



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**

**Government of Canada Building  
101 - 22nd Street East, Suite 110  
Saskatoon  
Saskatchewan  
S7K 0E1  
Bid Fax: (306) 975-5397**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Toilet Paper	
<b>Solicitation No. - N° de l'invitation</b> 21501-203797/A	<b>Date</b> 2019-06-13
<b>Client Reference No. - N° de référence du client</b> 21501-203797	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$STN-190-5179	
<b>File No. - N° de dossier</b> STN-9-42010 (190)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-07-24</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Mack, Wayne	<b>Buyer Id - Id de l'acheteur</b> stn190
<b>Telephone No. - N° de téléphone</b> (306) 241-6435 ( )	<b>FAX No. - N° de FAX</b> (306) 975-5397
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Correctional Services Canada Various locations in AB, SK and MB	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada/Réception  
des soumissions Travaux publics et Services gouvernementaux  
Canada  
Government of Canada Building  
101 - 22nd Street East  
Suite 110  
Saskatoon  
Saskatche  
S7K 0E1

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Requirement**

The requirement is detailed under Article 6.2 of the resulting contract clauses.

### **1.2 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **1.3 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), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

### **1.4 epost Connect service**

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 180 days

#### **2.1.1 SACC Manual Clauses**

B1000T (2014-06-26) Condition of Material – Bid

## 2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

Mailing address:

Public Works and Government Services Canada  
Government of Canada Building  
101 – 22<sup>nd</sup> Street East, Suite 110  
Saskatoon, SK S7K 0E1

Email address:

[ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca](mailto:ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca) Bids/Offeres will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.

**Note:** Bids 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 [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Facsimile number: 306-975-5397

## 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 14 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders 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 the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## 2.4 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

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

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (1 hard copy)  
Section II: Financial Bid (1 hard copy)  
Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 hard copy)  
Section II: Financial Bid (1 hard copy)  
Section III: Certifications (1 hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### **Section I: Technical Bid**

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

#### **3.1.1 Electronic Payment of Invoices – Bid**

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

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

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

#### **3.1.2 Exchange Rate Fluctuation**

[C3011T \(2013-11-06\)](#), Exchange Rate Fluctuation

### **Section III: Certifications**

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

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

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

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

To be considered responsive, a bid must meet all the specifications in Annex "A". Failure to meet the specifications in Annex "A" will render your submission non-responsive and it will be given no further consideration.

#### 4.1.2 Financial Evaluation

The proposal will be assessed and accepted on a low aggregate basis. Low aggregate will be determined by extending and totalling the unit prices for all line items as detailed in Annex B – Basis of Payment.

##### **For evaluation purposes only:**

A 100 meter roll length will be used as a base to evaluate the per meter price as follows:

***Offered roll price / meters offered x 100 meters – price for 100 meter roll x estimated quantities.***

Example using estimated quantities of 6000 rolls

Bidder 1: Offered price \$0.50 for 95 meter rolls

$\$0.50 / 95 \text{ meters} \times 100 = \$0.5263 \text{ per } 100 \text{ meter roll} \times 6000 = \$3157.80$

Bidder 2: Offered price \$0.55 for 100 meter rolls

$\$0.55 / 100 \times 100 = \$0.55 \text{ per } 100 \text{ meter roll} \times 6000 = \$3300.00$

Bidder 3: Offered price \$0.60 for 110 meter rolls

$\$0.60 / 110 \text{ meters} \times 100 = \$0.5454 \text{ per } 100 \text{ meter roll} \times 6000 = \$3272.40$

Based on this, Bidder 1 would have the lowest price.

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price-Canadian/Foreign Bidders

#### 4.2 Basis of Selection

##### **4.2.1 Basis of Selection - Mandatory Technical Criteria**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

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

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **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 Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder 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 bid non-responsive.

#### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder 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 - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder 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 \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

## **PART 6 - RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### **6.1 Security Requirements**

**6.1.1** There is no security requirement applicable to the Contract.

### **6.2 Requirement**

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

### **6.3 Standard Clauses and Conditions**

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

#### **6.3.1 General Conditions**

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

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from **01 October 2019** to **30 September 2022** inclusive.

#### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 14 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### **6.4.5 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Wayne Mack  
Public Works and Government Services Canada  
110 - 101, 22nd Street East  
Saskatoon, SK S7K 0E1  
Telephone: (306) 241-6435  
Facsimile: (306) 975-5397  
E-mail address: wayne.mack@pwgsc.gc.ca

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

### 6.5.2 Project Authority

The Project Authority for the Contract is: **To be determined**

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

### 6.5.3 Contractor's Representative

Name: \_\_\_\_\_

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

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

Facsimile: \_\_\_\_\_

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

## 6.6 Payment

### 6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s), as specified in Annex B for a cost of \$ (insert the amount at contract award). Customs duties are excluded and Applicable Taxes are extra.

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

### 6.6.2 Multiple Payment

*SACC Manual* clause H1001C (2008-05-12) Multiple Payments

### 6.6.3 SACC Manual Clauses

*SACC Manual* clause C2000C (2007-11-30) Taxes - Foreign-based Contractor

*SACC Manual* clause D0018C (2007-11-30) Delivery and Unloading

### 6.6.5 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

## 6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

2. Invoices must be distributed as follows:

(a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

(b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 6.8 Certifications and Additional Information

### 6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

## 6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

## 6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) 2010A (2018-06-21), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment
- (e) the Contractor's bid dated \_\_\_\_\_

## 6.11 SACC Manual Clauses

SACC Manual clause A9068C (2010-01-11) Government Site Regulations

SACC Manual clause B7500C (2006-06-16), Excess Goods

SACC Manual clause C2605C (2008-05-12), Canadian Customs Duties and Sales Tax - Foreign-based Contractor

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

### ANNEX "A" - REQUIREMENT

For the supply and delivery of toilet paper in accordance with the specifications included herein for Correctional Services Canada (CSC), various locations in Alberta, Manitoba and Saskatchewan, during the period of the contract from October 1, 2019 to September 30, 2022 inclusive. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) periods under the same conditions.

#### 1. Phased Delivery

Delivery **MUST** be made within the last 7 calendar days of every 2nd month commencing October 2019; the delivery day is to be determined by communication between each site and the supplier.

The quantity delivered to each of the 9 CSC locations every second month **MUST** be in accordance with # 4. - Various CSC Locations and Quantities Required.

#### 2. Mandatory Technical Criteria

		MEETS	DOES NOT MEET
<b>A</b>	1 ply		
<b>B</b>	White. <b>1000-1210</b> sheets per roll <b>ONLY</b> . No deviations.		
<b>C</b>	Minimum total length of roll must be not less than 91m to a maximum of 112 m.		
<b>D</b>	Each roll must be individually wrapped with paper or plastic wrapping.		
<b>E</b>	The thickness of the paper wrapped around the core must not be less than 3.9 cm.		
<b>F</b>	The toilet paper tissue must be made from not less than 10% recycled fibre.		
<b>G</b>	The toilet paper must be provided in boxes of 40-48 rolls/case.		
<b>H</b>	The toilet paper provided must be reasonably free from visible wood splinters, holes, breaks and wrinkles.		

#### 3. Special Instructions

- a. An Invoice is required for each delivery against the contract. Invoices are to be sent to the locations that receive the delivery.
- b. Product is to be delivered Monday to Friday between 08:00 - 11:00 and 13:00 - 15:00 hours unless the consignee advises otherwise.
- c. Substitutions, cancellations and shortages **MUST** be approved by the consignee prior to shipping.

#### **4. Various CSC Locations and Quantities Required**

The quantities below are to be delivered on a mutually agreed upon date, within the last 7 calendar days of every 2nd month to each institution listed. Delivery months will be: October, December, February, April, June, August, for **3 years** commencing October 2019.

