

This procurement has been set aside under the federal government's Procurement Strategy for Aboriginal Business (PSAB). In order to be considered, a supplier must certify that it qualifies as an Aboriginal business as defined under PSAB and that it will comply with all requirements of PSAB.

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION	3
1.2 SUMMARY	3
1.3 DEBRIEFINGS	4
1.4 ANTICIPATED MIGRATION TO AN E-PROCUREMENT SOLUTION (EPS).....	4
PART 2 - OFFEROR INSTRUCTIONS	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF OFFERS	4
2.3 ENQUIRIES - REQUEST FOR STANDING OFFERS.....	5
2.4 APPLICABLE LAWS.....	5
PART 3 - OFFER PREPARATION INSTRUCTIONS.....	5
3.1 OFFER PREPARATION INSTRUCTIONS.....	5
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	7
4.1 EVALUATION PROCEDURES	7
4.2 BASIS OF SELECTION.....	7
PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION	8
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER.....	8
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION.....	8
PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES	10
A. STANDING OFFER.....	10
6.1 OFFER	10
6.2 SECURITY REQUIREMENTS	10
6.3 STANDARD CLAUSES AND CONDITIONS	10
6.4 TERM OF STANDING OFFER.....	11
6.5 AUTHORITIES	11
6.6 IDENTIFIED USERS	12
6.7 CALL-UP INSTRUMENT	12
6.8 LIMITATION OF CALL-UPS.....	13
6.9 PRIORITY OF DOCUMENTS.....	13
6.10 CERTIFICATIONS AND ADDITIONAL INFORMATION	13
6.11 APPLICABLE LAWS.....	13
6.12 TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS).....	14
B. RESULTING CONTRACT CLAUSES	14
6.1 REQUIREMENT	14
6.2 STANDARD CLAUSES AND CONDITIONS	14
6.3 TERM OF CONTRACT	14
6.4 PAYMENT	14
6.5 INVOICING INSTRUCTIONS	15
6.6 INSURANCE	15
6.7 SACC MANUAL CLAUSES	15

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ANNEX "A"	16
REQUIREMENT	16
ANNEX "B"	18
BASIS OF PAYMENT	18
ANNEX "C" TO PART 3 OF THE REQUEST FOR STANDING OFFERS	19
ELECTRONIC PAYMENT INSTRUMENTS	19
ANNEX "D"	20
COMPLIANCE MATRIX	20
ANNEX "E"	22
PLAQUE AND STAND-OFF SAMPLE	22
ANNEX "F"	24
STANDING OFFER USAGE REPORT	24

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

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

1.2 Summary

Western Canada and Territories Region (WT) Service Canada requires a Regional Individual Standing Offer for the supply and delivery of Indigenous land recognition plaques for 150 regional offices to provinces in the WT Region, in support of Indigenous reconciliation. The standing offer is for a one-year period, with the option to extend the standing offer by one additional one year period.

The requirement is subject to a preference for Canadian goods.

The Request for Standing Offers (RFSO) is to establish a Regional Individual Standing Offer for the requirement detailed in the RFSO, to the Identified Users, 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.

This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, refer to [Annex 9.4](#) of the Supply Manual.

This procurement is set aside from the international trade agreements under the provision each has for measures with respect to Aboriginal peoples or for set-asides for small and minority businesses.

Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.

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>) 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

2.2 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:

Mailing address:
Public Works and Government Services Canada
Government of Canada Building
101 – 22nd Street East, Suite 110
Saskatoon, SK S7K 0E1

Email address:
ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgscc.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 Instruction [2006](#), or to send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect."

Facsimile number: 306-975-5397

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 (1 hard copy)
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 the Annex "B", Basis of Payment.

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

[M0019T](#) (2007-05-25), Firm Price and/or Rates

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.
- (c) The evaluation team will determine first if there are two or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

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

4.1.2 Financial Evaluation

4.1.2.1 Financial Evaluation Criteria

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

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

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria Only

SACC Manual Clause [M0031T](#) (2007-05-25), Basis of Selection - Mandatory Technical Criteria Only

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.

