels	44102603
Dictation machines	44102605
Typewriter ribbons	44102606
Typewriter printing elements	44102608
Accessory or supply kits for typewriters	44102609
Typewriter starter kits	44102610
<b>Binding and lamination machines</b>	44102800
Laminators	44102801
<b>Office machine accessories</b>	44102900
Air compressed spray	44102904
Small paper bags of wet absorbing salts	44102905
Computer or office equipment cleaning kit	44102906
Laminator trays	44102910
Cleaning wipes for office machines	44102911
Cleaning solutions for office equipment	44102912
<b>Binding machine supplies</b>	44103500
Binding covers	44103502
Binding spines or snaps	44103503
Binding coils or wire loops	44103504
Binding combs or strips	44103505
Binding tape	44103506
Binding Kits	44103507

<b>Organizers and accessories</b>	44111500
Message holders or dispensers	44111501
Desk drawer organizers	44111502
Desktop trays or organizers	44111503
Paper or pad holder or dispensers	44111506
Book ends	44111507
Pen or pencil holders	44111509
Hanging organizers or accessories	44111510
Display systems or its accessories	44111511
Literature rack	44111512
Supports for diaries or calendars	44111513
Stamp racks or organizers	44111514
File storage boxes or organizers	44111515
Personal organizers	44111516
Business card holders	44111518
Collating racks	44111519
Surface protectors or pads	44111520
Copy holders	44111521
<b>Cash handling supplies</b>	44111600
Coin sorters	44111603
Coin wrappers or bill straps	44111604
Cash or ticket boxes	44111605
Cash box trays	44111606
Coin trays	44111610
<b>Drafting supplies</b>	44111800
Stencils or lettering aids	44111801
Drafting films	44111802
Compasses	44111803
Drafting papers	44111804
Curves	44111805
Protractors	44111806
Scales	44111807
T squares	44111808
Templates	44111809
Triangles	44111810
Drafting kits or sets	44111812
Drafting dots or tapes	44111813
Work surface protection covers	44111814
Drafting table covers	44111815
<b>Boards</b>	44111900

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Planning boards or accessories	44111901
Easels or accessories	44111903
Letter boards or accessories	44111904
Dry erase boards or accessories	44111905
Chalk boards or accessories	44111906
Bulletin boards or accessories	44111907
Magnetic boards or accessories	44111908
Board cleaning kits or accessories	44111909
Hanging rails or holders	44111910
<b>Planning systems</b>	44112000
Address books or refills	44112001
Calendars	44112002
Meeting planners	44112004
Appointment books or refills	44112005
Diaries or refills	44112006
Wall planners or refills	44112008
<b>Mailing supplies</b>	44121500
Mailer tubes	44121501
Mailers	44121503
Window envelopes	44121504
Specialty envelopes	44121505
Standard envelopes	44121506
Catalog or clasp envelopes	44121507
Message droppers	44121508
Mailing bags	44121509
Mailing seals	44121510
Mailing boxes	44121511
Mailer tube caps	44121512
<b>Desk supplies</b>	44121600
Stamps	44121604
Tape dispensers	44121605
Paper or eyelet punches	44121611
Paper cutters or refills	44121612
Staple removers	44121613
Call bells	44121614
Staplers	44121615
Manual letter openers	44121617
Scissors	44121618
Manual pencil sharpener	44121619
Finger stalls	44121620

Desk pads or its accessories	44121621
Moisteners	44121622
Mechanical letter opener	44121623
Embossing tools	44121624
Paper weights	44121625
Adhesive remover	44121626
Bookmarks	44121627
Clip holders or dispensers	44121628
Stapler kit	44121630
Glue dispensers or refills	44121631
Scissor sharpener	44121632
Postage stamp dispensers	44121633
Adhesive rollers	44121634
Adhesive tape spindles	44121635
Electric pencil sharpener	44121636
<b>Writing instruments</b>	44121700
Rollerball pens	44121701
Pen or pencil sets	44121702
Fountain pens	44121703
Ball point pens	44121704
Mechanical pencils	44121705
Wooden pencils	44121706
Colored pencils	44121707
Markers	44121708
Crayons	44121709
Writing chalk or accessories	44121710
Felt pen	44121711
Marker refills	44121712
Pen nibs	44121713
Pencil or pen grips	44121714
Combination pen or pencil	44121715
Highlighters	44121716
Combination pen and highlighter	44121717
Secured pen sets	44121718
<b>Correction media</b>	44121800
Correction film or tape	44121801
Correction fluid	44121802
Erasers	44121804
Correction pens	44121805
Correction pen refills	44121806

