



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St./ 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
FAX pour soumissions: (819) 997-9776

**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

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Clothing and Textiles Division / Division des vêtements et des textiles
L'Esplanade Laurier,
East Tower 7th Floor
Tour est 7^e étage
140 O'Connor, rue O'Connor,
Ottawa
Ontario
K1A 0R5

Title - Sujet Shirting fabric	
Solicitation No. - N° de l'invitation 21C31-194361/A	Date 2019-07-15
Client Reference No. - N° de référence du client 3174361	
GETS Reference No. - N° de référence de SEAG PW-\$\$PR-759-77483	
File No. - N° de dossier pr759.21C31-194361	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-09-09	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lafleur, Mario	Buyer Id - Id de l'acheteur pr759
Telephone No. - N° de téléphone (873) 354-0072 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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

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21C31-194361
Client Ref. No. - N° de réf. du client
21C31-194361

Amd. No. - N° de la modif.
File No. - N° du dossier
21C31-194361

Buyer ID - Id de l'acheteur
pr759
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Security Requirement

There is no security requirement associated with this bid solicitation.

1.2 Requirement

The "Requirement" is detailed at the Annex A of the resulting contract clauses.

1.3 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.

1.4 Trade Agreements

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

1.5 Canadian Content

The requirement is subject to a preference for Canadian goods and/or services.

1.6 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](#) (2019/03/04) 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: 120 days

2.1.1 SACC Manual clauses

[A9130T](#) 2014/11/27 Controlled Goods Program - Bid

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

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.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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 Ontario.

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.

2.5 Sealed Sample

In order to receive the sealed sample against this solicitation, Bidders must send their request by email to name of Mario.lafleur@tpsgc-pwgsc.gc.ca and provide the following details:

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

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

Sealed Sample – For Guidance Only

The sealed sample may not meet the technical requirement in all respects and must be used for guidance for all factors not covered by the technical specifications. The specifications will govern.

2.6 Sealed Sample - Return to Sender

The sealed sample which may have been sent to you, are to be returned to the sender, if you are the unsuccessful Bidder. The sealed sample is not to be mutilated or cut, and must be returned in the same condition as sent to the Bidder.

2.7 Specifications and Standards**2.7.1 Canadian General Standards Board (CGSB) - Standards**

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

Canadian General Standards Board

Place du Portage III, 6B1

11 Laurier Street

Gatineau, Québec

Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)

Fax: (819) 956-5740

E-mail: ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca

CGSB Website: <http://www.tpsgc-pwgsc.gc.ca/ongc-cgsb/index-eng.html>

2.8 Transportation Costs Information

The Bidder is requested to provide the following information concerning transportation costs for the delivery of the units to destination:

- (a) shipping weight by unit; _____
- (b) number of items by unit; _____
- (c) cubic measurement by unit; _____
- (d) number of units per shipment: _____
- (e) name of shipping point; _____
- (f) recommended method of shipment and carrier _____
- (g) Unit cost per Destination \$ _____
- (h) Total cost \$ _____

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 (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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.

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

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 (reference pre-award sample, Part 4, Evaluation Procedures, 4.1.1.1 Mandatory Technical Criteria)

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.
- (c) The evaluation team will determine if there are two or more bids with a valid Canadian content certification with the bids coming from two or more bidders that are not affiliated within the meaning used in the Competition Act, R.S.C., 1985, c. C-34. In that event, only those bids with a valid certification will be eligible to be awarded a contract; otherwise, all bids will be eligible. If at any point in the evaluation process it is found, whether by determination of invalidity of certifications, determination that bids are non-responsive or withdrawal of bids by bidders, that there are no longer two or more responsive bids with a valid certification, then all responsive bids will be eligible to be awarded a contract.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Pre-Award Sample and Supporting Documentation

As part of the technical evaluation, to confirm a Bidder's capability of meeting the technical requirements, one (1) pre-award sample of any items and test results must be included with the bid.

If any supporting documentation (test results) is missing, the Contracting Authority will inform the Bidder in writing and provide the Bidder with two (2) working days from the request to submit the missing documentation. Failure to submit the pre-award sample or the supporting documentation within the specified timeframe will result in the bid being declared non-responsive.

