



**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
Victory Building/Édifice Victory  
Room 310/pièce 310  
269 Main Street/269 rue Main  
Winnipeg  
Manitoba  
R3C 1B3  
513 F-1111 (204) 983-0338**

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

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**

Public Works and Government Services Canada - Western  
Region  
Victory Building/Édifce Victory  
Room 310/pièce 310  
269 Main Street/269 rue Main  
Winnipeg  
Manitoba  
R3C 1B3

<b>Title - Sujet</b> Air Filters	
<b>Solicitation No. - N° de l'invitation</b> W684E-19TC02/A	<b>Date</b> 2019-10-04
<b>Client Reference No. - N° de référence du client</b> W684E-19TC02	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$WPG-120-10888
<b>File No. - N° de dossier</b> WPG-9-42031 (120)	<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 2019-11-18</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Daylight Saving Time CDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Aquino, Jill	<b>Buyer Id - Id de l'acheteur</b> wpg120
<b>Telephone No. - N° de téléphone</b> (431)373-1718 ( )	<b>FAX No. - N° de FAX</b> (204)983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 3 CDSB EDMONTON BUILDING 177 10500 STATION FORCES EDMONTON Alberta T5J4J5 Canada	
<b>Security - Sécurité</b> 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: 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 (type or print)</b>	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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W684E-19TC02

Amd. No. - N° de la modif.  
File No. - N° du dossier  
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Buyer ID - Id de l'acheteur  
WPG120  
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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 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and  |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>7B, 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**

The Department of National Defence (DND) has a requirement for a Regional Individual Standing Offer (RISO) for the supply and delivery of various air filters used in various air handling and heating units as required by various locations within the Edmonton Garrison Base located in Edmonton, Alberta.

The period of the Standing Offer Agreement (SOA) is three (3) years from the date of issuance with Canada retaining an irrevocable option to extend the SOA for an additional two (2) consecutive one (1) year periods.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

- 1.2.1** 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

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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](#) (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.

### 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:

BRU: Western Region Bid Receiving Unit (Winnipeg)

Address: Room 310, 269 Main Street

Winnipeg, Manitoba R3C 1B3

E-post Connect: [ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca](mailto:ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca)

Facsimile number: 204-983-0338

**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 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.

## **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 (2 hard copies)  
Section II: Financial Offer (1 hard copy)  
Section III: Certifications (1 hard copy)

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

- If the 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 Annex B, Basis of Payment.

##### **3.1.1 Electronic Payment of Invoices - Offer**

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

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

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

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

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

**Section III: Certifications** 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 will evaluate the offers.

#### **4.1.1 Mandatory Technical Criteria**

Offerors must have the ability to perform the full scope of work as described in Annex "A", Requirement.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Financial Evaluation – Offer**

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

#### **4.2 Basis of Selection**

##### **4.2.1 Basis of Selection – Mandatory Technical Criteria Only**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria 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/programs/employment-equity/federal-contractor-program.html#s4) 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.

## **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 entitled "D". 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.

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

The quarterly reporting periods are defined as follows:

- first quarter: November 25 to February 24
- second quarter: February 25 to May 24
- third quarter: May 25 to August 24
- fourth quarter: August 25 to November 24

The data must be submitted to the Standing Offer Authority no later than 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 date of 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 an additional two (2), one year period(s) 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 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

### **6.4.3 Delivery Points**

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

## **6.5 Authorities**

### **6.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Jill Aquino  
Procurement Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Western Region

Telephone: 431-373-1718  
Facsimile: 204-983-7796  
E-mail address: [Jill.Aquino@pwgsc-tpsgc.gc.ca](mailto:Jill.Aquino@pwgsc-tpsgc.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

The Project Authority for the Standing Offer is: **(To be inserted at Standing Offer issuance)**

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

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: **(To be inserted at Standing Offer issuance)**.

### 6.7 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
  - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
  - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
  - standing offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;

- confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

## 6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$TBD** (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 included*) 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.

