

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Government of Canada Building
101 - 22nd Street East, Suite 110
Saskatoon
Saskatchewan
S7K 0E1
Bid Fax: (306) 975-5397**

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

Title - Sujet Appliances	
Solicitation No. - N° de l'invitation W0142-20X002/C	Date 2019-09-24
Client Reference No. - N° de référence du client W0142-20X002	GETS Ref. No. - N° de réf. de SEAG PW-\$STN-204-5201
File No. - N° de dossier STN-8-41079 (204)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-10-10	Time Zone Fuseau horaire Central Standard Time CST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Simonson, Sheena M.	Buyer Id - Id de l'acheteur stn204
Telephone No. - N° de téléphone (306)241-1169 ()	FAX No. - N° de FAX (306)975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CMTT, Bldg 322 Ralston Alberta T0J2N0 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

This bid solicitation cancels and supersedes previous bid solicitation number W0142-20X002/B dated May 31, 2019 with a closing of July 29, 2019 at 2:00 pm CST. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

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Solicitation No. - N° de l'invitation
W0142-20X002/C
Client Ref. No. - N° de réf. du client
W0142-20X002

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-8-41079

Buyer ID - Id de l'acheteur
STN204
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

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

The Annexes include the Requirement, the Basis of Payment, the Electronic Payment Instruments and any other annexes.

1.2 Summary

For the purposes of this procurement, Canada is acting as AGENT for the British Army Training Unit Suffield in accordance with the "Agreement Between the Government of Canada and The Government of The United Kingdom of Great Britain and Northern Ireland on British Armed Forces Training in Canada" and the "Memorandum of Understanding Between The Department of National Defence of Canada and The Ministry of Defence of the United Kingdom of Great Britain and Northern Ireland Concerning British Armed Forces Training at Canadian Forces Base Suffield (the "MOU").

The objective is to set up a Standing Offer Agreement for the provision of furnishings for Married Quarters of the British Army Training Unit Suffield (BATUS) located at the Department of National Defence, Canadian Forces Base Suffield, Ralston, Alberta. The period of the standing offer will be for one year, with three (3) option periods of one (1) year each, if required.

The Offeror must provide the furnishing listed at Annex 'A' – Requirement.

The requirement is subject to a preference for Canadian goods.

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.

1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

1.4 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 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](#) (2018-05-22) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 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

2.1.1 SACC Manual Clauses

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

2.2 Submission of Offers

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

Bid Receiving Public Works and Government Services Canada
Government of Canada Building
101 22nd Street East, Suite 110
Saskatoon, SK
S7K 0E1

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

Fax: (306) 975-5397

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 Instruction [2006](#), or to send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect."

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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 Alberta.

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

3.1 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: Financial Offer
Section III: Certifications

- 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 (one hard copy)
Section II: Financial Offer (one hard copy)
Section III: Certifications (one hard copy)

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

- If the 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

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment.

Offerors must submit firm prices for all items listed in Annex "B".

3.1.1 Electronic Payment of Invoices - Offer

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

If Annex "D" 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

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada and DND/BATUS will evaluate the offers.
- (c) The evaluation team will determine first if there are two or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

4.1.1 Technical Evaluation

Bidders must meet all mandatory evaluation criteria included in Annex "A", Requirement. The Compliance Matrix in Annex "E" must be completed by the bidders.

4.1.2 Financial Evaluation

4.1.2.1

The financial evaluation will be conducted by calculating the Total Bid Price using Annex "B", Basis of Payment, which must be completed by the bidders.

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing Offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the request for standing offers, offerors acknowledge that only offers 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 offer will result in the good(s) offered being treated as non-Canadian goods.

The Offeror certifies that:

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

5.2.3.1.1 *SACC Manual* clause [A3050T](#) (2018-12-06) Canadian Content Definition

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

6.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

6.2 Security Requirements

6.2.1 There is no security requirement applicable to the Standing Offer.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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

[2005](#) (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex C. If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from ***[to be inserted at standing offer issuance]*** to ***[to be inserted at standing offer issuance]***.