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Eraser refills	44121807
Electrical erasers	44121808
<b>Ink and lead refills</b>	44121900
Lead refills	44121902
Ink refills	44121904
Ink or stamp pads	44121905
<b>Folders and binders and indexes</b>	44122000
Index card files	44122001
Sheet protectors	44122002
Binders	44122003
Magazine or book covers	44122005
Tab indexes	44122008
Rotary or business card files	44122009
Dividers	44122010
Folders	44122011
Clipboards	44122012
Report covers	44122013
Sheet lifters	44122014
File backers	44122015
Document holder	44122016
Hanging folders or accessories	44122017
File inserts or tabs	44122018
File pockets or accessories	44122019
Card pockets	44122020
Postage stamp albums	44122021
Folder binding accessories	44122022
Archboards	44122023
Binder handles	44122024
Binder pockets or accessories	44122025
Paper claws	44122026
Expandable file folders	44122027
Binder mounting channels	44122028
<b>Fastening supplies</b>	44122100
Rubber bands	44122101
Clasp fasteners	44122103
Paper clips	44122104
Binder or bulldog clips	44122105
Pins or tacks	44122106
Staples	44122107
Velcro fasteners	44122109

Adhesive mounts	44122110
Hole reinforcements	44122111
Round head fasteners	44122112
Tag fasteners	44122113
Screw posts	44122114
Adhesive corners	44122115
Bag clips	44122116
Book rings	44122117
Prong fasteners	44122118
Self adhesive fasteners	44122119
Binder posts	44122120
Wall or board clips	44122121
<b>Locks and security hardware and accessories</b>	46171500
Padlocks	46171501
Cable locks	46171502
Key cabinets or organizers	46171509
<b>Ergonomic support aids</b>	46182200
Elbow supports	46182202
Back support rests	46182203
Foot rests	46182205
Wrist rests	46182206
<b>Waste containers and accessories</b>	47121700
Trash bags	47121701
Waste containers or rigid liners	47121702
<b>Cleaning rags and cloths and wipes</b>	47131500
Rags	47131501
Cleaning cloths or wipes	47131502
<b>Cleaning and disinfecting solutions</b>	47131800
Household disinfectants	47131803
General purpose cleaners	47131805
Screen cleaner	47131813
Glass or window cleaners	47131824
Furniture cleaners	47131830
<b>Awards</b>	49101700
Certificates	49101705
Achievement certificate	49101707
<b>Business cases</b>	53121700
Briefcases	53121701
Attaches	53121702
Portfolios	53121704

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Equipment cases	53121705
Computer bags	53121706
<b>Clocks</b>	54111600
Wall clocks	54111601
Free standing clocks	54111603
<b>Tags</b>	55121500
Security tags	55121502
Identification tags	55121503
Key tags	55121504
Tag holders or accessories	55121505
<b>Labels</b>	55121600
Addressing or mailing labels	55121605
Self adhesive labels	55121606
Decals	55121607
Bar code labels	55121608
Packaging labels	55121609
Consecutively numbered labels	55121610
Label making tapes	55121611
Printer labels	55121612
Color coding labels	55121613
Removable labels	55121614
Adhesive dots or arrows	55121615
Self adhesive flags	55121616
Label protectors	55121617
Multipurpose labels	55121620
<b>Canvases and films and boards and artists papers</b>	60121100
Sulphite drawing paper	60121101
Groundwood drawing paper	60121102
Tracing or vellum drawing paper	60121103
Bond drawing paper	60121104
Charcoal or pastel drawing paper	60121105
Bristol drawing paper	60121106
Watercolor paper sheets	60121107
Watercolor paper pads	60121108
Watercolor paper blocks	60121109
Finger paint paper	60121110
Sulphite construction paper	60121111
Groundwood construction paper	60121112
Foil construction paper	60121113
Origami craft papers	60121114