<b>ALBERTA</b>		<b>QUANTITY PER DELIVERY</b>
1	<b>Edmonton Institution</b> 21611 Meridian Street Edmonton, AB T5J 3H7	3,840 rolls
2	<b>Edmonton Institution For Women</b> 11151 - 178th Street Edmonton, AB T5S 2H9	1,920 rolls
3	<b>Grande Cache Institution</b> Bag 4000 Grande Cache, AB T0E 0Y0	6,000 rolls
4	<b>Drumheller Institution</b> PO Box 3000 Drumheller, AB T0J 0Y0	11,136 rolls
5	<b>Bowden Institution</b> PO Box 6000 Innisfail, AB T4G 1V1	11,664 rolls
<b>SASKATCHEWAN</b>		<b>QUANTITY PER DELIVERY</b>
6	<b>Saskatchewan Penitentiary</b> 15th Street West Prince Albert, SK S6V 5R6	13,200 rolls
7	<b>Regional Psychiatric Center</b> PO Box 9243 Saskatoon, SK S7K 3X5	3,024 rolls
8	<b>Willow Cree Healing Lodge</b> Beardy's and Okemasis Reserve (6 kilometers west of Duck Lake on Highway 212) P.O. Box 520 Duck Lake, Saskatchewan S0K 1J0	960 rolls
<b>MANITOBA</b>		<b>QUANTITY PER DELIVERY</b>
9	<b>Stony Mountain Institution</b> PO Box 4500 Winnipeg, MB R3C 3W8	16,800 rolls

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Client Ref. No. - N° de réf. du client  
21501-203797

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-9-42010

Buyer ID - Id de l'acheteur  
stn190  
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**Summary of required quantities:**

Total of the 9 Institutions = 68,544 per delivery; 411,264 per year

The Project Authority reserves the right to amend delivery quantities when required, providing a minimum of 30 days advance notice prior to delivery. The net total of requested variations shall not exceed +/-10% of the total annual requirement on an aggregate basis. (Example: Any of the years could have a total deviation of +/- 41,126 rolls).

**NOTES:**

1. Deliveries must be palletized, to a maximum of 45 cases per pallet.
2. Some delays may be encountered due to security measures for deliveries inside the institutions.

**ANNEX "B" - BASIS OF PAYMENT**

It is **MANDATORY** that Bidders submit firm prices/rates for the period of the proposed Contract for all items listed hereafter. This section, when completed, will be considered as the Bidder's financial proposal.

Bidders must provide bids as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

Rates quoted must remain firm for the period of the Contract. Rates **MUST** include **ALL** costs associated with providing the service in accordance with the Requirement, Annex A attached herein including all freight, pre-delivery fees, and off-loading charges to all 9 destinations (FOB Destination). GST, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing:

#	YEAR ONE Oct 2019 to Sep 2020	QUANTITY A	UNIT OF ISSUE	COST PER ROLL B	TOTAL A X B = C
1	Edmonton Institution	23,040	rolls	\$ _____/roll	\$ _____
2	Edmonton Institution For Women	11,520	rolls	\$ _____/roll	\$ _____
3	Grande Cache Institution	36,000	rolls	\$ _____/roll	\$ _____
4	Drumheller Institution	66,816	rolls	\$ _____/roll	\$ _____
5	Bowden Institution	69,984	rolls	\$ _____/roll	\$ _____
6	Saskatchewan Penitentiary	79,200	rolls	\$ _____/roll	\$ _____
7	Regional Psychiatric Center	18,144	rolls	\$ _____/roll	\$ _____
8	Willow Cree Healing Lodge	5,760	rolls	\$ _____/roll	\$ _____
9	Stony Mountain Institution	100,800	rolls	\$ _____/roll	\$ _____
				<b>TOTAL YEAR ONE</b>	\$ _____