### **6.1 Requirement**

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

### **6.2 Standard Clauses and Conditions**

#### **6.2.1 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.

### **6.3 Term of Contract**

#### **6.3.1 Period of the Contract**

The period of the Contract is from date of Contract to **TBD** inclusive.

#### **6.3.2 Delivery Date**

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

### **6.4 Payment**

#### **6.4.1 Basis of Payment – Firm Unit Price(s)**

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

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

#### **6.4.2 SACC Manual Clause**

[H1000C](#) (2008-05-12), Single Payment

#### **6.5 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.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

#### **6.6 Insurance – No Specific Requirement**

*SACC Manual* clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirement

#### **6.7 SACC Manual Clauses**

[A9039C](#) (2008-05-12), Salvage  
[A9062C](#) (2011-05-16), Canadian Forces Site Regulations  
[B7500C](#) (2006-06-16), Excess Goods

## ANNEX "A"

### REQUIREMENT

#### A. GENERAL

##### 1. Description

The Department of National Defence (DND) has a requirement for a Regional Individual Standing Offer (RISO) for the supply and delivery of various air filters used in various air handling and heating units as required by various locations within the Edmonton Garrison base located in Edmonton, Alberta.

Up to one (1) Standing Offer (SO) will be issued against this requirement.

##### 2. Requirement

The following filter sizes are required, please note that all filters must meet the specification stated.

Filter Size	Estimated Annual Quantity	Specification A	Specification B
24 X 24 X 4	262		X
24 X 24 X 2	2800		X
24 X 24 X 12	230	X	
20 X 25 X 4	22		X
20 X 25 X 2	2000		X
20 X 25 X 1	144		X
20 X 24 X 4	6		X
20 X 24 X 2	300		X
20 X 24 X 12	61	X	
20 X 20 X 4	25		X
20 X 20 X 2	260		X
20 X 20 X 12	3	X	
20 X 20 X 1	144		X
16 X 25 X 2	450		X
16 X 25 X 1	144		X
16 X 20 X 2	260		X
16 X 20 WSP	40	X	
16 X 16 X 2	50		X
14 X 25 X 1	12		X
12 X 24 X 2	500		X
12 X 24 X 12	24	X	
20 X 20 WSP	72	X	
16 X 32 WSP	6	X	
20 X 25 WSP	44	X	
16 X 25 WSP	54	X	
12x24x4 Mega Pleat	96		X

### 3. Supporting Performance Data

A third party independent product test report as recent as 2009 must be provided when requested by the client department. Test data must include: product name, dimensions, media type, gross media area in ft<sup>2</sup>, dust holding capacity, MERV rating, and initial resistance in w.g., as prescribed in ASHRAE Standard 52.2-2007.

### 4. Order Quantity

Air filter(s) are ordered on an "as requested" basis. DND may order only one (1) or one hundred (100) filters or more, of the same product, in one call-up. DND will not always order filters by the case/box. Therefore, it is a mandatory requirement that suppliers are able to sell filters individually and not only by the case/box due to lack of storage space.

### 5. Order Confirmation and Delivery

The vendor must reply to an authorized order within 24 hours and the order of the air filters must be delivered within five (5) business days after the confirmation of both parties.

The vendor must notify the client department of any delays and/or back orders within two (2) business days of confirming the receipt of an authorized order.

#### 5.1 Delivery Address:

Real Property Operations (West)  
Bldg 177  
Edmonton Garrison, PO Box 10500, Stn Forces  
Edmonton, AB  
T5J 4J5

### 6. Inspection

All air filters are to be inspected by the client at time of delivery prior to payment being made. Any air filters not meeting any of the specifications will be returned to the vendor at the vendor's expense.

## B. COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS

A complete list of the minimum mandatory performance specifications are detailed below in the "Compliance Matrix". Offerors are to clearly demonstrate compliance with each mandatory specification.