6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for three (3) one (1) year periods, from ***[to be inserted at standing offer issuance]*** to ***[to be inserted at standing offer issuance]*** and from ***[to be inserted at standing offer issuance]*** to ***[to be inserted at standing offer issuance]*** and from ***[to be inserted at standing offer issuance]*** to ***[to be inserted at standing offer issuance]***, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Sheena Simonson
Title: Procurement Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Western Region
Address: 110-101 22nd St E, Saskatoon, Saskatchewan, S7K 0E1

Telephone: 306-241-1169
Facsimile: 306-975-5397
E-mail address: sheena.simonson@tpsgc-pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

6.5.2 Project Authority

Solicitation No. - N° de l'invitation
W0142-20X002/C
Client Ref. No. - N° de réf. du client
W0142-20X002

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-8-41079

Buyer ID - Id de l'acheteur
STN204
CCC No./N° CCC - FMS No./N° VME

The Project Authority for the Standing Offer is:

[to be inserted at standing offer issuance]

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

6.5.3 Offeror's Representative

Please fill in the below section:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence, Canadian Forces Base (CFB) Suffield.

6.7 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942 Call-up Against a Standing Offer.

6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$40,000.00** (Applicable Taxes included).

6.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$ TBD** (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call

ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

6.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010A (2018-06-21) General Conditions – Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated _____

6.11 Certifications and Additional Information

6.11.1 Compliance

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

6.12 Applicable Laws

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

6.13 Transition to an e-Procurement Solution (EPS)

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

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

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

B. RESULTING CONTRACT CLAUSES

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

1. Requirement

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

For the purposes of this procurement, Canada is acting as AGENT for the British Army Training Unit Suffield in accordance with the "Agreement Between the Government of Canada and The Government of The United Kingdom of Great Britain and Northern Ireland on British Armed Forces' Training in Canada" and the "Memorandum of Understanding Between The Department of National Defence of Canada and The Ministry of Defence of the United Kingdom of Great Britain and Northern Ireland Concerning British Armed Forces Training at Canadian Forces Base Suffield (the "MOU")."

2. Standard Clauses and Conditions

2.2.1 General Conditions

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

Section 16 Interest on Overdue Accounts, of 2010A (2018-06-21), General Conditions – Goods (Medium Complexity) will not apply to payments made by credit cards.

3. Term of Contract

3.1 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

4. Payment

4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex "B" for a cost of \$ **(per each individual call up)**. 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.

4.2 Single Payment

SACC Manual clause H1000C (2008-05-12), Single Payment

4.3 Electronic Payment of Invoices – Call-up

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

[to be inserted at standing offer issuance]

5. Invoicing Instructions

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

completed.

2. Invoices must be distributed as follows:

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

6. Insurance

SACC Manual clause G1005C (2016-01-28) Insurance

7. SACC Manual Clauses

A9041C	Salvage	(2008-05-12)
A9062C	Canadian Forces Site Regulations	(2011-05-16)
B1501C	Electrical Equipment	(2018-06-21)
B7500C	Excess Goods	(2006-06-16)

ANNEX "A"

REQUIREMENT

For the purposes of this procurement, Canada is acting as AGENT for the BATUS in accordance with the "Agreement Between the Government of Canada and The Government of The United Kingdom of Great Britain and Northern Ireland on British- Armed Forces' Training in Canada" and the "Memorandum of Understanding Between The Department of National Defence of Canada and The Ministry of Defence of the United Kingdom of Great Britain and Northern Ireland Concerning British Armed Forces Training at Canadian Forces Base Suffield (the "MOU")."

Background

This service supports BATUS training in Suffield which is critical for the deployment of Troops. The Canadian G4 Supply Department (Procurement Authority) is responsible for the coordination of requests for materials, between BATUS and the Offeror. The Quartermasters Department (QM's) at BATUS is responsible for the budgeting, provision, accounting, rotation, and maintenance of Married Quarters (MQ's), through the Canadian Supply system. The QM's Accommodations Services Department is responsible for one hundred and ninety houses located in Alberta at Ralston, Redcliff, Medicine Hat, Calgary and Cochrane. The hours of operation for deliveries at CFB Suffield are Monday through Thursday from 8:00 am to 4:00 pm, Friday from 8:00 am to 12:00 pm. Saturday, Sunday and all statutory holidays are closed for business.