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#	YEAR TWO Oct 2020 to Sep 2021	QUANTITY A	UNIT OF ISSUE	COST PER ROLL B	TOTAL A X B = C
1	Edmonton Institution	23,040	rolls	\$ _____/roll	\$ _____
2	Edmonton Institution For Women	11,520	rolls	\$ _____/roll	\$ _____
3	Grande Cache Institution	36,000	rolls	\$ _____/roll	\$ _____
4	Drumheller Institution	66,816	rolls	\$ _____/roll	\$ _____
5	Bowden Institution	69,984	rolls	\$ _____/roll	\$ _____
6	Saskatchewan Penitentiary	79,200	rolls	\$ _____/roll	\$ _____
7	Regional Psychiatric Center	18,144	rolls	\$ _____/roll	\$ _____
8	Willow Cree Healing Lodge	5,760	rolls	\$ _____/roll	\$ _____
9	Stony Mountain Institution	100,800	rolls	\$ _____/roll	\$ _____
<b>TOTAL YEAR TWO</b>					<b>\$ _____</b>

#	YEAR THREE Oct 2021 to Sep 2022	QUANTITY A	UNIT OF ISSUE	COST PER ROLL B	TOTAL A X B = C
1	Edmonton Institution	23,040	rolls	\$ _____/roll	\$ _____
2	Edmonton Institution For Women	11,520	rolls	\$ _____/roll	\$ _____
3	Grande Cache Institution	36,000	rolls	\$ _____/roll	\$ _____
4	Drumheller Institution	66,816	rolls	\$ _____/roll	\$ _____
5	Bowden Institution	69,984	rolls	\$ _____/roll	\$ _____
6	Saskatchewan Penitentiary	79,200	rolls	\$ _____/roll	\$ _____
7	Regional Psychiatric Center	18,144	rolls	\$ _____/roll	\$ _____
8	Willow Cree Healing Lodge	5,760	rolls	\$ _____/roll	\$ _____
9	Stony Mountain Institution	100,800	rolls	\$ _____/roll	\$ _____
<b>TOTAL YEAR THREE</b>					<b>\$ _____</b>

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**Option Years:**

#	OPTION YEAR ONE Oct 2022 to Sep 2023	QUANTITY A	UNIT OF ISSUE	COST PER ROLL B	TOTAL A X B = C
1	Edmonton Institution	23,040	rolls	\$ _____/roll	\$ _____
2	Edmonton Institution For Women	11,520	rolls	\$ _____/roll	\$ _____
3	Grande Cache Institution	36,000	rolls	\$ _____/roll	\$ _____
4	Drumheller Institution	66,816	rolls	\$ _____/roll	\$ _____
5	Bowden Institution	69,984	rolls	\$ _____/roll	\$ _____
6	Saskatchewan Penitentiary	79,200	rolls	\$ _____/roll	\$ _____
7	Regional Psychiatric Center	18,144	rolls	\$ _____/roll	\$ _____
8	Willow Cree Healing Lodge	5,760	rolls	\$ _____/roll	\$ _____
9	Stony Mountain Institution	100,800	rolls	\$ _____/roll	\$ _____
<b>TOTAL OPTION YEAR ONE</b>					\$ _____

#	OPTION YEAR TWO Oct 2023 to Sep 2024	QUANTITY A	UNIT OF ISSUE	COST PER ROLL B	TOTAL A X B = C
1	Edmonton Institution	23,040	rolls	\$ _____/roll	\$ _____
2	Edmonton Institution For Women	11,520	rolls	\$ _____/roll	\$ _____
3	Grande Cache Institution	36,000	rolls	\$ _____/roll	\$ _____
4	Drumheller Institution	66,816	rolls	\$ _____/roll	\$ _____
5	Bowden Institution	69,984	rolls	\$ _____/roll	\$ _____
6	Saskatchewan Penitentiary	79,200	rolls	\$ _____/roll	\$ _____
7	Regional Psychiatric Center	18,144	rolls	\$ _____/roll	\$ _____
8	Willow Cree Healing Lodge	5,760	rolls	\$ _____/roll	\$ _____
9	Stony Mountain Institution	100,800	rolls	\$ _____/roll	\$ _____
<b>TOTAL OPTION YEAR TWO</b>					\$ _____

**Product Offered:** \_\_\_\_\_

**Supplier code:** \_\_\_\_\_

**Roll length (in meters):** \_\_\_\_\_

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## **ANNEX "C" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

*As indicated in Part 3, clause 3.1.2, the Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.*

The Bidder accepts any of the following Electronic Payment Instrument(s):

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