The sample submitted by the Offeror will remain the property of Canada.

Fabric requirements - One (1) metre in length, full width must constitute a pre-award sample.

The Bidder must ensure that the required pre-award sample is manufactured in accordance with the technical requirement and is/are fully representative of the bid submitted. Rejection of the pre-award sample will result in the bid being declared non-responsive.

The Bidder must deliver the required pre-award sample **and** test results at no charge to Canada and must ensure that it is received with the bid at time and place of bid closing. Failure to submit the required pre-award sample **and** test results within the specified time frame will result in the bid being declared non-responsive. The sample submitted by the Bidder will remain the property of Canada.

Laboratory analysis of the product offered showing complete test results of physical properties detailed in the technical requirement of the Annex B must be provided with the pre-award sample. Testing must be performed by an independent accredited laboratory establishment and must be in accordance with the test methods detailed in the Annex B. The laboratory report and test results must be dated within 12 months of the Request for Proposal posting date.

The pre-award sample will be evaluated for quality of workmanship and conformance to specified materials and measurements. (Except for substitutions as indicated below)

If the tenderer is unable to provide a sample in the desired color in time, he can use a different color, he must enclose with the pre-award sample, a letter indicating the substitution of color and a statement which, should it win the contract, the color would be strictly in accordance with the technical requirements.

The requirement for a pre-award sample and test results will not relieve the successful bidder from submitting sample and test results as required by the contract terms or from strictly adhering to the technical requirement of this Request for Proposal and any resultant contract.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

- a. The Bidder must submit firm unit prices in Canadian dollars, applicable taxes are excluded, DDP (Drummondville, Québec) Incoterms 2000, transportation costs included, all applicable Customs Duties and Excise taxes included.
- b. The Bidder must submit firm unit pricing for all items including "as and when requested" quantities.

4.1.2.2 SACC MANUAL CLAUSE

[A9033T](#) 2012/07/16 Financial Capability

4.2 Basis of Selection

A bid must comply with all requirements of the bid solicitation and meet all mandatory technical and financial evaluation criteria to be declared responsive.

The responsive bid with the lowest evaluated aggregate price will be recommended for award of a contract (1 contract only). Evaluation will be established using the firm quantity for all items, and 100% of the "as and when requested" quantities.

4.3 Contract Financial Security

1. If this bid is accepted, the Bidder may be required to provide contract financial security, after the bid closing date and within 10 calendar days from receipt of a written request from the Contracting Authority.
 - i. a security deposit as defined in clause "Security Deposit Definition" in the amount of up to ten percent (10%) of the contract price.
2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmaturred, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.

3. If Canada does not receive the required financial security within the specified period, Canada may, as its discretion, accept another offer, issue a new bid solicitation, award a contract or reject all the bids.