Objective

The objective is to set up a Standing Offer Agreement for the provision of furnishings for Married Quarter's for BATUS at CFB Suffield for a period of one year, with three (3) option periods of one (1) year each, if required.

The mandatory requirements and mandatory product specifications detailed below must be met in order for a bid to be deemed responsive.

Product Recalls

- a. Should any Article delivered under the Contract be recalled by the Offeror, the Offeror must notify DND immediately to inform BATUS of:
 - i. Which Articles are being recalled.
 - ii. Why the Article is being recalled.
 - iii. The Offeror's rectification plan for the replacement of the Article.
- b. Should the Offeror recall an Article, it shall be the Offeror's responsibility to replace the Article at no cost to DND within a timeframe agreed with BATUS.

Warranty

In the event that a defect is found, the manufacturer must either repair or replace the defective item, at its discretion within 5 calendar days at no cost to DND.

Deliverables

-
- a. The Offeror must provide a list of items delivered with serial numbers within 5 days of delivery. This will allow DND to track the warranty periods.
 - b. The Offeror must ensure the delivery of serviceable (clean) and undamaged furnishings/major appliances to Building 322 at CFB Suffield during hours of operation.
 - c. The Offeror must attach manuals to furnishings upon delivery.
 - d. For items that require assembling, the Offeror must provide instructions for the Customer to assemble the goods.
 - e. All items must come wrapped in plastic or cardboard to allow for onward transportation.
 - f. All items must be labeled in accordance with federal and provisional Federal Labeling Requirements.
 - g. The Offeror must supply appliances that are serviceable.
 - h. The Offeror must supply appliances which are in compliance with Canada Consumer Product Safety Act (S.C. 2010, c. 21)

Acceptance

Only once the Technical Authority is satisfied that the deliverable meets the specifications in accordance with the tables, will invoices be processed. This will be based on an inspection by the BATUS technical staff which the Offeror will be able to observe if necessary.

- a. The Offeror must exchange damaged items (if items are deemed by BATUS to be unserviceable upon receipt) for serviceable ones. Missing items will be annotated upon receipt by the Customer and the Offeror must issue the quantity of item/items missing. Partial issue of goods and back order items are acceptable.
- b. The Offeror must supply replacement products for all rejected and missing items within 48 hours at no additional cost to DND

Metal Products

- a. Metal items manufactured from sheet steel, tube or square section must be sound and fit for purpose with all folds and welds neatly and correctly executed.
- b. Welds must be free from distortion, oxidation arcing, splash, undercutting, blowholes, excessive build-up or any other similar defects.
- c. Metalwork must be completely free from rust and scale, and properly degreased and phosphated prior to application of the final surface finish to ensure good adhesion of the stove enamel or epoxy-powder.
- d. The surface finish must be free from any imperfections.

Substitutions

The model and manufacturer of items may change over the life of the standing offer. The Offeror can request to supply alternative models. DND will review all requests, and approval must be received from

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DND before making any substitutions. Substitutions must be of equal or better quality and must not cost more than the price for the item listed in the Basis of Payment.

Additional Information

Due to the dimensions of the doorway, the maximum sizes have no tolerance. All residential appliances must be able to fit through the door way – 29 x 79". Also certain appliances must fit within kitchen spaces, so that is why there are specific measurements. Maximum measurements have been provided.

All appliances connections to utilities (gas electric, water) must be at the rear of the device.

All appliances must be CSA certified.

Mandatory Specifications

[To be inserted from Annex "E" Compliance Matrix at standing offer issuance]

ANNEX "B"

BASIS OF PAYMENT

Submit a copy of the Excel Annex B Basis of Payment with your bid. After solicitation closing, the Contracting Officer may request an electronic copy of Excel Annex B Basis of Payment, unless your bid was submit electronically by ePost Connect. Email sheena.simonson@pwgsc.gc.ca for a Quick Reference Card on how to submit your bid electronically.

