



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

Courier/Mail To:

Bid Receiving/Réception des soumissions
Royal Canadian Mounted Police (RCMP)
Procurement & Contracting Services
Bid Receiving Unit
c/o Commissionaires, F Division
6101 Dewdney Ave
Regina, SK S4P 3K7

Fax No. - N° de FAX:
(306) 780-5232

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Tender to:

Royal Canadian Mounted Police

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.

Soumission aux: Gendarmerie royale du 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).

Title – Sujet : Individual Meat Pies		Date : August 9, 2019
Solicitation No. – N° de l’invitation M5000-20-0607/A		
Client Reference No. - No. De Référence du Client 20200607		
GETS Reference No. - No. De Référence du SEAG PW- 19-00885115		
Solicitation Closes – L’invitation prend fin		
At /à :	14:00	CST (Central Standard Time) HNC (heure normale du centre)
On / le :	September 19, 2019	
Destination of Goods and Services – Destinations des biens et services		
Royal Canadian Mounted Police Depot Food Services 5600-11th Avenue Regina, SK S4P 3J7		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Sheila Gilzean, Procurement Officer		
Telephone No. – No. de téléphone 639-625-3733	Facsimile No. – No. de télécopieur 306-780-5232	

COMPLETE BELOW IN FULL - REMPLISSEZ CI-DESSOUS EN ENTIER	
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l’entrepreneur:	
GST or Business # - GST ou de nombre D'affaires nombre : _____	
If not applicable - Si non applicable Provide SIN # - Fournir le numéro d'assurance sociale (NAS) :	
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur
E-Mail Address – adresse électronique :	
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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PART 1 - GENERAL INFORMATION

1.1. Security Requirement

There is no security requirement associated with the requirement.

1.2. Statement of Work

The Work to be performed is detailed under Article 6.2 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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4. Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the Buyandsell.gc.ca website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the [Office of the Procurement Ombudsman \(OPO\)](#).
<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/recourse-mechanisms>
<http://opo-boa.gc.ca/plaintesurvol-complaintoverview-eng.html>

1.5 Trade Agreements

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



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](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.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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: sixty (60) days

Insert: one hundred and eighty (180) days

2.2. Submission of Bids

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

NOTE: The RCMP has not been approved for bid submission by epost Connect service.

Due to the nature of the bid solicitation, bids transmitted by email to RCMP will not be accepted.

The Royal Canadian Mounted Police (RCMP) will not assume responsibility for bids or amendments directed to any other location or facsimile number.

2.3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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 Saskatchewan.

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. Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: corporate_accounting@rcmp-grc.gc.ca

PART 3 - BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

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

Section I: Financial Bid (one (1) hard copy)
Section II: Certifications (one (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 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://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/1/60/1) (<https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/1/60/1>). 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: Financial Bid

Bidders must submit their financial bid in accordance with Annex B Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section II: Certifications

Bidders must submit certifications 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 financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1. Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2. Basis of Selection

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

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated 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 in carrying out any of its obligations under the Contract, 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 may render the bid non-responsive or constitute a default under the Contract.

5.1. 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 specified will render the bid non-responsive.

5.1.1. Integrity Provisions

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement subject to the *Ineligibility and Suspension Policy* (<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:



- Declaration of Convicted Offences - Integrity Declaration Form (as applicable)
- Required Documentation (List of names for integrity verification form)

Please see the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html) website for further details (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html>).

5.1.2. 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 from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website).

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.

5.1.3. Independent Bid Determination

The attached Certificate of Independent Bid Determination (attached Annex "X") has been developed by the federal Competition Bureau for use by the Contracting Authority when calling for bids, tenders or quotations. The intention of this documentation is to deter bid-rigging by requiring bidders to disclose, to the Contracting Authority, all material facts about any communications and arrangements which the bidder has entered into with competitors regarding the call for tenders.

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 Requirement

6.1.1. There is no security requirement applicable to this Contract.

6.2. Statement of Work

The Contractor must provide the goods in accordance with the Statement of Work 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.

Revision to Departmental Name: As this contract is issued by RCMP, any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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 date of Contract for a twelve (12) month period.

6.4.3. Delivery Points

Delivery of the requirement will be made to delivery point specified at Annex A.

6.5. Authorities

6.5.1. Contracting Authority

The Contracting Authority for the Contract is:

Sheila Gilzean, Procurement & Contracting Officer
Royal Canadian Mounted Police
Procurement & Contracting Services Unit
Telephone: 639-625-3733
Facsimile: 306-780-5232
E-mail address: sheila.gilzean@rcmp-grc.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 identified at Contract Award).

Name
Senior Asset Manager
Royal Canadian Mounted Police
Telephone: XXX-XXX-XXXX
Facsimile: XXX-XXX-XXXX
E-mail address: XXX.XXX@rcmp-grc.gc.ca

The Technical Authority is the representative of the department or agency for whom is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters are to be discussed with the Technical Authority, however the Technical 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.

6.6. 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 the firm unit prices as specified in Annex "B", Basis of Payment. Customs duties are included and Applicable Taxes, if applicable, is extra.

6.6.2. Limitation of Price



SACC Manual clause C6000C (2017-08-17), Limitation of Price

6.6.3 Multiple Payments

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

6.6.4. Invoicing Instructions

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.

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

6.7. Certifications

6.7.1. 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.

