



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
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Gatineau, Québec K1A 0S5  
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Electrical & Electronics Products Division  
L'Esplanade Laurier  
East Tower, 4th floor,  
Ottawa  
Ontario  
K1A 0S5

<b>Title - Sujet</b> (NISO) – Cable and Wire, Electrical	
<b>Solicitation No. - N° de l'invitation</b> W8486-195887/A	<b>Date</b> 2019-11-22
<b>Client Reference No. - N° de référence du client</b> W8486-195887	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HN-336-78071	
<b>File No. - N° de dossier</b> hn336.W8486-195887	<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 2020-01-07</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Bisson, Phillipe	<b>Buyer Id - Id de l'acheteur</b> hn336
<b>Telephone No. - N° de téléphone</b> (613) 295-8641 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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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; and
- 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 Statement of Requirement, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes.

### 1.2 Summary

This requirement (W8486-195887) is for the establishment of a National Individual Standing Offer (NISO) on behalf of the Department of National Defence (DND) for the supply of Cable and Wire, Electrical at Annex A, Statement of Requirement.

The delivery locations are 7 Canadian Forces Supply Depot (CFSD), Lancaster Park, Edmonton, Alberta and 25 Canadian Forces Supply Depot (CFSD), Montréal, Québec.

The period for making call-ups against the Standing Offer is from date of Standing Offer issuance to three (3) years after this date. If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional and consecutive one-year periods, 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.

### **1.2.1 Trade Agreements**

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), the Canadian Free Trade Agreement (CFTA), the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Columbia Free Trade Agreement, the Canada-Honduras Free Trade Agreement, the Canada-Korea Free Trade Agreement (CKFTA), the Canada-Panama Free Trade Agreement, the Canada-Peru Free Trade Agreement (CPFTA), and the Canada-Ukraine Free Trade Agreement.

### **1.2.2 Comprehensive Land Claims Agreements (CLCA)**

The Request for Standing Offers (RFSO) is to establish National Individual Standing Offer for the requirement detailed in the RFSO, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.

### **1.2.3 Federal Contractors Program (FCO) for Employment Equity**

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 6A - Standing Offer, and Part 6B - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

### **1.2.4 epost Connect**

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 fifteen (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 request for standing offer, refer to 6.13 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>) issued by Public Works and Government Services Canada.

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

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

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

Delete: 60 days

Insert: 90 days

#### 2.1.1 SACC Manual Clauses

SACC Reference	Section	Date
<u>B1000T</u>	Condition of Material	2014-06-26

### 2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

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

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

Note: Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2006, or to send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

### 2.3 Enquiries - Request for Standing Offers

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

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## **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 **Ontario**.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Offerors.

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 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.



### 3.1.1 Equivalent Products

1. Products that are equivalent in form, fit, function and quality to the item(s) specified in the bid solicitation will be considered where the Offeror designates the brand name and model and/or part number and NCAGE of the substitute product;
2. Products offered as equivalent in form, fit, function and quality will not be considered if:
  - (a) the bid fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute product; or
  - (b) the substitute product fails to meet or exceed the mandatory performance criteria specified in the request for standing offers for that item.
3. In conducting its evaluation of the offers, Canada may, but will have no obligation to, request Offerors offering a substitute product to provide technical information demonstrating the equivalency (e.g. Drawing, specifications, engineering reports and/or test reports), or to demonstrate that the substitute product is equivalent to the item specified in the request for standing offers, at the sole cost of Offerors, within **ten (10)** business days of the request. If the Offeror fails to provide the requested information within the specified timeframe, Canada may declare the offer non-responsive.

### 3.1.2 Equivalent Products - Samples (DND)

If the Offeror offers a substitute product, Canada reserves the right to request a sample from the Offeror in order to determine its equivalency in form, fit, function, quality and performance to the item specified in the Request for Standing Offer.

The Offeror must, upon request from the Standing Offer Authority, provide a sample to the Technical Authority, transportation charges prepaid, and without charge to Canada, within **ten (10)** calendar days from the date of request. The sample submitted by the Offeror will remain the property of Canada and will not be considered as part of the deliverables in any resulting contract. If the sample does not meet the requirements of the Request for Standing Offer or the Offeror fails to comply with the request of the Standing Offer Authority, the offer will be declared non-responsive.

## Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

### 3.2.1 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.

### 3.2.2 Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

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### **3.2.3 Pricing - Multi-Item Bid Solicitation**

Offerors do not have to quote a price for every item in the Request for Standing Offers (RFSO) in order to be evaluated. Offerors may withdraw one or more items after the Request for Standing Offers (RFSO) closing date but prior to standing offer issuance by advising in writing the Standing Offer Authority.

### **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 Technical Evaluation**

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

##### **4.1.1.1 Mandatory Technical Criteria**

The following Mandatory requirements must be submitted with the offer for evaluation

- Technical compliance herein;

#### **4.1.2 Financial Evaluation**

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

- Compliance with Pricing Basis;

The Offer price will be determined by processing items at Annex B, Basis of Payment as follows:

- b. Unit price of items with individual NSN's; (item by item basis)

##### **4.1.2.1 Pricing Basis**

The Offeror must quote firm unit prices in Canadian dollars, DDP Delivered Duty Paid (Montreal, Quebec and/or Edmonton, Alberta), Applicable Taxes extra, as applicable. Freight charges to destination and all applicable Custom duties and Excise taxes must be included.

### **4.2 Basis of Selection**

An offer must comply with the requirements of the solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price on an item by item basis will be recommended for issuance of a standing offer.

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## 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 procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### 5.2.2 General Environmental Criteria Certification

The Offeror must select and complete one of the following two certification statements.

A) The Offeror certifies that the Bidder is registered or meets ISO 14001.

\_\_\_\_\_  
**Offerors' Authorized Representative Signature**

\_\_\_\_\_  
**Date**

**OR**

B) The Offeror certifies that the Offeror meets and will continue to meet throughout the duration of the standing offer, a minimum of four (4) out of six (6) criteria identified in the table below.

The Offeror must indicate which four (4) criteria, as a minimum, are met.

<b>Green Practices within the Offerors' organization</b>	<b>Insert a checkmark for each criterion that is met</b>
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

\_\_\_\_\_  
**Offerors' Authorized Representative Signature**

\_\_\_\_\_  
**Date**

### 5.2.3 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](#) 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.

Canada will also have the right to terminate the Call-up for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Offeror must provide the Standing Offer Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### 5.2.4 Periodic Usage Reports

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

The Offeror must provide this data in accordance with the reporting requirements detailed in the Standing Offer. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still 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:

- 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.

The data must be submitted to the Standing Offer Authority no later than 30 calendar days after the end of the reporting period.

The Offeror hereby accepts the responsibility to submit all required usage reports in accordance to instructions, and furthermore understands that failure to provide usage reports in accordance with instructions may result in the setting aside of the Standing Offer and the application of a vendor performance corrective measure.

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**Company Name**

---

**Supplier's Representative Signature**

---

**Date**

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## 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, Statement of Requirement.

#### 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 Periodic Usage Reports - Standing Offer

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

The Offeror must provide this data in accordance with the reporting requirements detailed in the Standing Offer. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still 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 **thirty (30)** 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 \_\_\_\_\_.

(Note: Specific dates are to be inserted at Standing Offer issuance. The duration will be three (3) years from date of 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 two (2) additional and consecutive one-year periods, 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 fifteen (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 Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the standing offer.

#### 6.4.4 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified in the resulting call-up.

### 6.5 Authorities

#### 6.5.1 Standing Offer Authority

The Standing Offer Authority is:  
Phillipe Bisson – Supply Specialist  
Public Works and Government Services Canada - Acquisitions Branch  
Logistics, Electrical, Fuel and Transportation Directorate - "HN" Division  
Building L'Esplanade Laurier, East Tower, 140 O'Connor St, 4<sup>th</sup> floor, Ottawa ON K1A 0R5  
Telephone: (613) 295-8641  
E-mail address: [Phillipe.Bisson@pwgsc-tpsgc.gc.ca](mailto:Phillipe.Bisson@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 *(will be inserted at issuance of standing offer)*

The Project Authority for the Standing Offer is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

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** *(will be inserted at issuance of standing offer)*

Name and telephone number of the person responsible for:

**Call-ups:**

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Delivery follow-up:**

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**6.6 Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is:  
Department of National Defence  
DLP 6 Personnel  
Ottawa, ON.