4.4 Security Deposit Definition

1. "security deposit" means
 - (a) a bill of exchange that is payable to the Receiver General for Canada, and certified by an approved financial institution or drawn by an approved financial institution on itself; or
 - (b) a Government guaranteed bond; or
 - (c) an irrevocable standby letter of credit, or
 - (d) such other security as may be considered appropriate by the Contracting Authority and approved by Treasury Board;
2. "approved financial institution" means
 - (a) any corporation or institution that is a member of the Canadian Payments Association;
 - (b) a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the "Régie de l'assurance-dépôts du Québec" to the maximum permitted by law;
 - (c) a credit union as defined in paragraph 137(6) the *Income Tax Act*;
 - (d) a corporation that accepts deposits from the public, if repayment of the deposits is guaranteed by Canadian province or territory; or
 - (e) the Canada Post Corporation.
3. "government guaranteed bond" means a bond of the Government of Canada or a bond unconditionally guaranteed as to principal and interest by the Government of Canada that is:
 - (a) payable to bearer;
 - (b) accompanied by a duly executed instrument of transfer of the bond to the Receiver General for Canada in accordance with the *Domestic Bonds of Canada Regulations*;
 - (c) registered in the name of the Receiver General for Canada.
4. "irrevocable standby letter of credit"
 - (a) means any arrangement, however named or described, whereby a financial institution (the "Issuer"), acting at the request and on the instructions of a customer (the "Applicant"), or on its behalf,
 - (i) will make a payment to or to the order of Canada, as the beneficiary;
 - (ii) will accept and pay bills of exchange drawn by Canada;
 - (iii) authorizes another financial institution to effect such payment, or accept and pay such bills of exchange; or
 - (iv) authorizes another financial institution to negotiate, against written demand(s) for payment, provided that the conditions of the letter of credit are complied with.
 - (b) must state the face amount which may be drawn against it;
 - (c) must state its expiry date;
 - (d) must provide for sight payment to the Receiver General for Canada by way of the financial institution's draft against presentation of a written demand for payment signed by the authorized departmental representative identified in the letter of credit by his/her office;
 - (e) must provide that more than one written demand for payment may be presented subject to the sum of those demands not exceeding the face amount of the letter of credit;
 - (f) must provide that it is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practice (UCP) for Documentary Credits, 2007 Revision, ICC Publication No. 600. Pursuant to the ICC UCP, a credit is irrevocable even if there is no indication to that effect; and
 - (g) must be issued (Issuer) or confirmed (Confirmer), in either official language, by a financial institution that is a member of the Canadian Payments Association and is on the

letterhead of the Issuer or Confirmer. The format is left to the discretion of the Issuer or Confirmer.

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.

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Canadian Content Certification

5.1.2.1.1 SACC Manual Clause [A3050T](#) (2014/11/27) Canadian Content Definition

Rules of Origin - Textiles

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

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

Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the good(s) offered are Canadian goods, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

The Bidder certifies that:

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

Plant Location

Items will be manufactured at: _____

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Sample and Production Certification

The Bidder certifies that:

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

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

[2030](#) (2018/06/21), [General Conditions - Goods \(Higher Complexity\)](#), apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Delivery Date

Delivery - Firm Quantity - Phased

The first delivery must be made within 90 calendar days from the date of the written notice of approval of production sample. The quantity delivered must be 3000 meters. The balance must be delivered at the rate of 1000 meters monthly after the first delivery until completion of the Contract.

Note: Due to the limited capacity of the warehouse, it is necessary for the Contractor to respect the delivery rates mentioned in section 6.4.1.

6.4.1.1 Delivery - Appointments

The Contractor must make deliveries to the warehouse in Drummondville by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the warehouse at 450-661-7786 ext 4511 or 4504, between 7:30 a.m. and 3:00 p.m. The warehouse may refuse shipments when prior arrangements have not been made.

CORCAN – Drummond Institution

2025 Boul. Jean-de-Brébeuf
Drummondville, QC, Canada
J2B 7Z6

- Deliveries are from Monday through Thursday from 8:30 A.M to 11:00 A.M and from 1:30 P.M to 3:30 P.M. by appointment and must be confirmed 48 hours in advance.

SPECIAL INSTRUCTIONS:

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

6.4.1.2 Shipping Instructions - Delivery at Destination

1. Goods must be consigned to the destination specified in the Contract and delivered:

- (a) Delivered Duty Paid (DDP) Drummondville, Quebec Incoterms 2000 for shipments from commercial contractor.

6.4.1.3 Packaging - Commercial

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

Rolls must be delivered on pallets, wrapped in two (2) plastic bags and marked with :

- The lot number;
- The weight by square meter;
- The fabric composition;
- The shade number;
- The width fabric;
- The finishing style and
- The number of meter by rolls.

The shirting fabric must be delivered in rolls not exceeding 45kg (100 lbs).

6.4.1.4 Onsite Escorted Access – No Access to Protected and/or Classified Information or Assets

Escorted Access to RESTRICTED AREAS and NO ACCESS to PROTECTED and/or CLASSIFIED INFORMATION or assets.

1. The Agreement holder's personnel MUST be escorted at all times when onsite at a Correctional Service Canada (CSC) facility.
2. Access to a Correctional Service Canada (CSC) institution will be subject to a CPIC verification, and the Agreement holder must ensure that its personnel are made aware of and comply with this restriction.
3. Access to PROTECTED and/or CLASSIFIED information or assets is not permitted.