PRICES

- Prices submitted must be in CAD, and the Offeror will be paid firm unit prices in CAD. The standing offer will be issued in CAD.
- Prices must remain firm for the duration of the Standing Offer.
- Prices (for delivery FOB destination) must include all costs associated with the supply, delivery, offloading and installation of the items identified below.
- Prices **must not** include GST. GST is to be included as a separate line item on ensuing invoices.
- Payment will be made in accordance with the pricing in Excel Annex B Basis of Payment.
- In addition to the prices established in Annex "B", the Offeror can offer special discounts, such as yearend sales, production surplus, special sales and promotions, etc., as long as the price is lower than the prices listed in Annex "B".

ESTIMATED USAGE

- Estimated usages are for evaluation purposes only, and do not guarantee the amount of product that will be required and requested.
- Estimated usages will not form part of the final Standing Offer.
- Actual usages may vary from the estimated usages.

INSTRUCTIONS FOR COMPLETING MICROSOFT EXCEL ANNEX B BASIS OF PAYMENT

- Offerors must provide pricing for all items listed in Excel Annex B Basis of Payment. Failure to provide pricing for any item will deem the bid non-responsive.
- Offerors must provide pricing per the unit of issue specified and per the specifications of each item in Annex "A" Requirement. Modifications to specifications and unit of issue are not permitted, and will deem the bid non-responsive. If you have any questions or concerns about the specifications or unit of issue, please address them during the solicitation period to the Procurement Officer at the contact information listed on the front page of the solicitation document.

EVALUATION

Total Bid Price will be calculated in Excel Annex B Basis of Payment as follows:

- Estimated Yearly Usage Year One (Column D) will be multiplied by Firm Unit Price CAD Year One for each row (Item Number) to determine the Extended Price Year One (Column F) for each item;

-
- Estimated Yearly Usage Option year One (Column G) will be multiplied by Firm Unit Price CAD Option Year One for each row (Item Number) to determine the Extended Price Option Year One (Column I) for each item;
 - Estimated Yearly Usage Option Year Two (Column J) will be multiplied by Firm Unit Price CAD Option Year Two for each row (Item Number) to determine the Extended Price Option Year Two (Column L) for each item;
 - Estimated Yearly Usage Option Year Three (Column M) will be multiplied by Firm Unit Price CAD Option Year Three for each row (Item Number) to determine the Extended Price Option Year Three (Column O) for each item;
 - The total of the Extended Price columns (Columns F, I, L and O) will be the Total Bid Price.

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ANNEX "C"

STANDING OFFER USAGE REPORT

Offeror (Supplier)	
Prepared by	
Telephone number	
Date	
Standing Offer #	
Department or Agency	

Return to: Public Works and Government Services Canada

Email: TPSGC.ROPAequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca

The usage report must be submitted no later than fifteen (15) calendar days after the end of the reporting period.

1. REPORTING PERIOD

Year: _____

☐ 1st quarter: April 1 to June 30

☐ 2nd quarter: July 1 to September 30

☐ 3rd quarter: October 1 to December 31

☐ 4th quarter: January 1 to March 31

2. REPORT DETAILS

Complete either A or B below, as applicable.

A. Nil Report

☐ We have not done any business with the federal government for this reporting period.

B. Itemized Report

Call-up	Call-up Number or Description	Value of the Call-Up (GST/HST Included)
1		\$
2		\$
3		\$
4		\$
5		\$
6		\$
7		\$
8		\$
9		\$
10		\$
(A) Total dollar value of call-ups for this reporting period		\$
(B) Accumulated call-up totals to date		\$
(A+B) Total accumulated call-ups		\$

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ANNEX “D” to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

The Offeror accepts to be paid by 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)

ANNEX “E”

COMPLIANCE MATRIX

Instructions

1. Bidders **must** indicate “yes” or “no” in Column 3 “Mandatory Specification Met” for each mandatory specification to demonstrate if the product offered complies with or doesn’t comply with the mandatory specification. **Failure to indicate either “yes” or “no” in Column 3 “Mandatory Specification Met” for each mandatory specification will result in the bid being deemed non-responsive and the bid will not be given further consideration.**

If the product offered does not meet each mandatory specification, the bid will be deemed non-responsive and the bid will not be given further consideration. Bidders must address any concerns with the mandatory specifications to the Contracting Authority before bid closing. It is preferred that concerns be submitted in writing (e.g. by e-mail).