6.7.2. SACC Manual Clauses

B7500C (2006-06-16), Excess Goods
D0014C (2007-11-30), Delivery of Fresh Chilled or Frozen Products
D0018C (2007-11-30), Delivery and Unloading
D3004C (2007-11-30), Type of Transport

6.7.3. Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and services rendered under the Contract are subject to inspection by the Inspection Authority or designate. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work the Inspection Authority, as submitted, will have the right to reject it or require its correction at the sole expense of the contractor before recommending payment.

6.8. Applicable Laws

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

6.9. 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, Statement of Work
- (d) Annex B Basis of Payment
- (e) the Contractor's bid dated _____, as amended on _____



6.10. Procurement Ombudsman

6.10.1. Dispute Resolution Services

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 30 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3)(d) of the *Department of Public Work and Government Services Act* and Section 23 of the *Procurement Ombudsman Regulations*.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by e-mail at boa.opo@boa-opo.gc.ca, or by web at www.opo-boa.gc.ca.

6.10.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.



ANNEX "A"
STATEMENT OF WORK

Description: Preparation, baking, supply, delivery and off-loading of meat pies as requested by the Royal Canadian Mounted Police (RCMP), Training Academy, Depot Division located in Regina, Saskatchewan.

1. All products must be in accordance with Canadian General Standards Board Specifications, 32-250M and meet the Canadian Food Inspection Agency [CFIA] standards.
2. Orders will be placed on an as requested basis.
3. Notification to the Offeror will be provided forty-eight (48) hours prior to delivery if any changes to the original order, or cancellation is required.
4. The Offeror must advise the Food Service Representative within forty-eight (48) hours of receipt of order, of any delays or potential shortages.
5. Any conditions affecting the products shelf life must be stated at time of delivery.
6. All products are to be handmade and baked fresh. Frozen meat pies are acceptable when stipulated at time of ordering.
7. Homemade meat pies to be 4" in diameter, 8 to 10 ounces in weight.
8. Pies must come sealed, stacked no more than two high or forty-eight (48) per tray. Trays must be clearly labelled by type of pie including amount contained on tray.
9. All products must be properly packed and must be free of ice crystals, freezer burn, excess moisture or frost, dirt, debris or any damaging to wrapping.
10. Backorders and replacement of rejected food items will be made available up at no extra cost to the RCMP within one (1) working day unless other arrangements have been made with food services.
11. In the event substitutions are made products used must be of equal or greater value to the requested item and approved by the Food Services Representative.
12. The offeror must provide a bill of lading when products are delivered.
13. The Contractor will complete delivery within 21 days from each order.
14. Delivery will be made to:

Royal Canadian Mounted Police (RCMP)
Depot Food Services
5600 11th Avenue
Regina, SK S4P 3J7
15. Delivery hours and details:

Monday to Friday, between 0530 hours and 1600 hours



ANNEX "B"

BASIS OF PAYMENT

Firm unit prices, in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax is extra, Incoterms 2000 "DDP Delivered Duty Paid", off-loading charges, Canadian customs duties and excise taxes included.

Annex "B" must be completed in its entirety or the tender/bid will be considered non-responsive and will not be evaluated.

Description	Quantity* (a)	Price per pie (b)	Extended price (a x b)
Beef vegetable	750	\$	\$
Steak and potato	750	\$	\$
Curry chicken	750	\$	\$
Chicken, bacon, leek and walnut	750	\$	\$
Steak and Guinness	750	\$	\$
Tourtière	600	\$	\$
Total Evaluated Bid			\$

*The numbers above are estimated usage for evaluation purposes only and do not constitute a guarantee or commitment on behalf of Canada of the quantity to be ordered.



ANNEX "C"
CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid or tender (hereinafter "bid") to:

_____ (Corporate Name of Recipient of this Submission)

for: _____ (Name and Number of Bid and Project)
in response to the call or request (hereinafter "call") for bids made by:

_____ (Name of Tendering Authority)
do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Corporate Name of Bidder or Tenderer [hereinafter "Bidder"])

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. for the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
 - (a) has been requested to submit a bid in response to this call for bids;
 - (b) could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. the Bidder discloses that (check one of the following, as applicable):
 - (a) the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - (b) the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) methods, factors or formulas used to calculate prices;
 - (c) the intention or decision to submit, or not to submit, a bid; or
 - (d) the submission of a bid which does not meet the specifications of the call for bids; except as specifically disclosed pursuant to paragraph (6)(b) above;
8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;



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9. the terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

(Printed Name and Signature of Authorized Agent of Bidder)



ANNEX "D"
CHECKLIST FOR BID SUBMISSION

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation and below:

Ensure that the Bidder's Individual or Company name, return address, *the bid solicitation number, and bid solicitation closing date and time* are clearly visible on all envelope(s), parcel(s), or facsimile page header(s), containing the bid documents.

Bid Receiving
Royal Canadian Mounted Police (RCMP)
Procurement & Contracting Services
c/o Commissionaires, F Division
6101 Dewdney Ave
Regina, SK S4P 3K7

or

Fax # 306-780-5232

Ensure the following pages are completed in full and attached:

- Front Page of Invitation to Tender document – signed & dated
- Front Page of Amendment document(s) (if applicable) – signed & dated
- Annex "B" Basis of Payment
- Annex "C" Certificate of Independent Bid Determination