1. Offerors **must** show compliance by addressing each performance specification in the Compliance Matrix, whether the product offered "meets" or "doesn't meet".
2. It is requested that supporting technical documentation, including but not limited to, specification sheets, technical brochures, photographs or illustrations be provided with the offer at solicitation close and be cross-referenced on the Compliance Matrix for each performance specification to outline where in the supporting technical documentation it demonstrates compliance. It is the Offerors responsibility to ensure that the submitted supporting technical documentation provides detail to prove that the proposed product(s) meet the requirements of the Performance Specification. If published supporting technical document is not available, the Offeror should prepare a written narrative complete with a detailed explanation of how its offer demonstrates technical compliance.



3. If the supporting documentation referenced above has not been provided at offer closing, the Contracting Authority will notify the Offerors 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 offer non-responsive and the offer will be given no further consideration.
4. Offerors must address any concerns with the performance specifications in written detail to the Contracting Authority before offer closing as outlined in the Request for Proposal (RFP) document.
5. Failure to meet each performance specification will result in the offer being deemed non-responsive, and be given no further consideration.
6. If upon delivery and acceptance, the product is found not to meet the Minimum Performance Specifications, the product will be returned at the Suppliers expense and the Contract terminated for default

**COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS:**

Item	Performance Specification	Performance Specification Met? Indicate either Yes/No	Performance Specification Offered: Offerors <u>must</u> indicate how they meet the performance specification by recording this information in this column	Cross Reference: In this column, Offerors should cross-reference where this performance specification is indicated in their supporting documents.
<b>A1.</b>	<b>Specifications A</b>			
<b>1</b>	Secondary filters must be high efficiency V-bank, box-style disposable filter. Media must contain no static enhancement materials.			
<b>2</b>	Secondary filters' media must consist of a moisture resistant, dual density fiberglass pleat pack, with thermoplastic bead separators to maintain pleat uniformity and spacing.			
<b>3</b>	Secondary filters must have a MERV 13 rating when fully tested in accordance with the ASHRAE 52.2-2007 Test Standard by an independent testing lab.			
<b>4</b>	Secondary filter must be rated to withstand a continuous operating temperature up to 176°F.			
<b>5</b>	Secondary filter must be able to withstand velocity of 750 FPM.			
<b>6</b>	Secondary filter must have a recommended final resistance of 2.0" w.g.			

7	Secondary filter must be classified by Underwriters Laboratories as UL 900.			
<b>A2.</b>	<b>Specifications A – 24 x 24 x 12 secondary filters</b>			
1	The 24 x 24 x 12 secondary filters must: have a media area of 197 ft <sup>2</sup> or more. The frame must be highly durable polystyrene with built in header on all sides to withstand high velocity airflow. Rigid end caps must be mechanically secured and glued to all sides of the enclosing structure to ensure a rigid and durable filter. Media pleat packs must be potted and sealed to frame to prevent any by-pass.			
2	The 24 x 24 x 12 secondary filters must have an initial pressure drop that does not exceed 0.46" w.g. in MERV 13 at 492 FPM air flow.			
<b>B1.</b>	<b>Specifications B</b>			
1	Pre-filters must be medium efficiency pleated panels consisting of synthetic media, galvanized expanded metal support grid, and a heavy duty moisture-resistant beverage board enclosing frame.			
2	Pre-filter media must be a synthetic media and formed into a uniform V-pleat.			
3	Pre-filter must have an expanded metal wire backing treated for corrosion resistance must be bonded to the downstream side of the media to maintain radial pleats and prevent media oscillation.			
4	Pre-filter must have a double walled, moisture-resistant enclosing frame of at least 28-point high wet-strength beverage board must provide a rigid and durable enclosure. The frame must be bonded to the media on all sides with a moisture-resistant adhesive to prevent air bypass. Integral diagonal support members on			