All suppliers, supplier's employees and sub-contractors who will need to have access to CSC facilities must complete the CSC-SCC 1279 form in Annex "D", "Institution Access CPIC Clearance Request". The form must be sent to the Technical Authority within 7 days following the issuance of the Standing Offer. CSC reserves the right to refuse access to all person who do not meet CSC minimum security standards.

No monetary compensation will be provided to the supplier for employees who are refused access to CSC's institutions

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Mario Lafleur
Public Works and Government Services Canada
Acquisitions Branch
Commercial and Consumer Products Directorate (CCPD)
Clothing & Textiles Division
L'Esplanade Laurier, East Tower 7th Floor
140 O'Connor, Street, Ottawa, Ontario
K1A 0R5 Canada
Telephone : 873-354-0072 Facsimile: 613-943-7970
E-mail address: mario.lafleur@tpsgc-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 Technical Authority

The Technical Authority for this Contract is:

CORCAN – Drummond Institution

2025 Boul. Jean-de-Brébeuf

Drummondville, QC, Canada

J2B 7Z6

ATTN.: _____ (to be advised at contract)

6.5.3 Procurement Authority

The Procurement Authority for the Contract is:

_____ (Name of Procurement Authority)

_____ (Title)

_____ (Organization)

_____ (Address)

Telephone: ____-____-____

Facsimile: ____-____-____

E-mail: _____.

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

6.5.4 Contractor's Representative

The person responsible for :

General enquiries

Name: _____

Telephone No.: _____

Facsimile No.: _____

E-mail address: _____

Delivery follow-up

Name: _____

Telephone No.: _____

Facsimile No.: _____

E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment – Firm Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex A for a cost of \$_____ (amount to be inserted at contract award). Customs duties are included and Applicable Taxes are extra.

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

6.6.2 SACC Manual Clauses

[H1001C](#) 2008/05/12 Multiple Payments

6.6.3 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) Please forward an electronic copy to the following email address for certification and payment: 345-CorcanFinances@CSC-SCC.GC.CA. Please stamp ORIGINAL COPY on the invoice.
 - (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract, the copy can be send by e-mail.
 - (c) One (1) copy must be forwarded to the consignee.

6.8 Insurance

SACC Manual clause [G1005C](#) (2016/01/28) Insurance

6.9 Certifications and Additional Information

6.9.1 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.

6.9.2 SACC Manual Clauses

[A3060C](#) 2008/05/12 Canadian Content Certification

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

6.11 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) the general conditions [2030](#) (2018/06/21), General Conditions - Goods (Higher Complexity);
- c) Annex "A", Requirement;
- d) Annex "B" – Technical Specifications;
- e) Sealed Sample;
- f) the Contractor's bid dated _____ (officer to insert date of bid)

6.12 Materials: Contrator Total Supply

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

6.13 Plant Closing

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

2019/2020

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

2020/2021

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

2021/2022

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

6.14 Plant Location

Items will be manufactured at: _____

6.15 Subcontractor(s)

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

Name of Company: _____

Location: _____

Value of subcontract: \$ _____

Nature of subcontracting work performed: _____

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

6.16 Overshipment

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

6.17 Assessment of Faults in Fabrics

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

6.18 Quantity - Minimum 95% - Fabric

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

6.19 Production Samples

1. The Contractor must take production samples of one (1) full meter of the item 1,2 and 3 from the first production run and provide it to the Technical Authority, accompanied by the sealed sample if applicable, for acceptance within 40 calendar days from the start of the production, transportation charges prepaid, and without charge to Canada.
2. If the production samples are rejected, the Contractor must submit second production samples within 25 calendar days of notification of rejection from the Technical Authority.
3. If the production samples are accepted by either full acceptance or conditional acceptance, the Contractor must proceed with production as per the Contract requirements.
4. The Contractor must carry out all required inspection and tests to verify conformance to the technical requirements of the Contract.
5. Rejection by the Technical Authority of the second production samples submitted by the Contractor for failing to meet the contract requirements will be grounds for termination of the Contract for default.
6. The production samples submitted by the Contractor will remain the property of Canada.
7. The Technical Authority will notify the Contractor, in writing, of the full acceptance, conditional acceptance, or rejection of the production samples. A copy of this notification will also be provided by the Technical Authority to the Contracting Authority. The notice of the full

acceptance or conditional acceptance does not relieve the Contractor from complying with all requirements and conditions of the Contract.