Paper or plastic Confetti	60121115
Crepe paper for crafts	60121116
Craft tissue paper	60121117
Corrugated craft paper	60121118
Pattern printed craft paper	60121119
Self adhesive craft paper	60121120
Glow in the dark paper	60121121
Hand made paper	60121123
Kraft paper	60121124
Canvas panels	60121125
Prestretched canvas	60121126
Primed canvas	60121127
Unprimed canvas	60121128
Masonite panels	60121129
Canvas like paper pads	60121130
Japanese printmaking paper	60121131
Lithography or intaglio printmaking paper	60121132
Blockprinting printmaking paper	60121133
Foil paper	60121134
Acetate or vinyl or polyester films	60121135
Cellophane films	60121136
Acrylic sheets	60121137
Illustration boards	60121138
Mat boards	60121139
Mounting board	60121140
Foam core mounting board	60121141
Tagboard or railroad board	60121142
Display board	60121143
Scratch art papers	60121144
Scratch art boards	60121145
Scratch art accessories	60121146
Gloss paper	60121147
Color paperboard	60121148
Plant press paper	60121149
Sugar paper	60121150
Drawing or sketching boards or accessories	60121151
Writing slates	60121152
Transfer sheets	60121153
<b>Classroom and fine art paint and mediums and applicators and accessories</b>	60121200
Traditional liquid tempera paint	60121201

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Contemporary liquid tempera paint	60121202
Powdered tempera paint	60121203
Washable tempera paint	60121204
Tempera cakes	60121205
Liquid face or body paint	60121206
Cake face or body paint	60121207
Marker face or body paint	60121208
Temporary tattoo paint	60121209
Washable finger paint	60121210
School style acrylic paint	60121211
Acrylic airbrush paint	60121212
Synthetic heat treated oil paint or mediums	60121213
Water soluble oil paint or mediums	60121214
Low viscosity removable glass or ceramic paint	60121215
Low viscosity permanent glass or ceramic paint	60121216
High viscosity Gel removable glass or ceramic paint	60121217
High viscosity Gel permanent glass or ceramic paint	60121218
Oven baked glass or ceramic paint	60121219
Marker delivery system glass or ceramic paint	60121220
Pan watercolor paint	60121221
Tube watercolor paint	60121222
Liquid watercolor paint	60121223
Liquid watercolor frisket paint	60121224
Watercolor painting mediums	60121225
Watercolor brushes	60121226
Oriental brushes	60121227
Utility brushes	60121228
Specialty brushes	60121229
Easel brushes	60121230
Palette knives	60121231
Brayers for hand printing	60121232
Sponge stamps	60121233
Scrapers for paint application	60121234
Pipettes for paint or dye mixing	60121235
Combs or tools for paint or ink application	60121236
Palettes for paint or ink mixing	60121237
Paint pots for paint storage or mixing	60121238
Paint cups or bottles	60121239
Brush or tool cleaners	60121241
Paint aprons	60121242

Artists Smocks	60121243
Stretcher strips	60121244
Canvas stretchers	60121245
Metal easels	60121246
Wood easels	60121247
Table top easels	60121248
Presentation easels	60121249
Drawing portfolios	60121250
Gouache paint	60121251
Paint pans	60121252
Art airbrushes	60121253
<b>Art and craft cutting products</b>	<b>60121300</b>
Guillotine paper trimmers	60121301
Mat cutter	60121302
Mat knives	60121303
Artist knives	60121304
Rotary paper or fabric cutter	60121305
Circle or oval paper cutters	60121306
<b>Drawing tools and supplies and accessories</b>	<b>60121500</b>
Water based markers	60121501
Solvent based markers	60121502
Washable markers	60121503
Calligraphy markers	60121504
Fabric markers	60121505
Metallic markers	60121506
Tempera or chalk window markers	60121507
Paint markers	60121508
Wax based crayons	60121509
Soy based crayons	60121510
Specialty crayons	60121511
Watercolor crayons	60121512
Dry pastel	60121513
Chalk pastel	60121514
Oil based pastel	60121515
Compressed charcoal	60121516
Vine charcoal	60121517
Graphite pencils	60121518
Wax based colored drawing pencils	60121519
Charcoal pencils	60121520
Watercolor pencils	60121521