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	the air entering and air exiting side must be bonded to the apex of each pleat to maintain uniform pleat spacing in varying airflows.			
<b>5</b>	Pre-filter must have a MERV 8 rating when fully tested in accordance with the ASHRAE 52.2-2007 Test Standard by an independent testing lab.			
<b>6</b>	Pre-filter must have an initial resistance to airflow must have a maximum of 0.23", 0.28" or 0.30" w.g. at an airflow of 300, 500 or 500 FPM on 1", 2" or 4" deep models respectively.			
<b>7</b>	The pre-filter must be classified by Underwriters Laboratories as UL 900 & ULC-S111.			
<b>8</b>	The manufacturer must guarantee the integrity of the filter pack to 1.5" w.g.			
<b>9</b>	The pre-filter must be able to operate up to a maximum temperature of 200°F.			
<b>10</b>	The pre-filters efficiency must be based on mechanical efficiency, and must not contain any electrostatic enhancements.			
<b>B2.</b>	<b>Specifications B – 24 x 24 x 12 secondary filters</b>			
<b>1</b>	The 24 x 24 x 2 pleated panel filters must: contain 28 pleats or more on the air entry side, have a media area of at least 17.4ft <sup>2</sup> , and have media that contains no static enhancement materials.			

## ANNEX "B"

### BASIS OF PAYMENT

The total assessed offer price quoted in Annex B, Basis of Payment will be determined using the rates provided by the Offeror. These rates will be multiplied by the estimated usages. The extended totals will be aggregated to reach the total assessed offer price.

- Firm unit prices include all costs associated with the supply, delivery and any other applicable charges.
- Firm unit prices are FOB Destination and are inclusive of delivery charges.
- Prices are required for each line item and as per format shown below.
- Firm unit prices do not include GST; GST will be added to the invoice as a separate line item.
- Firm unit pricing in Canadian Dollars.
- Estimated usage is for the sole purpose of establishing an evaluation tool, based only on a best estimate and in no way reflects the actual usage expected or any commitment on the part of Canada.

### YEAR ONE (Dates: TBD)

Item #	Filter Size	Specification	Estimated Annual Usage (A)	Firm Unit Price (B)	Extended Price (A x B)
1	24 X 24 X 4	B	262	\$_____ / filter	\$_____
2	24 X 24 X 2	B	2800	\$_____ / filter	\$_____
3	24 X 24 X 12	A	230	\$_____ / filter	\$_____
4	20 X 25 X 4	B	22	\$_____ / filter	\$_____
5	20 X 25 X 2	B	2000	\$_____ / filter	\$_____
6	20 X 25 X 1	B	144	\$_____ / filter	\$_____
7	20 X 24 X 4	B	6	\$_____ / filter	\$_____
8	20 X 24 X 2	B	300	\$_____ / filter	\$_____
9	20 X 24 X 12	A	61	\$_____ / filter	\$_____
10	20 X 20 X 4	B	25	\$_____ / filter	\$_____
11	20 X 20 X 2	B	260	\$_____ / filter	\$_____
12	20 X 20 X 12	A	3	\$_____ / filter	\$_____
13	20 X 20 X 1	B	144	\$_____ / filter	\$_____
14	16 X 25 X 2	B	450	\$_____ / filter	\$_____
15	16 X 25 X 1	B	144	\$_____ / filter	\$_____
16	16 X 20 X 2	B	260	\$_____ / filter	\$_____

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17	16 X 20 WSP	A	40	\$_____ / filter	\$_____
18	16 X 16 X 2	B	50	\$_____ / filter	\$_____
19	14 X 25 X 1	B	12	\$_____ / filter	\$_____
20	12 X 24 X 2	B	500	\$_____ / filter	\$_____
21	12 X 24 X 12	A	24	\$_____ / filter	\$_____
22	20 X 20 WSP	A	72	\$_____ / filter	\$_____
23	16 X 32 WSP	A	6	\$_____ / filter	\$_____
24	20 X 25 WSP	A	44	\$_____ / filter	\$_____
25	16 X 25 WSP	A	54	\$_____ / filter	\$_____
26	12 X 24 X 4 Mega Pleat	B	96	\$_____ / filter	\$_____
<b>Year ONE Total (A)</b>					\$_____

