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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:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

List of Annexes:

- Annex "A" Requirement
- Annex "B" Basis of Payment
- Annex "C" Access to a Correctional Service Canada (CSC) establishment
- Annex "D" Electronic Payment Instruments
- Annex "E" Complete list of bidder's board of directors

1.2 Summary

1.2.1 Public Works and Government Services Canada (PWGSC) is establishing a Regional Master Standing Offer (RMSO) for provisions upon request of wood and various construction material as detailed in Annex "B" for all Federal Departments and Organisations located in the following 2 regions:

- Montreal Metropolitan Community (including Drummondville, Cowansville, La Macaza, Joliette)
- Quebec Metropolitan Community (including Donnacona)

The duration of the RMSO is for a period of one (1) year divided into three (3) periods of four (4) months. An offer must be submitted before the closing date of each period as mentioned below.

Period	Closing Date	Duration of four (4) months
First period	March 18, 2020, 14h00 (EDT)	April, May, June, and July 2020
Second period	July 13, 2020, 14h00 (EDT)	August, September, October, and November 2020
Third period	November 9, 2020, 14h00 (EST)	December 2020, January, February, and March 2021

1.2.2 This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

1.3 Debriefings

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

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

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

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2017-04-27) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.1.1 SACC Manual Clauses

[M1004T](#) (2016-01-28), Condition of Material – Offer
[B3000T](#) (2006-06-16), Equivalent Products
[A3015T](#) (2014-06-26), Certifications - Bid

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 in the RFSO.

BY EPOST CONNECT

Note: For offerors choosing to submit using epost Connect for offers closing at the Bid Receiving Unit, the email address is:

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.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.

BY MAIL, FACSIMILE OR IN PERSON:

PWGSC Bid Receiving Unit
Bonaventure Place, South-West Portal
800, de la Gauchetière West, Suite 7300
Montreal, Quebec, H5A 1L6
Facsimile: (514) 496-3822

Copy of Annex "B":

Once your offer has been completed and transmitted to the PWGSC Bid Receiving Unit, a **copy** of ANNEX B (Excel file) has to be sent **by e-mail** to the following address:

TPSGC.RQOCPRMTL-QRRMSOMTL.PWGSC@tpsgc-pwgsc.gc.ca

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than **ten (10) calendar days** before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

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 Quebec.

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: Financial Offer – Annex "B"

Section II: 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: Financial Offer – Annex "B", 1 hard copy and 1 copy by e-mail to:

TPSGC.RQOCPRMTL-QRRMSOMTL.PWGSC@tpsgc-pwgsc.gc.ca

Section II: 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: Financial Offer

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

Annex "B", in Excel format, comprises the following worksheets:

- (a) **Calendar** – This page specifies the 3 closing dates for the periods related to the Request for Standing Offers.
- (b) **Tabs 1-5 (Wood, Molding, Cement, Building material, Discount)** – These pages contain the list of products for the period and must be completed and included with **each offer for each of the 3 periods**. This list of product is used by PWGSC for financial evaluation purposes.

3.1.1 Electronic Payment of Invoices - Offer

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

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

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

3.1.2 Exchange Rate Fluctuation

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

Section II: 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.

4.2 Financial Evaluation

4.2.1 The items

- a) The evaluation of the tenders will be based on the aggregate price obtained by multiplying the unit price with the estimated quantity.
- b) The evaluation of bids will be done according to the requested formats, all items that do not respect the format requirements will be rejected from the offer.
- c) The offerors are not required to submit a price for all the items of Annex "B", but must submit prices for a minimum of 40% of the total items (147 of 367 items).

4.2.2 Estimated Usage

The estimated quantities of Annex "B" are provided solely as an estimation for the period of the standing offer and do not reflect the actual intended use or any commitment by the Crown. The standing offer issued will be limited to actual items ordered.

4.2.3 Non-applicable items

- a) Offerors are requested to indicate "NA" in Annex "B" – Basis of Payment, List of Products, for each item where there is to be no offer. If the Offeror leaves a blank price and/or format field, Canada will treat the price as "NA" for evaluation purposes.
- b) For financial evaluation purposes and if more than one bid is received, items with no price indicated will be given the highest price offered by an offeror for such article/s. If all offerors fail to provide a price for a particular item, that item will be eliminated from the evaluation.

4.2.4 Price Evaluation

SACC Manual Clause [M0222T](#) (2016-01-28), Evaluation of Price - Canadian/Foreign Offerors

Any offer submitted in foreign currency will be assessed in Canadian currency. The rate given by the Bank of Canada in effect on the bid solicitation closing date will be applied as a conversion factor.