**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 or 3 below, or by using the Canada acquisition card (Visa or MasterCard), for low dollar value requirements.

1. Call-ups must be from 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. The following forms 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 only)
  - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version only)

**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 by an Identified User made pursuant to the Standing Offer **must not** exceed \$100,000.00 (applicable taxes included). Individual requirements exceeding the above amount of \$100,000.00 (applicable taxes included) can be submitted to the Standing Offer authority for review and approval.

PWGSC may use the standing offer for requirements exceeding this limit. Requirements shall not be broken into a number of call-ups for the purpose of avoiding approval authorities.

## 6.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (Applicable Taxes excluded) *(to be completed at time of Standing Offer issuance)* 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 two (2) 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 wordings 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, Statement of Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Standing Offer Quarterly usage Report Template;
- h) the Offeror's offer dated \_\_\_\_\_ *(insert date of offer)*.

## 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.

#### **6.11.2 Federal Contractors Program for Employment Equity - Setting aside**

The Offeror understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Offeror and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Standing Offer. If the AIEE becomes invalid, the name of the Offeror will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC may result in the setting aside of the Standing Offer.

#### **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 \_\_\_\_\_.

#### **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 Statement of 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.

#### **6.2.2 SACC Manual Clauses**

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
<a href="#">B1501C</a>	Electrical Equipment	2018-06-21
<a href="#">B7500C</a>	Excess Goods	2006-06-16

### **6.3 Term of Contract**

#### **6.3.1 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**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm unit prices specified in Annex B, Basis of Payment. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

#### **6.4.2 Limitation of Price**

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

#### **6.4.3 Multiple Payments**

SACC Manual clause [H1001C](#) (2008-05-12) Multiple Payments

#### 6.4.4 Electronic Payment of Invoices – Call-up

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

#### 6.5 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 following address for certification and payment.  
Department of National Defence  
National Defence Headquarters  
MGen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON, K1A 0K2  
Attention: DLP 6-3-6-1  
W8486
- (b) One (1) copy must be forwarded to the consignee.
- (c) One (1) copy must be forwarded to the Standing Offer Authority identified under Section 5. Authorities.

#### 6.6 Insurance – No Specific Requirement

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

#### 6.7 SACC Manual Clauses

SACC Reference	Section	Date
<a href="#">A9006C</a>	Defence Contract	2012-07-16

#### 6.8 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

## 6.9 SACC Manual Clauses (Delivery)

SACC Reference	Section	Date
<a href="#">D2000C</a>	Marking	2007-11-30
<a href="#">D2001C</a>	Labelling	2007-11-30
<a href="#">D6010C</a>	Palletization	2007-11-30
	**See also article 9.1 Delivery – Additional Instructions	
<a href="#">D2025C</a>	Wood Packaging Materials	2017-08-17
	**See also article 9.1 Delivery – Additional Instructions	
<a href="#">D9002C</a>	Incomplete Assemblies	2007-11-30
<a href="#">D5545C</a>	ISO 9001:2015 – Quality Management Systems – Requirements (Quality Assurance Code C)	2019-05-30
<a href="#">D5510C</a>	Quality Assurance Authority (Department of National Defence): Canadian-Based Contractor	2017-08-17
<a href="#">D5515C</a>	Quality Assurance Authority (Department of National Defence) – Foreign-Based and United States Contractor	2010-01-11

### 6.9.1 Delivery – Additional Instructions

- a) Cable Lengths: Cable lengths (as per unit of issue/package (EA, RL, SL)) must only be delivered in 300 Meters/(1,000 ft) with a variance of +10% on any given length by individual item, not of the sum total to be ordered/delivered as per the call-up quantity (example: Qty 1 SL ordered = 300 meters/1000 ft + 10% variance). The Department of National Defence (DND) is aware industry standard is +/-10%, however DND cannot accept anything less than 300 meters/1000 ft per unit of issue. The reels must be the specified lengths as minimum.