8. The Contractor must not continue with production of the items and must not make any deliveries until the Contractor has received a written notification from the Technical Authority that the production samples are fully acceptable or conditionally acceptable. Any production of items before production sample acceptance will be at the sole risk of the Contractor.
9. The production samples may not be required if the Contractor is currently in production. The request for waiver of production samples must be made by the Contractor in writing to the Contracting Authority. The waiving of this requirement will be at the sole discretion of the Technical Authority and will be evidenced through a contract amendment.

6.19.1 Sealed Sample – For Guidance Only

The sealed sample may not meet the technical requirement in all respects and must be used for guidance for all factors not covered by the technical specifications. The specifications will govern.

6.19.2 Sealed Sample - Return to Sender

The sealed sample which may have been sent to the Contractor, is to be returned to the sender upon completion of Contract.

The sealed sample is not to be mutilated or cut, and must be returned in the same condition as sent to the Contractor.

6.20 Specifications and Standards

6.20.1 Canadian General Standards Board (CGSB) - Standards

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

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

6.21 Financial Security

1. Canada may convert the security deposit to the use of Canada if any circumstance exists which would entitle Canada to terminate the Contract for default, but any such conversion will not constitute termination of the Contract.
2. Where Canada so converts the security deposit:
 - (a) the proceeds will be used by Canada to complete the Work according to the conditions of the Contract, to the nearest extent that it is feasible to do so and any balance left will be returned to the Contractor on completion of the warranty period; and
 - (b) if Canada enters into a Contract to have the Work completed, the Contractor will:

-
- (i) be considered to have irrevocably abandoned the Work; and
 - (ii) remain liable for the excess cost of completing the Work if the amount of the security deposit is not sufficient for such purpose. "Excess cost" means any amount over and above the amount of the Contract Price remaining unpaid together with the amount of the security deposit.
3. If Canada does not convert the security deposit to the use of Canada before completion of the contract period, Canada will return the security deposit to the Contractor within a reasonable time after such date.
4. If Canada converts the security deposit for reasons other than bankruptcy, the financial security must be reestablished to the level of the amount stated above so that this amount is continued and available until completion of the contract period.

ANNEX «A» - REQUIREMENT

A.1. TECHNICAL REQUIREMENT

The Contractor is required to provide Canada for CORCAN of shirting fabric in order to produce long and short sleeves in accordance with the following technical requirements and at the Annex B;

Shirting fabric – 3 colors

Shirting fabric of following colors: light blue, beige and white, 65% polyester / 35% cotton.

The weight must be of 170g/m² (5oz/ver²) with a tolerance of +/- 5 %.

The fabric width must be of a minimum of 160 cm (63 inches) and a maximum of 165 cm (65 inches).

Item #1-4-7-10 Shirting fabric – light blue

Pantone Colour **16-4020TCX** most approaching to the sample and L*A*B coordinates.

L*	a*	b*
61.12	-2.19	-28.44

Item #2-5-8-11 Shirting fabric – beige

Pantone Colour 16-1107 TCX most approaching to the sample and L*A*B coordinates.

L*	a*	b*
62.61	-1.18	-9.41

Item # 3-6-9-12 Shirting fabric – white

Pantone Colour 11-4001 TCX most approaching to the sample.