Waterbased pens	60121522	Packaging pouches or bags	24121502
Permanent pens	60121523	Packaging boxes	24121503
Gel pens	60121524	<b>Ropes</b>	31151500
Technical pens	60121525	Cotton rope	31151501
Calligraphy pens	60121526	Polyester rope	31151502
Pink pencil erasers	60121531	String or twine	31151507
Kneaded erasers	60121532	<b>Media storage devices</b>	43201800
Vinyl erasers	60121533	Read only compact disc CD	43201808
Plastic erasers	60121534	Read write compact disc CD	43201809
Gum erasers	60121535	Read only digital versatile disc DVD	43201810
Crayon remover	60121536	Read write digital versatile disc DVD	43201811
Dip pens or their accessories	60121537	<b>Heating equipment and parts and accessories</b>	40101800
Calligraphy kits	60121538	Circulation heaters	40101809
Drawing fixatives	60121539	Space heaters	40101819
Drawing cloths	60121540	<b>Personal communications device accessories or parts</b>	43191600
<b>Length and thickness and distance measuring instruments</b>	41111600	Phone headset ear or speaker cushions	43191607
Rulers	41111604	Phone headset voice tubes	43191608
<b>Personal paper products</b>	14111700	Phone headsets	43191609
Toilet tissue	14111704	Personal communication holders or mounts, stands	43191610
Facial tissues	14111701	Computer cables	43202222
<b>Packaging boxes and bags and pouches</b>	24121500		

### A.3 Environmental Considerations

The Government of Canada is committed to implementing the *Policy on Green Procurement*. The policy strives to enable government to procure, operate and dispose of its assets in a manner that protects the environment and supports sustainable development objectives.

PSPC has elected to identify in the list of 2,979 items which will form the EFOT items that incorporate one or more of the following criterion where reasonably practicable. This choice has been implemented in an effort to demonstrate the federal government's commitment and leadership with respect to greening its procurement process for this commodity.

#### a. Packaging Criteria (applies to all categories)

- i. Products with minimal packaging;
- ii. Packaging that is recyclable, biodegradable or made from renewable resources.

#### b. General Product Considerations

- i. Supplies made from post-consumer recycled content;
- ii. Supplies that are partially or wholly biodegradable;
- iii. Supplies with replaceable, consumable parts;
- iv. Supplies made from polyethylene plastics (HDPE or PET) rather than polyvinyl chloride (PVC) plastic;
- v. Supplies made from stainless rather than galvanized steel.



c. **Writing Instruments**

- i. Pens and pencils that are refillable to reduce solid waste;
- ii. Markers and highlighters with low toxicity ink;
- iii. Pencils made of recycled material or wood from sustainable forests.

d. **Paper and Fiberboard Products**

- i. Products made from post-consumer recycled content;
- ii. Products coming from sustainable forests to reduce forestry activity;
- iii. Chlorine-free products to eliminate the formation of chlorinated organic compounds;
- iv. Labels that are biodegradable or recyclable to reduce the resultant solid waste.

**A.4 Offeror Service**

The Offeror must be able to receive orders by telephone (including a toll-free number), facsimile, and e-mail. Contractor must be open for business Monday to Friday, from 8:00 AM to 5:00 PM, local time for each region (except for Statutory Holidays), and must provide a bilingual customer service representative in bilingual designated regions as prescribed under the *Official Language Act*.