5.1.2 Additional Certifications Required with the Offer

5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the request for standing offers, offerors acknowledge that only offers with a certification that the good(s) offered are Canadian goods, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the offer will result in the good(s) offered being treated as non-Canadian goods.

The Offeror certifies that:

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

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

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.

5.2.3 Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#) of the *Supply Manual*.
2. The Offeror:
 - i. certifies that it meets, and will continue to meet throughout the duration of the Offer, the requirements described in the above-mentioned annex.
 - ii. agrees that any subcontractor it engages under the Offer must satisfy the requirements described in the above-mentioned annex.
 - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.

3. The Offeror must check the applicable box below:

- i. The Offeror is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.
OR
- ii. The Offeror is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

4. The Offeror must check the applicable box below:

- i. The Aboriginal business has fewer than six full-time employees.
OR
- ii. The Aboriginal business has six or more full-time employees.

5. The Offeror must, upon request by Canada, provide all information and evidence supporting this certification. The Offeror must ensure that this evidence will be available for audit during normal

business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Offeror must provide all reasonably required facilities for any audits.

6. By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

If requested by the Standing Offer Authority, the Offeror must provide the following certification for each owner and employee who is Aboriginal:

1. I am _____ (*insert "an owner" and/or "a full-time employee"*) of _____ (*insert name of business*), and an Aboriginal person, as defined in [Annex 9.4](#) of the *Supply Manual* entitled "Requirements for the Set-Aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

Printed name of owner and/or employee

Signature of owner and/or employee

Date

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

6.4 Term of Standing Offer

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 "Standing Offer Usage Report". If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

The data must be submitted on a quarterly 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 15 calendar days after the end of the reporting period.

6.4.1 Period of the Standing Offer

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

6.4.2 Extension of Standing Offer

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

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 at Annex "A" of the Standing Offer.

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Sheena Simonson
Title: Procurement Officer

Solicitation No. - N° de l'invitation
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File No. - N° du dossier
STN-9-42091

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

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

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

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

6.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

6.5.3 Offeror's Representative

Please fill in the below section:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is Western Canada and Territories Region Service Canada.

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 \$40,000 (Applicable Taxes included).

6.9 Priority of Documents

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

- a. the 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. Annex E, Plaque and Stand-Off Sample;
- h. Annex F, Standing Offer Usage Report;
- i. the Offeror's offer dated **[to be inserted at standing offer issuance]**.

6.10 Certifications and Additional Information

6.10.1 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.

6.11 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.

6.12 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.

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.

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 a firm price as specified in Annex B for a cost of \$ **[per each individual call up]**. Customs duties are included and Applicable Taxes are extra.

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

6.4.2 Single Payment

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

6.4.3 Electronic Payment of Invoices – Call-up

[to be inserted at award of contract]

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)

6.4.4 Prepaid Transportation Costs

C5201C (2008-05-12) Prepaid Transportation Costs

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

SACC Manual clause G1005C (2016-01-28), Insurance – No Specific Requirement

6.7 SACC Manual Clauses

A3000C (2014-11-27), Aboriginal Business Certification

ANNEX "A"

REQUIREMENT

Plaques

Western Canada and Territories (WT) Region Service Canada requires a Regional Individual Standing Offer for the supply and delivery of Indigenous land recognition plaques for 150 regional offices to provinces in the WT Region, in support of Indigenous reconciliation. The standing offer is for a one-year period, with the option to extend the standing offer by one additional one year period.

The Contractor must comply with all of the mandatory requirements listed below.

BACKGROUND

In order to acknowledge Indigenous traditional land on which Service Canada Western Canada and Territories (WT) offices are physically located, Service Canada wishes to purchase Indigenous land recognition plaques. Indigenous employees and/or Indigenous communities will be engaged in this process to ensure that each unique Indigenous group and territory are properly acknowledged and affirmed. Acknowledging traditional territory shows recognition of and respect for Indigenous Peoples. This also recognizes the land's longer history, reaching beyond colonization and the establishment of European colonies, as well as its significance for the Indigenous Peoples who lived and continue to live on this territory, and whose practices and spiritualities are tied to the land. Acknowledging the original inhabitants of the land is a way to work towards a more respectful relationship with Indigenous Peoples and to actively pursue a path towards reconciliation.