- b) Palletization: All rolls must be delivered on pallets in order to facilitate easy unloading at the depots with standard forklifts. Please note for large rolls, it is acceptable to attach lumber to the rolls themselves to facilitate this.

For all items: Weight per pallet must not exceed 2,500 pounds.

- c) Wood Packaging: All wood pieces that are cut / sized for packaging requirements must be stamped as individual certifications as detailed in SACC Manual Clause D2025C (2017-08-17) Wood Packaging Materials.

#### **6.10.1 NATO Commercial and Government Entity Code (NCAGE) Traceability**

Material supplied for the items specified in this contract is subject to investigation by Canada. Material which can neither be demonstrated by the contractor as having originated directly from the NCAGE specified for the item in this contract, nor as supplied with the specific written permission of this specified NCAGE, are subject to the following action by Canada.

Canada may either:

- a) terminate the contract for default with respect to that item, return the item to the Contractor at the Contractor's risk and expense, and demand and receive from the Contractor (who shall forthwith so pay) all reprourement and other costs incurred by Canada, including any increased costs required for the purpose of expediting production; or
- b) retain the item, and demand and receive from the Contractor (who shall forthwith so pay) the difference between the Contractor's costs relating to the item, as determined by Canada, and the costs which, in Canada's opinion, the Contractor would have incurred had it obtained and supplied an item which did not differ in any way from that specifically required under the contract.

#### **6.10.2 Shipping Instructions – Delivery at Destination**

Goods must be consigned to the destination specified in the Contract and delivered:  
Delivered Duty Paid (DDP) (7 CF Supply Depot, Edmonton, AB and/or 25 CF Supply Depot, Montréal, QC) Incoterms 2000 for shipments from a commercial contractor.

#### **6.10.3 Preparation for Delivery (DND)**

The Contractor must prepare all items for delivery in accordance with the latest issue of the Canadian Forces Packaging Specification D-LM-008-036/SF-000, DND Minimum Requirements for Manufacturer's Standard Pack.

The Contractor must package all items in quantities of one (1) by package.

#### **6.10.4 Shipping – Scheduling (DND)**

The Contractor must deliver the goods to Canadian Forces (CF) Supply Depots by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the Depot Traffic Section at the appropriate location shown below. The consignee may refuse shipments when prior arrangements have not been made.

- a) 7 CF Supply Depot Lancaster Park  
Edmonton, Alberta  
Telephone: 780-973-4011, ext. 4524
- b) 25 CF Supply Depot Montreal  
Montreal, Québec  
Telephone: 1-866-935-8673 (toll free), or 514-252-2777, ext. 2363 / 4673 / 4282  
Email: 25DAFCTrafficRDV@forces.gc.ca

Solicitation No. - N° de l'invitation  
W8486-195887/A  
Client Ref. No. - N° de réf. du client  
W8486-195887

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn336.W8486-195887

Buyer ID - Id de l'acheteur  
hn336  
CCC No./N° CCC - FMS No./N° VME

## ANNEX A

### STATEMENT OF REQUIREMENT

#### 1. W8486-195887 ANNEX A – ITEMS LIST

Item	NATO Stock Number (NSN)	Units	Part Number	Original Equipment Manufacturer (OEM)	NATO Commercial and Government Entity (NCAGE) Code	Description	Quality Assurance Code (QAC)
001	6145-01-518-2625	EA	83010	General Cable Corp., KY, US	81774	Cable, Power, Electrical (1/0 AWG)	C
002	6145-01-315-8954	SL	81664	General Cable Corp., KY, US	81774	Cable, Power, Electrical (4c 2AWG)	C
003	6145-01-357-1803	EA	81384	General Cable Corp., KY, US	81774	Cable, Power, Electrical (4c 0 AWG)	C
004	6145-01-518-2622	EA	81665	General Cable Corp., KY, US	81774	Cable, Power, Electrical (5c 5 AWG)	C
005	6145-01-518-2623	EA	16084	General Cable Corp., KY, US	81774	Cable, Power, Electrical (4c 4 AWG)	C
006	6145-20-006-4824	RL	5N-2021-FT4	Anixter Canada Inc., Ottawa, ON	L7836	Cable, Power, Electrical (2/0 AWG)	C
007	6145-00-186-2450	SL	83006	General Cable Corp., KY, US	81774	Wire, Electrical	C
008	6145-01-618-8205	SL	050-4400I	Cerro Wire and Cable Inc., AL, US	73587	Wire, Electrical	C
009	6145-01-604-3313	SL	16085	General Cable Co. Div. of GK, KY, US	96737	Cable, Power, Electrical	C

The Offeror must provide parts identified above or equivalent. See Part 3 – Offer Preparation Instructions.



