

**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  
Bid Fax: (819) 997-9776**

## Request For a Standing Offer Demande d'offre à commandes

### National Master Standing Offer (NMSO)

### Offre à commandes principale et nationale (OCPN)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Electrical & Electronics Products Division  
L'Esplanade Laurier  
East Tower, 4th floor,  
Ottawa  
Ontario  
K1A 0S5

<b>Title - Sujet</b> Secure Cabinets - Vertical	
<b>Solicitation No. - N° de l'invitation</b> E60HN-19CABV/A	<b>Date</b> 2019-07-26
<b>Client Reference No. - N° de référence du client</b> E60HN-19CABV	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$HN-460-77526
<b>File No. - N° de dossier</b> hn460.E60HN-19CABV	<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 2019-09-09</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Guertin, Benoit	<b>Buyer Id - Id de l'acheteur</b> hn460
<b>Telephone No. - N° de téléphone</b> (613)296-3182 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

## PART 1 - GENERAL INFORMATION

### 1. Introduction

This requirement will be posted as a multi-step RFSO:

Step 1: will be to compile a pre-qualification list of manufacturers (Offerors) that meet all mandatory criteria listed below, including all security clearances. The pre-qualification list will be used to issue RFSO Step 2 and all interested Offerors are invited to submit their offers in response to this RFSO/A. NO FINANCIAL BIDS WILL BE REQUESTED IN STEP 1.

Step 2: All Offerors who are found compliant to the criterion listed in **Part 4, 1.1 Mandatory Technical Criteria** will be invited to Step 2 (/B), where a more detailed Statement of Work (SOW) will be submitted to each qualified Offeror. Those not having met all of the criterion will not be invited to Step 2.

### 2. Summary

National Master Standing Offer (NMSO) for two (2) and four (4) drawer secure vertical filing cabinets, with integral combination lock, built to RCMP Specifications ACOPS/CCMS 125. The period will be for two (2) years plus a right to request an extension of an additional period of one year. Only one Standing Offer may be awarded.

The following will be expected from offerors:

- Understanding and willingness to comply of government contract security requirements (IT, Personal, Physical and Production)
- Understanding and willingness to fabricate and manufacture already designed security containers for the government of Canada under strict specification.

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).

The Request for Standing Offers (RFSO) is to establish National Master Standing Offers for the delivery of the requirement detailed in the RFSO, to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

This RFSO allows 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.

### 3. Security Requirements

There are security requirements associated with the requirement of the Standing Offer. 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. Manufacturers that do not currently hold a security clearance under this program must include a completed appendix S1B with their Step 1 response in order to get sponsored for the program. Only vendors that are found compliant to all mandatory criteria listed in Part 4 can be sponsored.

Manufacturers and suppliers who wish to receive a copy of Annex A – statement of Requirement in Step 2, must have the following security clearances, at the **Confidential** level or higher, issued by CISC:

- Facility Security Clearance (FSC),
- Document Safeguarding Capability (DSC), and
- Information Technology (IT) system.

### 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.

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2019-03-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days

Insert: 120 days

## **2. Submission of Offers**

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

Note: For offerors choosing to submit using epost Connect for offers closing at the Bid Receiving Unit in the National Capital Region (NCR) 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 bidder is using its own licensing agreement for epost Connect.

Bids must be submitted ONLY TO THE BID RECEIVING UNIT by the date, time and place indicated on page 1 of the bid solicitation. Do not send proposal directly to the Contracting Officer.

PWGSC Bids Receiving Unit  
11 Laurier Street, Place du Portage, Phase 3, Core 0B2, Gatineau, Québec, K1A 0S5  
Tel.: 819-420-7201 Facsimile number: 819-997-9776

## **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.

## **4. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the

Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

### **PART 3 - OFFER PREPARATION INSTRUCTIONS**

#### **1. Offer Preparation Instructions**

- If the Offeror chooses to submit its 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: Organizational Information
- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:
  - Section I: Technical Offer (1 hard copy and 1 soft copy on CD, DVD or USB key)
  - Section II: Organizational

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 Offeror is simultaneously providing copies of its offer 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 offer only. No prices must be indicated in any other section of the offer. Canada requests that offerors follow the format instructions described below in the preparation of hard copy of their offer:

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

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, Offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### Section I: Technical Offer – Step 1

In their technical bid, bidders should explain and demonstrate how they meet EACH of the requirements listed. Simply stating a compliancy to a criteria is insufficient. Bidders must present a clearly organized, printed (i.e., not handwritten) proposal that includes all necessary technical and descriptive information, in order to clearly demonstrate their compliancy to all items presented in Part 4.

### Section II: Organizational Information

Provide the following information

Organization's legal name	
Complete mailing address	
Civic address (if different than mailing)	
any other address where work on the cabinets may take place	
The company's Security Officer	
Telephone	
Email:	

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

### Evaluation Criteria

All offers must be completed in full and provide all of the information requested in the RFSO document to enable full and complete evaluation.

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### **1.1 Mandatory Technical Criteria**

The following **Mandatory** factors will be taken into consideration in the evaluation of each offer:

- a. Manufacturing Experience:
  - i. Recent and extensive experience in fabrication and manufacturing of sheet metal and steel plate construction security cabinets, enclosures, safes or vaults.
  - ii. Recent experience in installing and maintaining grade 1 mechanical and electromechanical combination locks.
  - iii. Recent experience fabricating and/or installation of anti-drill (hardened) material.
  - iv. Recent experience fabricating and/or installation of slides and interlocking drawer mechanism.

**Recent is defined as within the last 3 years**

**Extensive is defined as at least 10 years**

## **2. Basis of Selection**

An offer must comply with the requirements of the RFSO and meet all mandatory technical evaluation criteria to be declared responsive. All responsive offers will be invited to Step 2.

**The following sections will be issued at Step 2**

**PART 5 - CERTIFICATIONS,**

**PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS,**

**PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES, and**

**all accompanying Annexes**

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## **Appendix S1B – Request for a Private Sector Organization Screening (PSOS)**

Please email your completed **Appendix S1B** to the following address with subject line E60HN-19CABV PSOS request as soon as possible:

[TPSGC.PAHNOCAA-APHNSOSA.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.PAHNOCAA-APHNSOSA.PWGSC@tpsgc-pwgsc.gc.ca) .

### **Section B – Information on Proposed Organization**

- B1 Provide the legal name of the organization.
- B2 Provide the business/operating/marketing name of the organization, if different from the legal name. If the legal name and the business name are the same, leave this section blank.
- B3 Provide the complete mailing address for the organization.
- B4 Provide the complete civic address (physical address) for the organization.
- B5 Provide the organization telephone number. This telephone number should be one that is not likely to change; for example, a general, a switchboard or receptionist telephone number.
- B6 Provide the organization facsimile number. Similar to section B5, this facsimile number should be one that is not likely to change. Therefore, enter the facsimile number that best corresponds to the telephone number entered in section B5.
- B7 For a Designated Organization Screening (PROTECTED level requirement) provide the full name (surname, given name) of a contact person within the organization who is aware of the Request for a PSOS.  
  
For a Facility Security Clearance (CLASSIFIED level requirement) provide the full name (surname, given name) of the organization's President or highest-ranking official in Canada.
- B8 Provide the title of the contact person identified in section B7.
- B9 Provide the telephone number for the contact person identified in section B7.
- B10 Provide the e-mail address for the contact person identified in section B7. If the contact person does not have an e-mail address, include the e-mail address of the organization's President or highest-ranking official in Canada.

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