4.3 Basis of Selection

SACC Manual Clause [M0069T](#) (2007-05-25), Basis of Selection

NOTE:

- a) Evaluation of price will be based on an aggregate basis per region and Canada reserves the right to award up to 2 standing offers (one per region).
- b) A supplier can obtain a standing offer for one or both regions indicated in Annex "A".

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 (See Annex "E")

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-) (<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 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

There is no security requirement applicable to the Standing Offer. For resulting contract from Correctional Services Canada (CSC), see Annex "C".

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

7.2.1 There is no security requirement applicable to the Standing Offer. However, for resulting contracts from Correctional Services Canada (CSC), see Annex "C", it is an example of a request for access to a CSC establishment as a reference only.

7.3 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.

7.3.1 General Conditions

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

7.3.2 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. An Excel document, with all the details, will be sent when the Standing Offer will be issued. If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "NIL" report. The data must be submitted to the Standing Offer Authority no later than **15 calendar days** after the end of the reporting period.

The data must be submitted on a quarterly basis as follows:

First Period: from April 1, 2020 to July 31, 2020;
Second Period: from August 1, 2020 to November 30, 2020;
Third Period: from December 1, 2020 to March 31, 2021.

***** Send reports by e-mail to the following address *****

TPSGC.RQOCPRMTL-QRRMSOMTL.PWGSC@tpsgc-pwgsc.gc.ca

and cc to :

corine.lavoie@tpsgc-pwgsc.gc.ca

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer *(to be completed at the time of issue of the RMSO)*

The period for making call-ups against the Standing Offer is from _____ to _____.

7.4.2 Delivery Points

Regular delivery: Delivery must be made **within three (3) working days** after receipt of an order/call-up.

Non-Regular delivery: Delivery must be made **within five (5) working days** after receipt of an order/call-up.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Corine Lavoie
Procurement Agent
Public Works and Government Services Canada
Acquisitions Branch
800, rue de la Gauchetière West, Suite 7300
Montréal, Québec H5A 1L6

Téléphone : (514) 207-4777

Courriel : corine.lavoie@tpsgc-pwgsc.gc.ca

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

7.5.3 Offeror's Representative *(to be completed by the Offeror)*

General enquiries

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

Delivery follow-up

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer are all Federal Departments and Organisations located in the following 2 regions:

- Montreal Metropolitan Community (including Drummondville, Cowansville, La Macaza, Joliette)
- Quebec Metropolitan Community (including Donnacona)

7.7 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

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.

7.8 Limitation of Call-ups

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

MINIMUM ORDER OF 1,500.00\$ WILL BE REQUIRED FOR LOCATIONS OUTSIDE OF THE QUEBEC OR MONTREAL METROPOLITAN COMMUNITIES.

7.9 Priority of Documents

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

- a) the 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) apply to and form part of the Contract.
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Access to a Correctional Service Canada (CSC) establishment;
- h) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer. "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable.*)

7.10 Certifications and Additional Information

7.10.1 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.

7.11 Applicable Laws *(to be completed by the Offeror)*

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 _____.

7.12 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.

7.1 Requirement

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

7.2 Standard Clauses and Conditions

7.2.1 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.

7.3 Term of Contract

7.3.1 Delivery Date

Delivery must be completed as per delays mentioned in Annex "A" in accordance with the call-up against the Standing Offer.

7.4 Payment

7.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex "B". 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.

Note: The Standing Offer will be awarded in Canadian currency. The rate given by the Bank of Canada in effect on the tender closing date will be applied as a conversion factor.

7.4.2 Limitation of Price

SACC Manual clause [C6000C](#) (2011-05-16) Limitation of Price

7.4.3 Single Payment

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

7.4.4 SACC Manual Clauses

[C2000C](#) (2007-11-30), Taxes - Foreign-based Contractor

7.4.5 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);

7.5 Invoicing Instructions

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.

7.6 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

7.7 SACC Manual Clauses

[A2000C](#) (2006-06-16), Foreign Nationals (Canadian Contractor)

[A2001C](#) (2006-06-16), Foreign Nationals (Foreign Contractor)

[B2004C](#) (2006-06-16), Lumber - Grade Marking

[B7500C](#) (2006-06-16), Excess Goods

[D0018C](#) (2007-11-30), Delivery and Unloading

[A9062C](#) (2011-05-16), Canadian Forces Site Regulations

[A9068C](#) (2010-01-11), Government Site Regulations

ANNEX "A"
REQUIREMENT

Description:

This Regional Master Standing Offer (RMSO) consists of supplying wood and various construction material on an as and when ordered basis.