CANADA'S CONTRIBUTIONS

- Artwork (digital file in Vector format) will be provided upon contract award
- English/French translation for the plaque text will be provided upon contract award
- A picture of a previously purchased plaque is attached in Annex "E" for reference purposes only

CONTRACTOR'S CONTRIBUTIONS

- The Contractor must provide a provide a digital mock-up of the plaque to Service Canada WT after award of contract and prior to producing the first plaque for Service Canada WT. The Contractor must not proceed with production of the plaques until Service Canada WT has authorized the Contractor to do so (and after receipt of a call up against the standing offer).
- The Contractor must provide a removable template to be lightly adhered to the wall in order to mount the stand-off bases.
- The Contractor must provide an installation sheet for mounting the plaques.
- Screws and wall plugs must be provided for each stand-off that will allow installation on the following types of walls: drywall and brick. The type of wall will be confirmed in the call up against the standing offer.

DELIVERY

Plaques must be delivered to various locations in provinces within western Canada. Service Canada WT will provide addresses and contact information at the time of issuing a call up against the standing offer for plaques.

Solicitation No. - N° de l'invitation
G9292-204422/A
Client Ref. No. - N° de réf. du client
G9292-204422

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-9-42091

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

MANDATORY SPECIFICATIONS

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

ANNEX "B"

BASIS OF PAYMENT

INSTRUCTIONS

- Offerors must fill in each blank in each of the table below. Failure to fill in any blank will deem the bid non-responsive.

DELIVERY

- Delivery for all items is FOB destination.

PRICES

- Canada will pay the Contractor, in Canadian dollars, upon receipt of an invoice (after receipt and acceptance of a plaque or plaques by Canada) that includes a separate line item for prepaid transportation cost(s) supported by a copy of the prepaid transportation bill of lading, the actual cost of the shipment of the plaque inclusive of applicable taxes (without allowance for profit and/or administrative overhead for the Contractor) from the Contractor's facility to the destination as identified in the call up against the standing offer. The Contractor must make effort to ship the plaque in the most economic method possible, that will result in safe delivery of the plaque and delivery prior to the delivery date requested on the call up against the standing offer. If delivery charges will be excessive of normal delivery costs due to the timeframe required for delivery per the call up against the standing offer, the Contractor must contact the Project Authority and obtain approval prior to proceeding.
- Prices must remain firm for the duration of the Standing Offer.
- The standing offer will be issued in Canadian dollars.
- GST/HST is excluded from the prices below. GST/HST, if applicable, is to be shown as a separate line item on invoices for the contract.
- The Total Bid Price is calculated as follows: (Year One Estimated Usage x Year One Firm Unit Price) + (Option Year One Estimated Usage x Option year One Firm Unit Price).

ESTIMATED USAGE

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

Description	YEAR ONE Estimated Usage (number of plaques)	YEAR ONE Firm Unit Price (\$CAD), excluding transportation cost	OPTION YEAR ONE Estimated Usage (number of plaques)	OPTION YEAR ONE Firm Unit Price (\$CAD), excluding transportation cost
Plaque in accordance with Annex "A"	65	\$ _____	65	\$ _____

Solicitation No. - N° de l'invitation
G9292-204422/A
Client Ref. No. - N° de réf. du client
G9292-204422

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-9-42091

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

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)

ANNEX "D"

COMPLIANCE MATRIX

Instructions

1. Bidders should indicate “yes” or “no” in Column 3 “Mandatory Specification Met” for each mandatory specification to demonstrate if the product offered complies with or doesn’t comply with the mandatory specification.