**A.5 Key Terms**

**Catalogue** – The term Catalogue will be interpreted to mean a book, pamphlet either printed or electronic, which may be illustrated, that contains details of the Offeror's items for sale, regardless of its title.

**House Brand, Private Label** – The terms House Brand and Private Label refer to a proprietary brand of merchandise sold by one retailer and its associates and often bearing the name of the retailer or buying group. Additionally, for the purpose of this requirement PWGSC will deem all House Brand products from one Offeror as technically equivalent to products similar in form and function to those marketed by other Offerors.

**National Brand** – The term National Brand refers to a brand marketed throughout a national market. National Brands are usually owned and promoted by their manufacturers.

**Delivery Duty Paid (DDP) Incoterm:** Seller is responsible for delivering the goods to the named place in the country of the buyer, and pays all costs in bringing the goods to the destination including import duties and taxes.

**Large Population Centre:** a populated geographical area constituting a city, or municipality and surrounding area with 100,000 residents or more which is road accessible throughout the year.

**Medium Population centre:** a populated geographical area constituting a city, town or municipality and its surrounding areas with 30,000 to 99,999 residents which is road accessible throughout the year.

**Small population Centre:** a moderately populated geographical area constituting a city, town or municipality and its surrounding areas with 1,000 to 29,999 residents which is road accessible throughout the year.

**Remote Area:** a small locality or community that is secluded and may not be road accessible throughout the year. For the purpose of this requirement Vancouver Island and the Island of Newfoundland are considered to be road accessible (via major ferry service) throughout the year.

**Bilingual** – The term Bilingual means both official languages of Canada, English and French.



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**Office and Desk Supplies** – Products whose primary function is related to the execution of business, clerical, and administrative duties in an office environment.

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## **ANNEX B- OFFEROR'S REPRESENTATION TABLE**

*(Provided as an electronic attachment)*

Offeror must complete for every region quoted the Offeror Representative Table.

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## **ANNEX C- ELECTRONIC FINANCIAL OFFER TEMPLATE (EFOT)**

*(Provided as an electronic attachment)*

Upon issuance of any resulting Standing Offer, Annex C will contain the Electronic Price List.

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## **ANNEX D- DISCOUNTS AGAINST REGULAR PRICE**

*(Provided as an electronic attachment)*

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## **ANNEX E- DELIVERY SCHEDULE**

*(Provided as an electronic attachment)*

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## **ANNEX F- ELECTRONIC STANDING OFFER USAGE REPORT**

### **Instructions for Completing the Electronic Standing Offer Usage Report**

#### **1. General Instructions**

Qualified Offerors will be supplied with the Electronic Standing Offer Usage Report template at such time as a Standing Offer is issued. Subsequently, as required, Offerors may request that the Standing Offer Authority send a copy of the Electronic Standing Offer Usage Report template to them by e-mail.

Offerors must complete the Electronic Standing Offer Usage Report in accordance with the instructions below.

#### **2. Electronic Processing of the Standing Offer Usage Report**

- 2.1 Reports must be submitted by electronic mail to the Standing Offer Authority in the “.XLS” or “.XLSX” (Excel compatible) file format.
- 2.2 The Standing Offer Usage Report will be processed by PSPC using electronic automation. If the Offeror's report is submitted in a way that prevents automated processing, the report will be deemed as unacceptable and returned to the Offeror with information pertaining to the deficiency.
- 2.3 The use of the “Copy” and “Paste” feature may negatively impact certain aspects of the template. PSPC suggests Offerors use “Copy” and “Paste Special- Values”.

#### **3. Itemized Reporting**

Offerors must include the requested date for every item sold as a result of Call-ups against the Standing Offer.

#### **4. Field Descriptions and Input Instructions**

Fields in the report are identified by column heading or by tag. The purpose of each field is described and the instructions for completing the fields are provided below.

##### **Part I: Report Header**

##### **a. Standing Offer Number**

The Offeror must enter the Standing Offer number which appears in the cover page of their Standing Offer.

##### **b. Company Name**

The Offeror must enter their legal company name.