2. Supporting technical documentation, which may include but is not limited to specification sheets, technical brochures, photographs or illustrations, must be provided for each mandatory specification to demonstrate how the mandatory specification is met (excepting any cells that are greyed out in Column 4) and should be cross-referenced on the Compliance Matrix in Column 4. (If there aren’t any cells greyed out in Column 4, supporting technical documentation is required for all mandatory specifications). It is the Bidder’s responsibility to ensure that the submitted supporting technical documentation provides detail to prove that the proposed product meets/products meet the requirements of the mandatory specification.

Where published supporting technical documentation is not available for a mandatory specification, the Bidder must prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.

The above referenced supporting documentation should be provided prior to bid closing. If the supporting documentation referenced above has not been provided by bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period will deem the bid non-responsive and the bid will not be given further consideration.

Column 1	Column 2	Column 3	Column 4
Item #	Mandatory Specifications	Mandatory Specification Met? Indicate either “Yes” or “No”	Indicate cross-reference location in supporting documents, which demonstrates how the mandatory specification is met
1	Fridge		
1.1	White or silver or stainless steel in colour		
1.2	Total capacity (Cu.Ft.) 18 cu ft (+/-2 cu ft)		
1.3	Fridge capacity min 14.1 cu ft (+/- 1cu ft)		

Column 1	Column 2	Column 3	Column 4
Item #	Mandatory Specifications	Mandatory Specification Met? Indicate either "Yes" or "No"	Indicate cross-reference location in supporting documents, which demonstrates how the mandatory specification is met
1.4	Freezer capacity 3.98 cu ft (+/- 1cu ft)		
1.5	Shelves min 4		
1.6	Max size: 29" Depth with no Door attached		
1.7	Max size: 66-1/8" Height		
1.8	Max size: 30" Width		
1.9	Must work on 110-120V, 60Hz		
1.10	Min 1 Year Warranty		X
1.11	Include Manual		X
2	Stove, Gas (free-standing)		
2.1	White or silver or stainless steel in colour		
2.2	Max: 30" wide		
2.3	Max: 47" Height		
2.4	Max: 28" Depth (without handle)		
2.5	Electronic ignition		
2.6	Oven Capacity: min 4.2 cu ft		
2.7	Oven racks: min 2		
2.8	Oven rack positions: min 4		
2.9	Oven Light		
2.10	Broil		
2.11	Must work on 110-120V, 60Hz		
2.12	Min 1 Year Warranty		X
2.13	Include Manual		X
3	Stove, Electric		
3.1	White or silver or stainless steel in colour		
3.2	Max: 30" wide		
3.3	Max: 47" Height		
3.4	Max: 28" Depth (without handle)		
3.5	Min: 4 electric elements		

Column 1	Column 2	Column 3	Column 4
Item #	Mandatory Specifications	Mandatory Specification Met? Indicate either "Yes" or "No"	Indicate cross-reference location in supporting documents, which demonstrates how the mandatory specification is met
3.6	Oven Capacity: min 4.8 cu ft		
3.7	Oven racks: min 2		
3.8	Oven rack positions: min 4		
3.9	Oven Light		
3.10	Broil		
3.11	Must work on 110-120V, 60Hz		
3.12	Min 1 Year Warranty		X
3.13	Include Manual		X
4	Microwave		
4.1	White or black or stainless steel colour		
4.2	Min Capacity 0.9 Cu.Ft.		
4.3	Adjustable Power Level		
4.4	Min 10 Power Levels		
4.5	Min Power Requirement: 1000W		
4.6	Must work on 110-120V, 60Hz		
4.7	Max: 15.5" Depth		
4.8	Max: 11.5" High		
4.9	Max: 20.5" Width		
4.10	Min 1 Year Warranty		X
4.11	Include Manual		X
5	Electric Washer (residential use)		
5.1	White or Silver or stainless steel in colour		
5.2	Front loader		
5.3	Min Capacity: 3.8 cu ft		
5.4	Min: 1100 washer spin		
5.5	Min: 9 wash cycles		
5.6	Must work on 110-120V, 60Hz		
5.7	ENERGY STAR Qualified		