A.2. ADDRESSES

Destination Address	Invoicing Address
CORCAN – Drummond Institution 2025 Boul. Jean-de-Brébeuf Drummondville, QC, Canada J2B 7Z6 Att :	See section 6.7 Invoicing Instructions

Solicitation No. - N° de l'invitation
21C31-194361
Client Ref. No. - N° de réf. du client
21C31-194361

Amd. No. - N° de la modif.
File No. - N° du dossier
21C31-194361

Buyer ID - Id de l'acheteur
pr759
CCC No./N° CCC - FMS No./N° VME

A.3. DELIVERABLES

CONTRACT QUANTITY

Firm Quantity

Item	Description	Firm Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable taxes extra
1	Shirting fabric – light blue	10,000	Meter	\$ _____
2	Shirting fabric – beige	2,000	Meter	\$ _____
3	Shirting fabric – white	2,500	Meter	\$ _____

“As and When Requested” Quantity – Year 1 (12 months from the contract award date)

Item	Description	Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable taxes extra
4	Shirting fabric – light blue	15,000	Meter	\$ _____
5	Shirting fabric – beige	5,000	Meter	\$ _____
6	Shirting fabric – white	5,000	Meter	\$ _____

“As and When Requested” Quantity – Year 2 (24 months from the contract award date)

Item	Description	Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable taxes extra
7	Shirting fabric – light blue	15,000	Meter	\$ _____
8	Shirting fabric – beige	5,000	Meter	\$ _____
9	Shirting fabric – white	5,000	Meter	\$ _____

“As and When Requested” Quantity – Year 3 (36 months from the contract award date)

Item	Description	Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable taxes extra
10	Shirting fabric – light blue	15,000	Meter	\$ _____
11	Shirting fabric – beige	5,000	Meter	\$ _____
12	Shirting fabric – white	5,000	Meter	\$ _____

A.4 “AS AND WHEN REQUESTED” QUANTITIES - Identified as Items 4 to 12

Under this Contract, the Contractor is required to provide certain goods to Canada on an “as and when requested” basis. Except as expressly provided in this Contract, Canada is not obliged to request any such goods under this Contract and this Contract does not represent a commitment to purchase such goods exclusively from the Contractor.

CORCAN may issue orders for “as and when requested” quantities directly to the Contractor detailing the exact quantities of goods being ordered and the delivery date during the effective period and in accordance with the predetermined conditions.

The quantity of “as and when requested” goods specified under items **4 to 12** is only an approximation of requirements.

Order for “as and when requested” quantity(ies) will be made on Form 942.

The period for placing “as and when requested” orders will be 36 months from contract award date.

The delivery of the “as and when requested” quantities must be made within 40 calendar days after receipt of the order document.

Deliveries made against orders of the “as and when requested” quantities will be inspected by the Consignee at destination.

Order Limitation

“As and when requested” orders will be for a minimum quantity of 500 meters

Financial Limitation

The total cost to Canada resulting from orders of “as and when requested” quantities must not exceed the sum of \$ _____ (to be established at contract), applicable taxes extra, unless otherwise authorized in writing by the Contracting Authority. The Contractor must not be obligated to perform any work or services or supply any articles in response to orders which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

Solicitation No. - N° de l'invitation

21C31-194361

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

21C31-194361

Amd. No. - N° de la modif.

File No. - N° du dossier

21C31-194361

Buyer ID - Id de l'acheteur

pr759

CCC No./N° CCC - FMS No./N° VME

ANNEX «B » - TECHNICAL SPECIFICATIONS

(See Attachment)

Solicitation No. - N° de l'invitation

21C31-194361

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21C31-194361

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21C31-194361

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pr759

CCC No./N° CCC - FMS No./N° VME

ANNEX «C» to PART 3 OF THE BID SOLICITATION

(insert if applicable)

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)

Solicitation No. - N° de l'invitation

21C31-194361

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

21C31-194361

Amd. No. - N° de la modif.

File No. - N° du dossier

21C31-194361

Buyer ID - Id de l'acheteur

pr759

CCC No./N° CCC - FMS No./N° VME

ANNEX «D» CSC/SCC 1279 INSTITUTIONAL ACCESS – CPIC CLEARANCE REQUEST

(See Attachment)

Annex B

Technical specifications

Samples must meet all the specified requirements, within the minimum and maximum acceptable range.
Only the test methods specified below will be accepted.