##### **c. Period**

The Offeror must select the Quarter for which it is submitting a report from the pull down list. Offerors must submit a report for every quarter.

##### **d. Total Reported this Quarter**

For reports comprising of less than 10,000 lines, the "Total reported this Quarter" field will populate automatically. For reports containing more than 10,000 entries, the Offeror must enter the sum of all reported sales in the quarter.

## **Part II: Report Body**

### **a. Sold to**

For transactions with the Federal Identified Users, Offerors must select the appropriate Federal Department or Agency from the drop down list. If the Department or Agency is not listed in the drop down list, please notify the Standing Offer Authority; a revised template will be issued by the Standing Offer Authority to include any missing Federal Departments or Agencies.

For transactions with Provincial/ Territorial Identified Users and MASH sector entities, Offerors must select the "PT and Mash" selection from the drop down list and indicate the full legal name of the entity in column titled P/T or MASH Entity (column Q).

### **b. Date of Invoicing**

Offerors must enter the date at which the Call-up for the item sold as a result of Call-ups against the Standing Offer was invoiced. The date must be entered using the YYYY-MM-DD format.

### **c. Invoice number**

Offeror's must enter their invoice number for each item sold as a result of a Call-up against the Standing Offer. Offerors may aggregate more than one item per invoice number.

### **d. Account number**

Offerors must enter the account number of the Authorized User to which the item was sold for each item sold as a result of a Call-up against the Standing Offer.

### **e. Postal Code (Delivery Point)**

This field must contain the postal code for the delivery point where the item sold as a result of Call-ups against the Standing Offer was delivered. The postal code must be entered in the following format: A0A 0A0.

### **f. UNSPSC**

This field must contain the UNSPSC for the item sold as a result of Call-ups against the Standing Offer. The Offeror must enter the eight (8) digit UNSPSC for the item.

### **g. UPC Code**

This field must contain the manufacturer's UPC Code for the item sold as a result of Call-ups against the Standing Offer. This identifier must be the same as one used in the Electronic Price List at Annex C (of the resulting Standing Offer). The Offeror must enter the UPC for the item.

### **h. Manufacturer Model Number**

Offerors must enter the Manufacturer's Model Number for the item sold as a result of Call-ups against the Standing Offer exactly as it is listed in the "Manufacturer's Model Number" field of the Price List at Annex C. For items not listed in Annex C, the Offeror must enter the manufacturer's part number as it appears in the manufacturer's publications.

**i. Offeror Part Number**

Offerors must enter their part number (or SKU) for the item sold as a result of Call-ups against the Standing Offer exactly as it is in the "Offeror's Part Number" field of the Price List at Annex C. For items not listed in Annex C, the Offeror must enter the manufacturer's part number as it appears in the manufacturer's publications.

**j. Brand**

This field must contain the Brand name of the item sold as a result of Call-ups against the Standing Offer. While the Brand and Manufacturer of a product may in some instances be interchangeable, this is not always the case. The Offeror must enter the name of the brand of the item sold as a result of a Call-up against the Standing Offer (Wilson Jones, PaperMate, Duracell, etc...).

**k. Short Description**

This field must contain a short description of the item sold as a result of Call-ups against the Standing Offer and must at a minimum include sufficient information to identify the primary purpose of the item and its core defining attributes (pen, blue, retractable).

**l. QTY**

Offerors must enter the quantity of items sold as a result of a Call-up against the Standing Offer. If the unit of sale is for multiple individual units, this field should reflect the number of units of sale sold. Example: If the Unit of Sale is dozen, and one dozen was sold, the QTY field should indicate "1". Alternatively, if the Unit of Sale is dozen and 6 individual pieces are sold, the Qty field should indicate "0.5".

**m. Unit of Sale**

This field represents the Unit of Sale for the item sold as a result of Call-ups against the Standing Offer. The Unit of Sale "ea." typically represents the smallest unit of sale for an item. Example: A box of paperclips sold as 1 ea. contains 100 paperclips. The Offeror must select the correct Unit of Sale from the provided drop down menu.