**YEAR TWO (Dates: TBD)**

Item #	Filter Size	Specification	Estimated Annual Usage (A)	Firm Unit Price (B)	Extended Price (A x B)
1	24 X 24 X 4	B	262	\$_____ / filter	\$_____
2	24 X 24 X 2	B	2800	\$_____ / filter	\$_____
3	24 X 24 X 12	A	230	\$_____ / filter	\$_____
4	20 X 25 X 4	B	22	\$_____ / filter	\$_____
5	20 X 25 X 2	B	2000	\$_____ / filter	\$_____
6	20 X 25 X 1	B	144	\$_____ / filter	\$_____
7	20 X 24 X 4	B	6	\$_____ / filter	\$_____
8	20 X 24 X 2	B	300	\$_____ / filter	\$_____
9	20 X 24 X 12	A	61	\$_____ / filter	\$_____
10	20 X 20 X 4	B	25	\$_____ / filter	\$_____
11	20 X 20 X 2	B	260	\$_____ / filter	\$_____
12	20 X 20 X 12	A	3	\$_____ / filter	\$_____
13	20 X 20 X 1	B	144	\$_____ / filter	\$_____
14	16 X 25 X 2	B	450	\$_____ / filter	\$_____

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15	16 X 25 X 1	B	144	\$_____ / filter	\$_____
16	16 X 20 X 2	B	260	\$_____ / filter	\$_____
17	16 X 20 WSP	A	40	\$_____ / filter	\$_____
18	16 X 16 X 2	B	50	\$_____ / filter	\$_____
19	14 X 25 X 1	B	12	\$_____ / filter	\$_____
20	12 X 24 X 2	B	500	\$_____ / filter	\$_____
21	12 X 24 X 12	A	24	\$_____ / filter	\$_____
22	20 X 20 WSP	A	72	\$_____ / filter	\$_____
23	16 X 32 WSP	A	6	\$_____ / filter	\$_____
24	20 X 25 WSP	A	44	\$_____ / filter	\$_____
25	16 X 25 WSP	A	54	\$_____ / filter	\$_____
26	12 X 24 X 4 Mega Pleat	B	96	\$_____ / filter	\$_____
<b>Year TWO Total (B)</b>					<b>\$_____</b>

**YEAR THREE (Dates: TBD)**

Item #	Filter Size	Specification	Estimated Annual Usage (A)	Firm Unit Price (B)	Extended Price (A x B)
1	24 X 24 X 4	B	262	\$_____ / filter	\$_____
2	24 X 24 X 2	B	2800	\$_____ / filter	\$_____
3	24 X 24 X 12	A	230	\$_____ / filter	\$_____
4	20 X 25 X 4	B	22	\$_____ / filter	\$_____
5	20 X 25 X 2	B	2000	\$_____ / filter	\$_____
6	20 X 25 X 1	B	144	\$_____ / filter	\$_____
7	20 X 24 X 4	B	6	\$_____ / filter	\$_____
8	20 X 24 X 2	B	300	\$_____ / filter	\$_____
9	20 X 24 X 12	A	61	\$_____ / filter	\$_____
10	20 X 20 X 4	B	25	\$_____ / filter	\$_____
11	20 X 20 X 2	B	260	\$_____ / filter	\$_____
12	20 X 20 X 12	A	3	\$_____ / filter	\$_____