Property	Evaluation and Acceptance procedure	Required specifications	Acceptable Minimum	Acceptable Maximum
Weave		Plain 1x1	Plain 1x1	
Quantitative analysis of fibre mixtures	ISO / TR 11827 :2012 ASTM D276	65% polyester / 35% coton	-3%	+3%
Cuttable Width	CAN/CGSB 4.2 No. 4.1 – M87 ASTM D3774 - 18	160 cm	160cm	165cm
Mass	CAN/CGSB 4.2 No. 5.1 – M90 (R2013) ISO 3801:1977 Method 5	170 g/m ² (5oz/y ²)	-5%	+5%
Woven Fabric Count, Yarn/cm	CAN/CGSB 4.2 No. 6-2013 Method C ASTM D3775 ISO 7211-2 Method C	Warp : 42/cm Weft : 22/cm	-3%	+3%
Tensile Strength (Grab)	CAN/CGSB 4.2 No. 9.1 – M90 (R2013) ASTM D5035 ISO 5081 :1977	Warp : 600N Weft : 250N	Warp : 600N Weft : 250N	
Dimensional Stability (%)	CAN/CGSB 4.2 No. 58-2004 CYCLE Washing Procedure 'V' Drying Procedure 'E' Restoration Procedure - #3 AATCC 135 Washing Procedure - 20°C Drying Procedure - Tumble Restoration Procedure – Hand iron			Warp : 2.0% Weft : 2.0%
Abrasion (5000 Cycles)	ASTM D4966 - 12(2016) ISO 12947-2 :2016	Colour Change- 4 Appearance Change - 4	4 4	
Pilling	CAN/CGSB 4.2 No. 51.2 – M87 ASTM D3512	4 (90 mins) 4 (120 mins)	4 4	
Colourfastness To light	CAN/CGSB 4.2 No. 18.3-97 ISO 105-B02: 1994 (R2010)	L4 (40 hours)	4	

Colorfastness to Washing (cotton and polyester fibers)	CAN/CGSB 4.2 No. 19.1-2004 (R2013) Test Procedure #5 ISO 105-C06	Gray scale 4 or better	Coulour Change : GS4 Staining : GS4	
Colourfastness to Crocking, Dry and Wet	CAN/CGSB 4.2 No. 22-2004 (R2013) ISO 105-X12:2016	Gray scale 4 or better	Dry : GS4 Wet : GS4	
Colourfastness to perspiration	CAN/CGSB 4.2 No. 23-M90 (R2013) ISO 105-E04	Gray scale 4 or better	Coulour change : GS4 Staining : GS4	
Free Formaldehyde, Ppm	CAN/CGSB 4.2 No.63.5-2016 ISO 14184-2:2011 AATCC TM112-2014			100ppm

Annex "D"



Correctional Service Canada
Service correctionnel Canada

PROTECTED
PROTÉGÉ **B** ONCE COMPLETED
UNE FOIS REMPLI

INSTITUTIONAL ACCESS CPIC CLEARANCE REQUEST

ACCÈS À UN ÉTABLISSEMENT DEMANDE DE VÉRIFICATION DU DOSSIER AU CIPC

PUT AWAY ON FILE – CLASSER AU DOSSIER
ADMINISTRATIVE OR OPERATIONAL FILE
DOSSIER ADMINISTRATIF OU OPÉRATIONNEL

► Original = 3170-12

► PLEASE PRINT INFORMATION CLEARLY - VEUILLEZ ÉCRIRE EN LETTRES MOULÉES

Institution – Établissement CFF	Request received Demande reçue le	Date (YYAA-MM-DJ)	PUT AWAY ON FILE CLASSER AU DOSSIER ► 3170-12
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A. PERSONAL INFORMATION – RENSEIGNEMENTS PERSONNELS

Surname Nom de famille	Full name (no nicknames or initials) Nom au complet (pas de surnoms ou d'initiales)	Maiden name (if applicable) Nom de jeune fille (s'il y a lieu)
Date of birth Date de naissance (YYAA-MM-DJ)	Place of birth – Lieu de naissance City/Town – Ville ou municipalité	Province/State – Province ou état
		Country – Pays

B. PHYSICAL DESCRIPTION – DESCRIPTION PHYSIQUE

<input type="checkbox"/> Male Homme	<input type="checkbox"/> Female Femme	Height – Grandeur	Weight – Poids	Eye color – Couleur des yeux	Hair color Couleur des cheveux
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C. ADDRESS – ADRESSE