**n. Unit Price**

This field must contain the Offeror's price invoiced per unit of issue for the item sold as a result of Call-ups against the Standing Offer. The Offeror must enter a numerical value which represents the price in dollars and cents separately by a period (23.12) without any spaces, dashes or special characters.

**o. Extended Price**

This field must contain the Offeror's price invoices per unit of issue multiplied by the quantity of each items sold as a result of Call-ups against the Standing Offer. The Offeror must enter a numerical value which represents the price in dollars and cents separated by a period (23.12) without any spaces, dashes or special characters.

**p. Private Label**

This field, if applicable, must contain an "X" if the item sold as a result of Call-ups against the Standing Offer is a Private Label item.

**q. P/T or MASH Entity**



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Amd. No. - N° de la modif.  
File No. - N° du dossier  
PD150.E60PD-19OSFB

Buyer ID - Id de l'acheteur  
PD150  
CCC No./N° CCC - FMS No./N° VME

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This field, if applicable, must contain the full legal name of the P/T or MASH entity the item was sold to as a result of Call-ups against the Standing Offer.

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PD150.E60PD-19OSFB

Buyer ID - Id de l'acheteur  
PD150  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX G- CALL-UP DOCUMENT FOR PROVINCIAL/ TERRITORIAL IDENTIFIED USER**

Refer to attached OIC\_Call-Up.pdf document.

*(Provided as an electronic attachment)*

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## APPENDIX 1- INSTRUCTIONS FOR COMPLETING THE ELECTRONIC FINANCIAL OFFER TEMPLATE

### 1. General Instructions

Offerors must complete the Electronic Financial Offer Template (EFOT) provided as an electronic attachment to this requirement, in accordance with the instructions below. The EFOT submitted with the offer will form part of the Electronic Price List (Annex C) in any resulting Standing Offer.

Each row in the Financial Offer Template represents one item.

Offerors submitting an offer for all regions with the same pricing throughout the regions are advised to complete the "National" tab of the EFOT. Otherwise, Offerors should complete the tab(s) of the EFOT corresponding to the region(s) for which they are submitting an offer.

Values entered in the "National" tab by the Offeror will supersede values the Offeror may have entered in any and all of the region tabs of the EFOT at time of evaluation.

### 2. Electronic Processing of Financial Offer Template

The Electronic Financial Offer Template will be processed for evaluation by PSPC using electronic automation. As such, Offerors must not change the format or rename the Electronic Financial Offer Template in any way. At the time of evaluation, if the Offeror's Electronic Financial Offer Template has been reformatted or renamed in a way that prevents automated processing, the offer may be found non-responsive.

### 3. Field Color

The items 1 to 450 are identified in pink. All the remaining items are identified in light green.

All light blue colored fields must be populated by the Offeror in compliance with the field specific instructions below. Fields that have been populated will change in color from light blue to light yellow. The change of color does not indicate that the data entered is accepted by or acceptable to Canada; only that data has been entered into the field.

**Note:** The use of the "Copy" and "Paste" feature in Excel may negatively impact this aspect of the template. PSPC suggests Offerors use the "Copy" and "Paste Special- Values" method.

### 4. Field Specific Instructions

Fields in the Electronic Financial Offer Template are identified by column heading. The purpose of each field is described and the instructions for completing the field are provided at section 5. Field Descriptions and Input Instructions.

### 5. Field Descriptions and Input Instructions

#### a. Item Number

**Purpose:** This field represents a number assigned to the line item in the list for the purpose of this solicitation. Any amendments or questions pertaining to the line items or products requested will be addressed by this item number during the solicitation period. No entry is required.

#### b. Manufacturer

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**Purpose:** While the brand and manufacturer of a product may, in some instances, be marketed under the same name, this is not always the case. This field represents the name of the manufacturer (ACCO, 3M, Procter and Gamble, etc...) of the item offered. This field is already populated by PSPC, no entry is required.

**c. Manufacturer's Model Number**

**Purpose:** This field represents the manufacturer's model name/ number for the line item offered. This field is already populated by PSPC, no entry is required.