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13	20 X 20 X 1	B	144	\$_____ / filter	\$_____
14	16 X 25 X 2	B	450	\$_____ / filter	\$_____
15	16 X 25 X 1	B	144	\$_____ / filter	\$_____
16	16 X 20 X 2	B	260	\$_____ / filter	\$_____
17	16 X 20 WSP	A	40	\$_____ / filter	\$_____
18	16 X 16 X 2	B	50	\$_____ / filter	\$_____
19	14 X 25 X 1	B	12	\$_____ / filter	\$_____
20	12 X 24 X 2	B	500	\$_____ / filter	\$_____
21	12 X 24 X 12	A	24	\$_____ / filter	\$_____
22	20 X 20 WSP	A	72	\$_____ / filter	\$_____
23	16 X 32 WSP	A	6	\$_____ / filter	\$_____
24	20 X 25 WSP	A	44	\$_____ / filter	\$_____
25	16 X 25 WSP	A	54	\$_____ / filter	\$_____
26	12 X 24 X 4 Mega Pleat	B	96	\$_____ / filter	\$_____
<b>Year THREE Total (C)</b>					<b>\$_____</b>

**OPTION YEAR ONE (Dates: TBD)**

Item #	Filter Size	Specification	Estimated Annual Usage (A)	Firm Unit Price (B)	Extended Price (A x B)
1	24 X 24 X 4	B	262	\$_____ / filter	\$_____
2	24 X 24 X 2	B	2800	\$_____ / filter	\$_____
3	24 X 24 X 12	A	230	\$_____ / filter	\$_____
4	20 X 25 X 4	B	22	\$_____ / filter	\$_____
5	20 X 25 X 2	B	2000	\$_____ / filter	\$_____
6	20 X 25 X 1	B	144	\$_____ / filter	\$_____
7	20 X 24 X 4	B	6	\$_____ / filter	\$_____
8	20 X 24 X 2	B	300	\$_____ / filter	\$_____
9	20 X 24 X 12	A	61	\$_____ / filter	\$_____
10	20 X 20 X 4	B	25	\$_____ / filter	\$_____

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<b>11</b>	20 X 20 X 2	B	260	\$_____ / filter	\$_____
<b>12</b>	20 X 20 X 12	A	3	\$_____ / filter	\$_____
<b>13</b>	20 X 20 X 1	B	144	\$_____ / filter	\$_____
<b>14</b>	16 X 25 X 2	B	450	\$_____ / filter	\$_____
<b>15</b>	16 X 25 X 1	B	144	\$_____ / filter	\$_____
<b>16</b>	16 X 20 X 2	B	260	\$_____ / filter	\$_____
<b>17</b>	16 X 20 WSP	A	40	\$_____ / filter	\$_____
<b>18</b>	16 X 16 X 2	B	50	\$_____ / filter	\$_____
<b>19</b>	14 X 25 X 1	B	12	\$_____ / filter	\$_____
<b>20</b>	12 X 24 X 2	B	500	\$_____ / filter	\$_____
<b>21</b>	12 X 24 X 12	A	24	\$_____ / filter	\$_____
<b>22</b>	20 X 20 WSP	A	72	\$_____ / filter	\$_____
<b>23</b>	16 X 32 WSP	A	6	\$_____ / filter	\$_____
<b>24</b>	20 X 25 WSP	A	44	\$_____ / filter	\$_____
<b>25</b>	16 X 25 WSP	A	54	\$_____ / filter	\$_____
<b>26</b>	12 X 24 X 4 Mega Pleat	B	96	\$_____ / filter	\$_____
<b>Option Year ONE Total (D)</b>					<b>\$_____</b>

**OPTION YEAR TWO (Dates: TBD)**

<b>Item #</b>	<b>Filter Size</b>	<b>Specification</b>	<b>Estimated Annual Usage (A)</b>	<b>Firm Unit Price (B)</b>	<b>Extended Price (A x B)</b>
<b>1</b>	24 X 24 X 4	B	262	\$_____ / filter	\$_____
<b>2</b>	24 X 24 X 2	B	2800	\$_____ / filter	\$_____
<b>3</b>	24 X 24 X 12	A	230	\$_____ / filter	\$_____
<b>4</b>	20 X 25 X 4	B	22	\$_____ / filter	\$_____
<b>5</b>	20 X 25 X 2	B	2000	\$_____ / filter	\$_____
<b>6</b>	20 X 25 X 1	B	144	\$_____ / filter	\$_____
<b>7</b>	20 X 24 X 4	B	6	\$_____ / filter	\$_____
<b>8</b>	20 X 24 X 2	B	300	\$_____ / filter	\$_____