Street – Rue	City/Town – Ville ou municipalité	Province	Postal Code – Code postal	Telephone number – Numéro de téléphone Home – Domicile	Work – Bureau
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Representing (name of company/organization) – Représente (nom de la compagnie ou de l'organisation)

D. GENERAL INFORMATION – RENSEIGNEMENTS GÉNÉRAUX

1. Have you ever been convicted of a criminal offence for which you have not been granted a pardon, or an offence for which you have been granted a pardon and such a pardon has been revoked? Avez-vous déjà été reconnu coupable d'une infraction criminelle pour laquelle on ne vous a pas octroyé un pardon ou d'une infraction pour laquelle on vous a octroyé un pardon qui a été révoqué?	<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non
2. Do you personally know of any person incarcerated in a correctional facility? Connaissez-vous personnellement une personne qui est incarcérée dans un établissement correctionnel?	<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non
3. Do you have any reason to believe coming into contact with this person could pose a risk to your or their personal safety? Avez-vous des raisons de croire que le fait d'entrer en contact avec cette personne pourrait présenter un risque pour votre sécurité personnelle ou la sienne ?	<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non
4. Are you related/associated to an inmate or on an inmate's visiting list? Êtes-vous apparenté ou associé à un détenu ou inscrit sur la liste des visiteurs d'un détenu?	<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non

If you have answered YES to any of the above, please explain below. – Si vous avez répondu OUI à une des questions ci-dessus, veuillez fournir une explication ci-après.

E. SIGNATURE (When sections A to E are filled out completely, please return the completed form to the institution for approval.)

(Une fois que les sections A à E ont été remplies, veuillez retourner le formulaire dûment rempli à l'établissement aux fins d'approbation.)

In making this application, I hereby give the Correctional Service of Canada my consent to use the information provided on this form to conduct such inquiries with police authorities as may be necessary to ascertain my suitability. Finally, I acknowledge that the Correctional Service of Canada has no responsibility for any harm that may come to me in the course of my activities, except where such harm is a direct result of negligence on the part of an employee(s) of the Service.

NOTE: Access may be denied for submitting false information. Passes may be issued for those receiving clearance and approval.

En soumettant la présente demande, j'autorise le Service correctionnel du Canada à se servir des renseignements fournis dans le formulaire afin de mener, auprès des services de police, toute enquête jugée nécessaire pour vérifier mon admissibilité. Par ailleurs, je conviens que le Service correctionnel du Canada ne peut être tenu responsable d'un préjudice subi dans le cadre de mes activités sauf si ce préjudice est directement attribuable à la négligence d'un ou de plusieurs employés du Service.

NOTA : Tout demandeur qui fournit de faux renseignements peut se voir refuser l'accès à l'établissement. Un laissez-passez peut être émis aux demandeurs dont la demande d'accès est approuvée.

Applicant's signature – Signature du demandeur

Date (YYAA-MM-DJ)

F. FOR OFFICE USE ONLY – RÉSERVÉ AU SCC

Reason for clearance – Motif justifiant la demande d'accès

Department making the request (please print) Unité qui soumet la demande (en lettres moules s.v.p.) CORCAN	Signature of Division Head Signature du chef de la division	Date (YYAA-MM-DJ)
<input type="checkbox"/> No criminal record Aucun casier judiciaire	<input type="checkbox"/> A possible criminal record #: Numéro du casier judiciaire possible :	Last entry: Dernière entrée :
<input type="checkbox"/> An outstanding warrant/charge held by: Auteur du mandat non exécuté/accusation en instance :		

SIGNATURES

<input type="checkbox"/> Approved Approuvée	<input type="checkbox"/> Not approved Non approuvée	The individual has been advised. – Le demandeur a été informé de la décision.
Security Intelligence Officer Agent de renseignements de sécurité	Date (YYAA-MM-DJ)	Institutional Head Directeur de l'établissement
		Date (YYAA-MM-DJ)
		Visit Review Board Comité des visites
		Date (YYAA-MM-DJ)