**d. UPC**

**Purpose:** This field represents the Universal Product Code (UPC) for one (1) unit of issue of the item as described in columns M and N. This field is already populated by PSPC, no entry is required.

**e. General Product Description**

**Purpose:** This field contains a short description of the line item, and includes sufficient information to identify the primary purpose of the item and its core defining attributes. This field is already populated by PSPC, no entry is required.

**f. Brand**

**Purpose:** While the brand and manufacturer of a product may in some instances be marketed under the same name, this is not always the case. This field represents the name of the brand the item offered (Wilson Jones, PaperMate, Duracell, etc...). This field is already populated by PSPC, no entry is required.

**g. Series**

**Purpose:** This field represents a marketing name for a series or sub-brand of the item offered (Energel, Clearview, Flexgrip). This field is already populated by PSPC, no entry is required.

**h. UNSPSC**

**Purpose:** This field represents the eight (8) digit UNSPSC for the item offered. This field is already populated by PSPC, no entry is required.

**Item Descriptions- Information about item attributes**

Given the diversity of product in this requirement, PSPC has determined that the use of segregated attributes would be more efficient than paragraph form descriptions. This intent of the attribute columns is to capture generic and essential information about the items that will make it easy for users to search for products that meet their requirement. Attributes of a product include but are not limited to: size, color, material, voltage, distinguishing features, etc.

**i. Attribute 1**

**Purpose:** For the sake of consistency PSPC has determined that, Attribute 1 will be used for size, when applicable. If size is not a relevant element of the item description, an alternate attribute may be entered in this column. This field is already populated by PSPC, no entry is required.

**j. Attribute 2**

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**Purpose:** For the sake of consistency PSPC has determined that, Attribute 2 will be used for color, when applicable. If color is not a relevant element of the item description, an alternate attribute may be entered in this column. This field is already populated by PSPC, no entry is required.

**k. Attribute 3**

**Purpose:** For the sake of consistency PSPC has determined that, Attribute 3 will be used for the primary feature of the item, when applicable. This field is already populated by PSPC, no entry is required.

**l. Attribute 4**

**Purpose:** For the sake of consistency PSPC has determined that, Attribute 4 will be used for a general feature of the item, when applicable. This field is already populated by PSPC, no entry is required.

**m. Unit of Sale**

**Purpose:** This field represents the unit of sale for the item (each, box, pack etc.). Certain items come packaged by multiples (Example: Paperclips, Pins, Elastics, Labels, etc.), the "each" unit of sale may in some instances be more than one single unit of the item. In such cases the "each" Unit of Sale represents the smallest commercially available unit of sale. This field is already populated by PSPC, no entry is required.

**n. Qty per Unit of Sale**

**Purpose:** This field represents the number of individual units of the item included per unit of sale. While each, pair and dozen are self-explanatory, box and package are not. This field is already populated by PSPC, no entry is required.

**o. Price**

**Purpose:** This field represents the price for one unit of issue of the item described in columns D, M and, N inclusively. The Offeror must enter a numerical value which represents its firm price for one unit of issue of the line item in dollars and cents separated by a period (23.12) without any spaces, dashes or special characters. All values submitted will be rounded to 2 decimals.

**p. Offerors Part Number (SKU)**

**Purpose:** This field represents the Offeror's unique Stock Keeping Unit (SKU) for the unit of sale specified in Column M. Offerors must populate this field by indicating the unique SKU for this line item. Note: Each line item must have a unique SKU.

**q. Listed (Y/N)**

**Purpose:** This field represents the status of the line item in the Offeror's inventory management and cataloguing system. Offerors must populate this field by selecting "yes" from the drop down menu for regularly stocked items and selecting "no" for items not typically held in stock.

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File No. - N° du dossier  
PD150.E60PD-19OSFB

Buyer ID - Id de l'acheteur  
PD150  
CCC No./N° CCC - FMS No./N° VME

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## APPENDIX 2- ELECTRONIC STANDING OFFER USAGE REPORT

*(Provided as an electronic attachment)*