Column 1	Column 2	Column 3	Column 4
Item #	Mandatory Specifications	Mandatory Specification Met? Indicate either "Yes" or "No"	Indicate cross-reference location in supporting documents, which demonstrates how the mandatory specification is met
5.8	Quick/fast cycle		
5.9	Min 1 Year Warranty		X
5.10	Include Manual		X
6	Electric Dryer (residential use)		
6.1	White or Silver or stainless steel in colour		
6.2	Min Capacity: 3.6 cu ft		
6.3	Front loader		
6.4	Must work on 110-120V, 60Hz		
6.5	Temperature settings min: low/medium/high		
6.6	End of cycle signal		
6.7	Removable lint filter		
6.8	Min 1 Year Warranty		X
6.9	Include Manual		X
7	Electric Dryer (residential use)		
7.1	White or Silver or stainless steel in colour		
7.2	Min Capacity: 4 cu ft		
7.3	Front loader		
7.4	Must work on 230-240V, 60Hz		
7.5	Temperature settings min: low/medium/high		
7.6	End of cycle signal		
7.7	Removable lint filter		
7.8	Min 1 Year Warranty		X
7.9	Include Manual		X
8	Electric Washer, Heavy Duty (Commercial)		
8.1	Designed as a Commercial Grade Washer		
8.2	Top load		
8.3	Min Capacity: 4 cu. Ft		
8.4	Stainless steel drum		

Column 1	Column 2	Column 3	Column 4
Item #	Mandatory Specifications	Mandatory Specification Met? Indicate either "Yes" or "No"	Indicate cross-reference location in supporting documents, which demonstrates how the mandatory specification is met
8.5	Min: 1100 washer spin		
8.6	Min 9 wash cycles		
8.7	Must work on 110-120V, 60Hz		
8.8	Min 10 Year Warranty		X
8.9	Include Manual		X
9	Gas Dryer, Heavy Duty (commercial)		
9.1	Min Capacity: 6 cu. ft		
9.2	Designed as a Commercial Grade Dryer		
9.3	Min 3 different cycles		
9.4	Min 3 heat selections		
9.5	Auto dry control or auto dry sensor		
9.6	Drum light		
9.7	Removable lint filter		
9.8	Must work on 110-120V, 60Hz		
9.9	Min 10 Year Warranty		X
9.10	Include Manual		X
10	Electric Dryer, Heavy Duty (commercial)		
10.1	Min Capacity: 6 cu. ft		
10.2	Designed as a Commercial Grade Dryer		
10.3	Min 3 different cycles		
10.4	Min 3 heat selections		
10.5	Auto dry control or auto dry sensor		
10.6	Drum light		
10.7	Removable lint filter		
10.8	Must work on 230-240V, 60Hz		
10.9	Min 10 Year Warranty		X
10.10	Include Manual		X
11	Vacuum		

Column 1	Column 2	Column 3	Column 4
Item #	Mandatory Specifications	Mandatory Specification Met? Indicate either "Yes" or "No"	Indicate cross-reference location in supporting documents, which demonstrates how the mandatory specification is met
11.1	Upright		
11.2	Adjustable cleaner head		
11.3	Min accessories to be supplied: flexi crevice tool, combination tool and stair tool		
11.4	Bagless		
11.5	Min: suction power 200 air watts		
11.6	Min Cord length: 9m		
11.7	Max weight 8.2Kg		
11.8	Must work on 110-120V, 60Hz		
11.9	Min 1 Year Warranty		X
11.10	Include Manual		X
12	Chest Freezer		
12.1	White or silver or stainless steel in colour		
12.2	Adjustable Thermostat		
12.3	Min capacity: 7.2 cu ft		
12.4	Must work on 110-120V, 60Hz		
12.5	Min 1 Year Warranty		X
12.6	Include Manual		X