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

2. Supporting technical documentation, which may include but is not limited to specification sheets, technical brochures, photographs or illustrations, must be provided for each mandatory specification (except for any cells that are marked “No” in Column 4) to demonstrate how the mandatory specification is met. It is the Bidder’s responsibility to ensure that the submitted supporting technical documentation provides detail to prove that the proposed product meets/products meet the requirements of the mandatory specification.

On the supporting documentation, write the item number from Column 1 below on the place in the supporting documentation that demonstrates how the mandatory specification is met. Do this for each item number in Column 1 (except where cells are marked “No” in Column 4). Where published supporting technical documentation is not available for a mandatory specification, the Bidder must prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.

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

Column 1	Column 2	Column 3	Column 4
Item #	Mandatory Specifications	Mandatory Specification Met? Indicate either “Yes” or “No”	Bidder is required to write the Item # (from Column 1) on their supporting documentation when “Yes” is indicated in the column below
1	Material of plaque: acrylic		Yes
2	Thickness of acrylic: 6 mm		Yes
3	Plaque must be clear with black print. See attached		Yes

Column 1	Column 2	Column 3	Column 4
Item #	Mandatory Specifications	Mandatory Specification Met? Indicate either "Yes" or "No"	Bidder is required to write the Item # (from Column 1) on their supporting documentation when "Yes" is indicated in the column below
	sample.		
4	Back Mounted graphic		Yes
5	Finish: non-glare		Yes
6	Finished size of plaque: 36w X 24h inches		Yes
7	Overlay etch effect must be applied to the plaque		Yes
8	Finished size of overlay etch: 20.5h x 32.5w inches. See diagram in Annex "E".		Yes
9	Imprint with: text/logo. Digital artwork will be provided by Service Canada WT to the Contractor after contract award		Yes
10	Imprint color: as per artwork supplied by Service Canada WT		Yes
11	D Cap stand-offs for mounting signage must be silver in colour		Yes
12	A set of four stand-offs for mounting signage must be provided for each plaque		Yes
13	The stand-offs must be made of aluminum		Yes
14	The size required for the stand-offs for mounting signage is 3/4" diameter caps that are 0.5 cm thick and barrels that are 1" long and 3/4" diameter. See diagram attached in Annex "E". This size is required to be consistent with existing plaques		Yes
15	The placement of each stand-off must be centered between the corner edge of the etch effect and the corner edge of the plaque		Yes
16	The edge of the plaque must be polished in a way so that it is a smooth finish and there are no sharp edges or corners (e.g. flame polished)		Yes

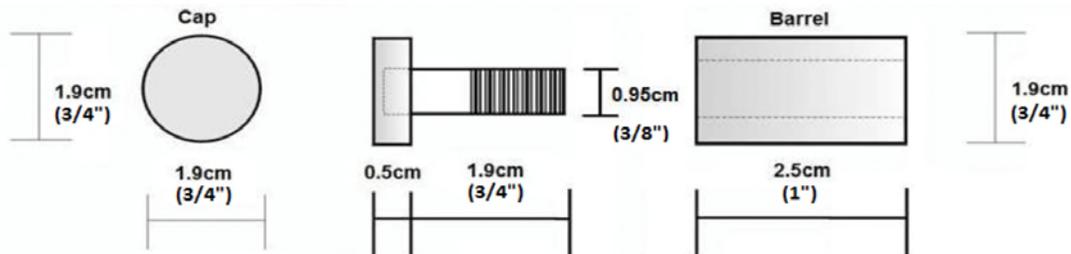
ANNEX "E"

PLAQUE AND STAND-OFF SAMPLE

The below image is a sample of the plaques that are to be provided. The text on each plaque will vary, and will not be exactly as shown in this image. The text for each plaque will be provided to the Contractor by Service Canada WT.



SO19-25 1.9cm Diameter x 2.5cm High (3/4" Diameter x 1" High) (holds 10mm thick material, max 4.5lbs per standoff)



Solicitation No. - N° de l'invitation
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36x24in Acrylic .75" D Caps



Etch 20.5x32.5