Identified Users:

All Federal Departments and Organisations located in the following regions:

- Montreal Metropolitan Community (including Drummondville, Cowansville, La Macaza, Joliette)
- Quebec Metropolitan Community (including Donnacona)

Period of Standing Offer:

From April 1, 2020 to March 31, 2021, divided into three (3) periods of four (4) months each. An offer must be submitted for each period as mentioned below.

Period	Closing Date	Duration of four (4) months
First period	March 18, 2020, 14h00 (EDT)	April, May, June, and July 2020
Second period	July 13, 2020, 14h00 (EDT)	August, September, October, and November 2020
Third period	November 9, 2020, 14h00 (EST)	December 2020, January, February, and March 2021

Delivery and Delay:

Regular delivery: Delivery must be made **within three (3) working days** after receipt of an order/call-up.

Non-Regular delivery: Delivery must be made **within five (5) working days** after receipt of an order/call-up.

Applies only to the institutions of Correctional Service Canada

NIL security screening required as there is no access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the institution/site as and where required by Correctional Service Canada personnel or those authorized by CSC to do so on its behalf.

Contractor personnel shall submit to a Canadian Police Information Centre (CIPC) verification of identity/information by CSC, and must adhere to institutional requirement for the conduct of searches prior to admittance to the institution/site. CSC reserves the right to deny access to any institution/site or a

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part of the site of any Contractor personnel, at any time.

The supplier shall ensure that its delivery staff carry proof of identity at all times, or they will be denied access to the site.

The delivery vehicles may be subjected to a search when entering and exiting the institutions.

Quantities:

The estimated quantities for each of the required items can be found in Annex "B" – Basis of Payment – List of Products.

No minimum quantity is guaranteed.

No minimum for delivery will be accepted.

Exception: Minimum order of 1,500.00\$ will be required for locations outside of the Quebec or Montreal Metropolitan Communities.

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ANNEX "B"

BASIS OF PAYMENT – LIST OF PRODUCTS

***EXCEL SPREADSHEET
PROVIDED AS EN ELECTRONIC ATTACHMENT***

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ANNEX "C"

FORM TO ACCESS A CORRECTIONAL SERVICE CANADA (CSC) ESTABLISHMENT

This form is intentionally left blank.

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Service correctionnel
Canada

Correctional Service
Canada

Protected B once completed
Put away on file ► 3170-12

Request to access a federal institution

PERSONAL INFORMATION

Surname: _____ Full name: _____
Date of birth (YY-MM-DD): _____ Sex: M F
Height: _____ Weight: _____ Eye color: _____ Hair color: _____
Street: _____ City: _____
Province: _____ Postal code: _____
Tel. Number: Home: (____) _____ Cellular: (____) _____

GENERAL INFORMATION

Have you ever been found guilty of a criminal offence or do you have any pending charges?
No Yes If so, which? _____
Do you know personally anyone incarcerated in a federal or provincial institution?
No Yes If so, what is the name? _____
Are you registered as an inmate's visitor or have you ever visited an inmate?
No Yes If so, what is the name? _____
Have you made a similar request for access in the last two years?
No Yes If so, for which institution? _____
What is the reason for your request to access a federal institution? _____

Name of your employer / educational institution? _____
Name of the employee responsible for the visit: _____

Privacy act statement

Personal information about you is collected under the authority of the *Corrections and Conditional Release Act* in order to authorize your access to a federal institution. This information is collected, with no obligation on your part, and held in the Security Clearance System (SCS); however, if you refuse to comply with any security verifications, your access privileges will be refused. The information that you provide cannot be disclosed to other persons without your consent, EXCEPT where disclosure would be justified pursuant to one of the paragraphs of subsection 8(2) of the Privacy Act. Access may be denied for submitting false information. The institution reserves the right to refuse access to the applicant before, upon arrival or during the visit.

I hereby authorize the Correctional Service of Canada to conduct any investigation it deems necessary to allow my access to their institution. I agree that the Correctional Service of Canada cannot be held accountable for any harm suffered in the course of my activities unless this harm is directly attributable to the negligence of one or more employees of the Service.

Applicant signature: _____ Date: _____

Signature of employee responsible for the visit: _____ Date: _____

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RESERVED FOR THE PREVENTIVE SECURITY DEPARTMENT

Institution: _____

Access to the institution granted: No Yes

Name of Security intelligence officer: _____ Date: _____

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ANNEX "D"

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);