Solicitation No. - N° de l'invitation  
W8486-195887/A  
Client Ref. No. - N° de réf. du client  
W8486-195887

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Buyer ID - Id de l'acheteur  
hn336  
CCC No./N° CCC - FMS No./N° VME

**ANNEX B**

**BASIS OF PAYMENT**

ITEM NO.	DELIVERABLES DESCRIPTION	FIRM UNIT PRICE YEAR 1 (CAD)	FIRM UNIT PRICE YEAR 2 (CAD)	FIRM UNIT PRICE YEAR 3 (CAD)	FIRM UNIT PRICE OPTION YEAR 1 (CAD)	FIRM UNIT PRICE OPTION YEAR 2 (CAD)	TOTAL EVALUATION PRICE (EXCLUDING GST/HST) FOR EACH ITEM
001	NSN: 6145-01-518-2625 P/N: 83010 or equivalent offered:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
002	NSN: 6145-01-315-8954 P/N: 81664 or equivalent offered:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
003	NSN: 6145-01-357-1803 P/N: 81384 or equivalent offered:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
004	NSN: 6145-01-518-2622 P/N: 81665 or equivalent offered:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
005	NSN: 6145-01-518-2623 P/N: 16084 or equivalent offered:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
006	NSN: 6145-20-006-4824 P/N: 5N-2021-FT4 or equivalent offered:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
007	NSN: 6145-00-186-2450 P/N: 83006 or equivalent offered:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
008	NSN: 6145-01-618-8205 P/N: 050-44001 or equivalent offered:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
009	NSN: 6145-01-604-3313 P/N: 16085 or equivalent offered:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

ANNEX C

STANDING OFFER QUARTERLY USAGE REPORT TEMPLATE

Quarterly usage report template, in reference to mandatory requirements of the standing offer at Part 3.2 Periodic Usage Reports - Standing Offer

The data must be collected and submitted on a quarterly basis to the Public Works and Government Services Canada (PWGSC)

All data fields of the report must be completed as requested.

USAGE REPORTS / RAPPORTS D'UTILISATION				
Standing offer number: Numéro de l'offre à commandes :		Offeror: Offrant :		
Reporting period: Période du rapport :		Standing offer validity period: Période de validité de l'OC :		
Total sales for current period: Ventes totale pour la période visée :				
Department	Call Up Number	Order Date	Invoice #	Invoice Date
Ministère	N° de commande subséquente	Date de commande subséquente	N° de facture	Date de facture

Solicitation No. - N° de l'invitation  
W8486-195887/A  
Client Ref. No. - N° de réf. du client  
W8486-195887

Amd. No. - N° de la modif.  
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hn336.W8486-195887

Buyer ID - Id de l'acheteur  
hn336  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX D to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

*As indicated in Part 3, clause 3.2.1, the Offeror must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.*

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 to PART 5 OF THE REQUEST FOR STANDING OFFERS

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Offeror, by submitting the present information to the Standing Offer Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare an offer non-responsive, or may set-aside a Standing Offer, or will declare a contractor in default, if a certification is found to be untrue, whether during the offer evaluation period, during the Standing Offer period, or during the contract period. Canada will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with any request or requirement imposed by Canada may render the Offer non-responsive, may result in the Standing Offer set-aside or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the RFSO closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Offeror certifies having no work force in Canada.
- ☐ A2. The Offeror certifies being a public sector employer.
- ☐ A3. The Offeror certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Offeror certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Offeror has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1 The Offeror certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.
- OR
- ☐ A5.2. The Offeror certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to issuance of a standing offer, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Offeror is not a Joint Venture.

OR

- ☐ B2. The Offeror is a Joint venture and each member of the Joint Venture must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)