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<b>9</b>	20 X 24 X 12	A	61	\$_____ / filter	\$_____
<b>10</b>	20 X 20 X 4	B	25	\$_____ / filter	\$_____
<b>11</b>	20 X 20 X 2	B	260	\$_____ / filter	\$_____
<b>12</b>	20 X 20 X 12	A	3	\$_____ / filter	\$_____
<b>13</b>	20 X 20 X 1	B	144	\$_____ / filter	\$_____
<b>14</b>	16 X 25 X 2	B	450	\$_____ / filter	\$_____
<b>15</b>	16 X 25 X 1	B	144	\$_____ / filter	\$_____
<b>16</b>	16 X 20 X 2	B	260	\$_____ / filter	\$_____
<b>17</b>	16 X 20 WSP	A	40	\$_____ / filter	\$_____
<b>18</b>	16 X 16 X 2	B	50	\$_____ / filter	\$_____
<b>19</b>	14 X 25 X 1	B	12	\$_____ / filter	\$_____
<b>20</b>	12 X 24 X 2	B	500	\$_____ / filter	\$_____
<b>21</b>	12 X 24 X 12	A	24	\$_____ / filter	\$_____
<b>22</b>	20 X 20 WSP	A	72	\$_____ / filter	\$_____
<b>23</b>	16 X 32 WSP	A	6	\$_____ / filter	\$_____
<b>24</b>	20 X 25 WSP	A	44	\$_____ / filter	\$_____
<b>25</b>	16 X 25 WSP	A	54	\$_____ / filter	\$_____
<b>26</b>	12 X 24 X 4 Mega Pleat	B	96	\$_____ / filter	\$_____
<b>Option Year TWO Total (E)</b>					<b>\$_____</b>

**Evaluation Summary - Total Assessed Offer Price**

<b>STANDING OFFER PERIOD</b>	<b>TOTAL</b>
Year ONE (A)	\$
Year TWO (B)	\$
Year THREE (C)	\$
Option Year ONE (D)	\$
Option Year TWO (E)	\$
<b>Total Assessed Offer Price (A+B+C+D+E)</b>	<b>\$</b>

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## **ANNEX “C” 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)

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## ANNEX "D"

### USAGE REPORT

Return to:

ATTN.: Jill Aquino, Procurement Officer  
Public Works and Government Services Canada  
Procurement Branch  
Room 310-269 Main Street  
Winnipeg, MB R3C 1B3

E-mail address: [Jill.Aquino@pwgsc-tpsgc.gc.ca](mailto:Jill.Aquino@pwgsc-tpsgc.gc.ca)

### QUARTERLY REPORTING PERIODS ARE AS FOLLOWS

- first quarter: November 25 to February 24
- second quarter: February 25 to May 24
- third quarter: May 25 to August 24
- fourth quarter: August 25 to November 24

### REPORT ON THE VOLUME OF BUSINESS WITH FEDERAL GOVERNMENT DEPARTMENTS AND AGENCIES

SUPPLIER:

STANDING OFFER NO:

DEPARTMENT OR AGENCY:

REPORTING PERIOD:

Item No.	Call-Up/contract No. (Including Amendments) Description	Value of the Call- Up/Contract	GST/HST
(A) Total Dollar Value Call-ups for this reporting period:			
(B) Accumulated Call-Up totals to date:			
(A+B) Total Accumulated Call-Ups:			

**NIL REPORT:** We have not done any business with the federal government for this period [ ]

PREPARED BY:

NAME:

TELEPHONE NO.:

SIGNATURE:

DATE: