

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Réception des soumissions - TPSGC / Bid Receiving - PWGSC

1550, Avenue d'Estimauville
1550, D'Estimauville Avenue

Québec

Québec

G1J 0C7

FAX pour soumissions: (418) 648-2209

Request For a Standing Offer Demande d'offre à commandes

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address**Raison sociale et adresse du fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

TPSGC/PWGSC

601-1550, Avenue d'Estimauville

Québec

Québec

G1J 0C7

Title - Sujet Horticultural Service-Floral arrang	
Solicitation No. - N° de l'invitation EE517-172911/A	Date 2020-02-26
Client Reference No. - N° de référence du client EE517-172911	GETS Ref. No. - N° de réf. de SEAG PW-\$QCN-036-17884
File No. - N° de dossier QCN-6-39403 (036)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-04-07	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
Delivery Required - Livraison exigée Voir doc	
Address Enquiries to: - Adresser toutes questions à: Carbonneau, Julie	Buyer Id - Id de l'acheteur qcn036
Telephone No. - N° de téléphone (418)929-6780 ()	FAX No. - N° de FAX (418)648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: TPSGC/PWGSC 800 RUE DE LA GAUCHETIÈRE OUEST, 7300 MONTRÉAL Québec H5A 1L6 Canada	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

PART 1 - GENERAL INFORMATION	4
1.1 INTRODUCTION	4
1.2 SUMMARY	4
1.3 SECURITY REQUIREMENTS	5
1.4 DEBRIEFINGS	5
1.5 ANTICIPATED MIGRATION TO AN E-PROCUREMENT SOLUTION (EPS).....	5
PART 2 - OFFEROR INSTRUCTIONS	6
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	6
2.2 SUBMISSION OF OFFERS	7
2.3 FORMER PUBLIC SERVANT	7
2.4 ENQUIRIES - REQUEST FOR STANDING OFFERS.....	9
2.5 APPLICABLE LAWS	9
PART 3 - OFFER PREPARATION INSTRUCTIONS.....	10
3.1 OFFER PREPARATION INSTRUCTIONS.....	10
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	12
4.1 EVALUATION PROCEDURES	12
4.2 BASIS OF SELECTION.....	15
PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION	17
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER.....	17
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION.....	17
PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS	19
6.1 SECURITY REQUIREMENTS	19
6.2 INSURANCE REQUIREMENTS.....	19
PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES	20
A. STANDING OFFER	20
7A.1 OFFER	20
7A.2 SECURITY REQUIREMENTS	20
7A.3 STANDARD CLAUSES AND CONDITIONS	20
7A.4 TERM OF STANDING OFFER.....	21
7A.5 AUTHORITIES	22
7A.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	23
7A.7 IDENTIFIED USERS	23
7A.8 ESTIMATES	23
7A.9 CALL-UP PROCEDURES	23
7A.10 CALL-UP INSTRUMENT	24
7A.11 LIMITATION OF CALL-UPS.....	24
7A.12 FINANCIAL LIMITATION	24
7A.13 PRIORITY OF DOCUMENTS.....	24
7A.14 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	25
7A.15 APPLICABLE LAWS	25
7A.16 TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS).....	25
B. RESULTING CONTRACT CLAUSES	26
7B.1 STATEMENT OF WORK.....	26
7B.2 STANDARD CLAUSES AND CONDITIONS.....	26
7B.3 TERM OF CONTRACT	26

Solicitation No. - N° de l'invitation
EE517-172911/A
Client Ref. No. - N° de réf. du client
EE517-172911

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-6-39403

Buyer ID - Id de l'acheteur
QCN036
CCC No./N° CCC - FMS No./N° VME

7B.4	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	26
7B.5	PAYMENT	27
7B.6	INVOICING INSTRUCTIONS	27
7B.7	INSURANCE REQUIREMENTS	28
ANNEX "A" - STATEMENT OF WORK		29
ANNEX "B" - BASIS OF PAYMENT		33
ANNEX "C" – INSURANCE REQUIREMENTS		35
ANNEX "D" - SECURITY REQUIREMENTS CHECK LIST		36
ANNEX "E" - ELECTRONIC PAYMENT INSTRUMENTS		39
CHECK LIST		40

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. |

The Annexes include:

Annex A - Statement of Work
Annex B - Basis of Payment
Annex C : Insurance requirements
Annex D - Security Requirements Checklist
Annex E – Electronic Payment Instruments

1.2 Summary

Supply, on call, interior floral arrangement services for the Residence of the Governor General in accordance with the Statement of Work at **ANNEX A** of this Request for Standing Offer. The services are required to meet the needs of the Governor General for various events, including protocol events, and to look after indoor plants that are at the residence permanently.

An optional site visit will be held at the Citadelle on **March 24, 2020 at 10:00 am**.
Interested Offerors must register before **March 20, 2020 at 2:00 pm**.

The initial term for the standing offer is from contract award to March 31, 2023, with the possibility of two option period of one year each.

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

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 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 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.

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

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

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days

Insert: 180 days

2.1.1 SACC Manual Clauses

Optional Site Visit

It is recommended that the Offeror or a representative of the Offeror visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on March 24, 2020 at 10:00am at the Citadelle, 1 Côte de la Citadelle, Quebec City.

Bidders must communicate with the Contracting Authority, julie.carbonneau@tpsgc-pwgsc.gc.ca no later than March 20, 2020 14:00 to confirm attendance and provide the name(s) of the person(s) who will attend. Offerors will be requested to sign an attendance form. Offerors who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

Mandatory Technical Evaluation

Offerors interested in submitting an offer must perform a mandatory exercise to evaluate their technical skills.

When confirming your presence, you must provide proof (eg, payroll record, pay stub, etc), by e-mail, that the candidate has been employed by the company for at least three months.

The Offeror must demonstrate his/her creative talents by producing two (2) floral arrangements on-site at the Residence. Arrangements have been made to conduct the mandatory technical evaluation, and you will be notified later of the location, date and time. Access is via the Côte de la Citadelle, near the St Louis Gate after the solicitation closure. A federal official will greet Offerors at the sentry box of the Citadelle. All technical evaluations will be held on the same day, at different times. Technical evaluations will be scheduled in alphabetical order according to the names of the persons registered. Offerors must report 15 minutes prior to the start of their technical evaluation.

During the evaluations, Offerors will be given a selection of flowers, vases and decorative materials. All Offerors will receive the same selection of flowers and accessories and will have to create arrangements for the same event (simulated).

Offerors must bring the following items to the technical evaluation:

- 1) An identification card with photo;
- 2) Their toolbox, which will be checked to ensure that it contains only work tools.

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.

- 2.2.1** By using the epost Connect service provided by Canada Post Corporation
(https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a)
The email address of PWGSC Quebec region Bid Receiving Unit 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.

- 2.2.2** Tenders can also be transmitted by fax to 418-648-2209.

- 2.2.3** By mail or in person at:
Public Works and Government Services Canada (PWGSC)
1550, Avenue of Estimaerville
Quebec City, Quebec G1J 0C7

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act* R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the

implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension?

YES () NO ()

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

YES () NO ()

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 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.

2.5 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:	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 (two (2) hard copies)
Section II:	Financial Offer (one (1) hard copy)
Section III:	Certifications (one (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.

3.1.1 Electronic Payment of Invoices - Offer

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

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

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

Each bid will be reviewed to determine whether it meets the mandatory requirement of the bid solicitation. Any element of the bid solicitation identified with the words "must" or "mandatory" is a mandatory requirement.

Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.

4.1.1.1 Mandatory Technical Criterion

- Experience

Technical Evaluation

The submission must meet the mandatory technical criterion specified below. Bidders must provide the necessary documentation to ensure compliance with this requirement.

Bids that do not meet the mandatory technical criteria will be declared non-responsive.

Experience

Mandatory technical criteria :		Compliant
1.	<p>The contractor's main activity must be floral design and maintenance.</p> <p>Bidders must have successfully completed at least two (2) projects of a similar scope or with a bigger value and in the same field as required herein over the last five (5) years.</p> <p>Similar scope means: a project in contract of floral design - for institutional, industrial or commercial (residential projects will not be accepted), of a minimum value of \$5,000.00.</p> <p>Bidders must provide a list of relevant projects that they have completed, including:</p> <ol style="list-style-type: none">date of contractvalue of the projecta short description of each services including for example: photos, brochures, portfolio holder, visual support etc.Contact details of the client : Details must include the name of the Organization <p>Organization, address, contact person, phone and email of the user should be included in the table.</p>	

	<p><i>You may use the template that is under the table or any other document to meet this criterion.</i></p> <p><i>The provided information may be verified with the user to check and certify the accuracy of the information.</i></p> <p><i>If the information certification does not match the above requirements, the bid will be declared non responsive.</i></p>	
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Proposed model for answer to criterion

The bidder must include in his bid the following information for each project;	Project 1	Project 2
(i) Date of Contract		
(ii) Project Value		
(iii) Short description of each services including for example: photos, brochures, portfolio holder, visual support etc.		
(iv) The contact details of the client, which should include:		
a) Name of the Organization		
b) Address		
c) Contact Person		
d) Telephone		
e) E-mail		

- **Mandatory technical exercise:**

Offerors must demonstrate their creative talents by producing two (2) floral arrangements on site at the Residence, at a time and date to be confirmed later after the solicitation closure.

Point Rated Technical Criteria

Floral arrangements created during the technical evaluation will be assessed in accordance with the evaluation criteria set out in Table 1 and the technical evaluation method (score) presented in Table 2.

Table 1 - Weighting of evaluation criteria:

Evaluation criteria		Maximum score
1	Choice of vase	20
2	Choice of flowers – Color scheme according to the room's decor	20
3	Composition, balance and size of the arrangement	20
4	Finishing and strenght	20
5	Floral styling – Evocative power in terms of the event	20
Total :		100

Table 2 – scoring

Score	Evaluation	Definition
20	Exceptional	The offeror has an excellent understanding of the requirements. Demonstrates a superior level of artistic fluency and far exceeds the required qualifications.
18	Excellent	The offeror has a very good understanding of the requirements. Demonstrates a very good level of artistic fluency and exceeds the required qualifications.
15	Very good	The offeror has a good understanding of the requirements. Demonstrates a good level of artistic fluency and qualifications.
12	Good	The Offeror understands the minimum requirements. Demonstrates an acceptable level of artistic fluency and minimum qualifications.
5	Fair	Does not meet some requirements; demonstrates partial understanding and some details are missing.
0	Unsatisfactory	Lack of understanding of the project

4.1.2 Financial Evaluation

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

For the tables 1 and 2 of Annex B, the total amount of the evaluation will be calculated by totalling the following items:

Hourly labour rate; Extended price for evaluation only: Estimated number of hours per year multiplied by the rate submitted by the bidder;

Total price (B): sum for the 5 years;

Mark-up percentage Extended price for evaluation only: Estimative cost per year multiplied by the mark-up submitted by the bidder. The extended price for evaluation only is obtained by adding \$15,000 to this amount;

Total price (A) : sum for the 5 years

The total valuation amount will therefore be the sum of the valuation amounts for the entire 5 years (2020-2025).

4.2 Basis of Selection

1. To be declared responsive, a bid must:
 - a. comply with all requirements of the solicitation, including Annex A - Statement of Requirements;
 - b. meet all mandatory criteria; and
 - c. obtain the minimum number of 60 points required for all rated technical evaluation criteria. The rating scale has 100 points.
2. Bidders not meeting the requirements of (a), (b) and (c) shall be declared non-responsive.
3. The selection will be made on the basis of the best overall result in terms of technical merit and award. 60% will be awarded for technical merit and 40% for the price.
4. In order to determine the score for technical merit, the overall technical score for each responsive bid will be calculated as follows: the total number of points obtained will be divided by the total number of points that can be awarded and then multiplied by 60.
5. In order to determine the price score, each responsive bid will be calculated as follows: the price of the responsive bid with the lowest evaluated price divided by the price submitted, then multiplied by 40.
6. The financial assessment amount will be calculated by adding the following elements.
The sum of each of the tables 1 and 2 mentioned in Annex B - Basis of Payment:
7. For each responsive bid, the technical merit rating and price rating will be added to determine the combined score.
8. The responsive bid with the highest number of points or the lowest evaluated price will not necessarily be selected. The responsive bid that achieves the highest combined score for technical merit and price will be recommended for contract award.
9. In the event that more than one responsive bid obtains the same combined score for technical merit and price, the bid with the highest score for technical merit will be recommended for contract award.

*Please refer to the table below as an example. Note that the rates shown in the table are **fictitious rates** given **as examples only**.*

Example

60% will be awarded for technical merit and 40% for the price		Offeror A	Offeror B	Offeror C
Overall technical score		50/100	80/100	98/100
Evaluated bid price		140,000\$	200,000\$	400,000\$
Calculation	Technical merit score	$50/100 \times 60 = 30$	$80/100 \times 60 = 48$	$98/100 \times 60 = 58.8$
	Price score	$140\,000/140\,000 \times 40 = 40$	$140\,000/200\,000 \times 40 = 28$	$140\,000/400\,000 \times 40 = 14$
Combined score		70	76	72.8
Evaluation (ranking)		3e	1st	2e

**In this example, the winning bidder would be bidder B

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

Solicitation No. - N° de l'invitation
EE517-172911/A
Client Ref. No. - N° de réf. du client
EE517-172911

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-6-39403

Buyer ID - Id de l'acheteur
QCN036
CCC No./N° CCC - FMS No./N° VME

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

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Certifications - Bid

Clause	Date	Title
A3015T	2014-06-26	Certifications – bid https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A3015T/5

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex C.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

Notice: Numbering will be revised at contract award

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

A. STANDING OFFER

7A.1 Offer

The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

7A.2 Security Requirements

7A.2.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

1. The Contractor/Offeror must, at all times during the performance of the Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC. Until the security screening of the contractor personnel required by this Contract has been completed satisfactory by the CISD, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.
2. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
3. The Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at **Annex D**;
 - (b) Industrial Security Manual (Latest Edition).

7A.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.

7A.3.1 General Conditions

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

7A.3.2 Standing Offers Reporting

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

The Offeror must provide this data in accordance with the reporting requirements detailed below. 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 bi-annual basis to the Standing Offer Authority.

The bi-annual reporting periods are defined as follows:

- first period: April 1st to September 30th
- second period: October 1st to March 31st

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

Hereunder is an example of information required in the reports:

Event	Description of the work	Date of the work	Value of the work (\$)
Total amount for the actual period			
Total amount to date (previous period + actual period)			

7A.4 Term of Standing Offer

7A.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from standing offer award to March 31, 2023.

7A.4.2 Period of Services

Services shall be delivered within 24 hours.

7A.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **two (2) periods of one year**, from April 01, 2023 to March 31, 2024 and from April 01, 2024 to March 31, 2025, 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.

Solicitation No. - N° de l'invitation
EE517-172911/A
Client Ref. No. - N° de réf. du client
EE517-172911

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-6-39403

Buyer ID - Id de l'acheteur
QCN036
CCC No./N° CCC - FMS No./N° VME

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.

7A.4.4 Delivery Points

Résidence du Gouverneur générale (Citadelle de Québec)
1 Côte de la Citadelle,
Québec
G1J 0C7

7A.5 Authorities

7A.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Julie Carbonneau
Title: Procurement agent
Public Works and Government Services Canada
Acquisitions Branch
Quebec Region
1550, D'Estimauville Ave. Quebec, Quebec, G1J 0C7
Telephone: 418-649-2837
Facsimile: 418-648-2209
E-mail address: julie.carbonneau@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.

7A.5.2 Project Authority

The Project Authority for the Standing Offer is: *(will be inserted in the standing offer)*

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

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

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

7A.5.3 Offeror's Representative

Name and telephone number of the person to contact:

Standing Offer Manager:

Name: _____

Title: _____

Phone number: _____

Email: _____

7A.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with *Contracting Policy Notice: 2012-2* of the Treasury Board Secretariat of Canada.

7A.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:
Public Works Government Services of Canada (PWGSC).

7A.8 Estimates

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

7A.9 Call-up Procedures

Step 1:

When necessary to perform work under this Offer, the Project Authority will contact by phone, fax or email the offeror. During this first contact, the Project Manager will explain briefly the nature of his need being careful to describe his problem.

Step 2:

- The Offeror shall provide a cost estimate within **24 hours** (weekends and public holidays not included).
- This estimate should include the cost of labor and the cost of parts. If required, the Offeror will visit the designated user's site to make the estimate of the work required.
- The estimate will be submitted free of charge to the Project Manager or his representative for approval. The Project Manager or his representative has the right to refuse that certain tasks be performed and to negotiate the number of repair hours, if according to this authority, the estimate is considered high. Any estimate will be valid for a period of **30 days**.

Note: Upon delivery of the estimate to the Project Authority or his representative, the contractor will agree with him on a reasonable time to the execution of works.

Step 3:

- Issuance of a call-standing offer using the following call-up instrument. Call-up Procedures

7A.10 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms PWGSC-TPSGC 942, Call-up Against a Standing Offer or electronic document.

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. 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.

7A.11 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000 (Applicable Taxes included).

7A.12 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$213 000.00 (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or **three (3)** 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.

7A.13 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 2010C (2018-06-21), General Conditions –Services (medium complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirement;
- h) Annex D, Security Requirements Check List;
- i) Annex E, Electronic Payment Requirement;
- j) The Offeror's offer dated _____ (*will be inserted in the standing offer*)

7A.14 Certifications and Additional Information

7A.14.1 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.

7A.15 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.

7A.16 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.

7B.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7B.2 Standard Clauses and Conditions

7B.2.1 General Conditions

[2010C \(2018-06-21\)](#), General Conditions – Services (Medium Complexity), apply to and form part of the Contract.

Subsection 6 - Subcontracts of 2010C General Conditions – Services (Medium Complexity), is amended as follows:

Delete: Entire subsection

Insert the following text

1. The Contractor shall not subcontract any services under the contract.
2. The Contractor may without the consent of the Contracting Authority:
 - (a) purchase "off-the-shelf" items and any standard articles and materials that are ordinarily produced by manufacturers in the normal course of business;

7B.3 Term of Contract

7B.3.1 Period of the Contract

The period of the contract is from date of contract award (Call-up against the Standing offer) to the acceptance of work.

7B.3.2 Delivery Date

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

7B.4 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7B.5 Payment

7B.5.1 Basis of Payment – Fixed Hourly Rate and Mark-up in percentage

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid Fixed Hourly Rate and Mark-up in percentage as specified in **Annex B**. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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.

7B.5.2 Multiple payment

SACC Manual Clause H1001C (2008-05-12), Multiple payments

7B.5.3 SACC Manual Clauses

Number	Date	Title
C0710C	2007-11-30	Time and Contract Price Verification https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/C/C0710C/1
A9117C	2007-11-30	T12-04-Direct Request by Customer Department https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A9117C/2

7B.5.4 Electronic Payment of Invoices – Call-up

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

- Visa Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);

7B.6 Invoicing Instructions

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.

Invoices must be distributed as follows:

- One copy of the time log for labour for creation, maintenance and watering, the Contractor must append the time log signed by the department official and apply the hourly rate corresponding to the activity, as set out in **Annex B**.
- The Contractor shall submit invoices for materials and add the agreed percentage markup, as set out in **Annex B**.
- Requisition number of the call-up

The original must be forwarded to the following address:
(will be inserted in the standing offer)

Solicitation No. - N° de l'invitation
EE517-172911/A
Client Ref. No. - N° de réf. du client
EE517-172911

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-6-39403

Buyer ID - Id de l'acheteur
QCN036
CCC No./N° CCC - FMS No./N° VME

7B.7 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX "A" - STATEMENT OF WORK

Florist – Detailed description of services required

1. Description of the Residence of the Governor General

1.1. Background

Public Works and Government Services Canada (PWGSC) oversees the management of the Residence of the Governor General at La Citadelle of Québec. This splendid heritage structure overlooking the St. Lawrence River has served as the second official residence for Canada's governors general since 1872.

Tribute is paid to Canadian artists throughout the residence. The Canadian character of the furnishings and works of art enrich the value of the residence's heritage and provide a showcase of Canadian culture. The marriage of period furniture and contemporary artwork creates a décor that reflects the country's history, as well as its various artistic and cultural traditions.

This exceptional residence, now open to visitors, is located in the heart of Quebec City's historic district, offering spectacular views and a remarkable collection of Canadian works of art, artifacts and furnishings from all eras.

1.2. State duties

The role of Governor General is the highest and oldest public office in Canada. It dates back to the beginning of New France. The Governor General represents the Canadian Crown and carries out the responsibilities of Canada's head of state.

The Governor General welcomes world leaders and meets Canadians in their communities. The Governor General is also Commander-in-Chief of the Canadian Forces.

Both at Rideau Hall and at La Citadelle of Québec, the Governor General presents Canadians with the country's highest national honours, in recognition of acts of bravery and devotion or exceptional achievements in the arts, literature and community service.

1.3. Protocol events

Protocol events, in the broad sense of the term, refer to the organization of foreign travel for the Governor General of Canada and the organization of visits to Canada by heads of states, governments and ministers, and foreign dignitaries.

The Office of the Secretary to the Governor General is responsible for protocol and handles the ceremonial aspects and issues related to etiquette and precedence involved in official ceremonies. It organizes travel for the Governor General within Canada and abroad. It oversees the preparation of visits by heads of states and foreign governments. It organizes ceremonies for the presentation of letters of credentials for foreign ambassadors. It receives the credentials to welcome ambassadors, and the consular commissions for consuls general and consuls. Whether for visits within Canada or abroad or for international summits and conferences, these activities are at the core of the protocol work, providing a unique contribution to projecting our country's influence and image and its place in the world.

2. Florist's mandate

It is within the above stated context that the services are required under this Request for Standing Offer. The florist selected must provide their services for various events and care for the permanent indoor plants at the residence. Past experience as a florist for major events will be required in order to create floral arrangements for various receptions and protocol events. The florist selected will have to align their creativity and artistic talent with the unique context of the Governor General's Residence.

3. Frequency of the visits of the Governor General and his/her team

In the past few years, there has been an average of three (3) visits to the Residence in Quebec City. However, depending on the Governor General in place, this can vary significantly according to the priorities and needs at the time. Therefore, openness to schedule changes is necessary.

4. General requirements to be met by the Offeror

- Design and maintain floral arrangements according to the client's specifications and the type of event taking place at the residence.
- Floral arrangements means bouquets of cut flowers, centerpieces, fruit baskets, corsages, clusters or other arrangements specific to the given situation.
- These arrangements must be appropriate for protocol events, including visits by heads of state, members of royal families, ambassadors and Canadian and foreign dignitaries, as well as different events taking place at the Governor General's Residence at La Citadelle of Québec. Arrangements are placed on stands, pedestals, dining room tables, buffets, consoles, etc. These arrangements must be evocative of the event and site.
- These events (meetings, conferences, symposia, cultural, sports and folklore awards ceremonies, receptions, gala dinners, concerts, etc.) are organized by the Office of the Secretary to the Governor General, and PWGSC must respond within very short timelines to prepare the set-up and flower arrangements for the event.
- Rotate or replace certain arrangements according to:
 - The duration of the event; or
 - The evolving context of the event.
- It should be noted that for extended stays of His/Her Excellency, arrangements must be renewed regularly, and the florist must therefore ensure a presence at the residence, which is to be determined according to need.
- Receive all necessary materials at the Residence of the Governor General. Arrangements must be designed in the Residence workshop the day before the arrival of His/Her Excellency.
- The Offeror must be present to receive the materials and/or must pick them up directly from the suppliers. Note that at no time is PWGSC responsible for receiving orders.

- A workshop containing certain essential tools and a refrigerator to store flowers are at the disposal of the florist, who must ensure these materials are maintained. **The workshop must be left clean after each use.**
- Before leaving, the florist must dispose of the many cardboard boxes in which the flowers are received.
- In case of emergency, the Offeror selected must be easily contacted and available on less than 24 hours' notice.
- The indoor plants in the residence must be checked before each visit by the Governor General, and cleaning must be conducted as required to ensure the plants are in optimal condition. There are approximately 20 plants.
- The "Client Service" aspect must be a primary concern with the entire team of the Governor General (work with a smile).
- All staff must be neatly dressed and wear an article of clothing, i.e., a lab coat, apron, etc., bearing the company name they represent in order to be easily recognized by the Governor General's team.
- Hours worked by all of the Offeror's employees will be recorded by a Department representative. It should be noted that the work should normally be carried out during normal business hours, except for the freshening of the floral arrangements during the Governor General's stay, which can also be done on the weekend.
- Only the Offeror's employees who have obtained the security clearance required in accordance with the Security Requirement Check List (SRCL) in Appendix C can work at the Residence of the Governor General. The Offeror must therefore provide an up-to-date list of employees along with the security clearances they have obtained.
- The language of communication of the Offeror and their employees must be French.

5. Details of the work involved in the creation of floral arrangements

5.1. Before the arrival of His/Her Excellency

- Order materials from suppliers.
- Personally receive the materials at the Residence and/or pick them up directly from the supplier.
- Create the arrangements in the residence workshop.
- Clean the indoor plants.
- Dispose of the boxes that the flowers were received in before you leave the residence.
- Schedule the staff needed to carry out the work.

5.2. During the stay of His/Her Excellency

- The Offeror maintains and freshens arrangements, plants and bouquets. It may also be necessary to rotate or replace certain floral elements as needed.

- The Offeror designs floral arrangements according to the different types of protocol events, such as receptions and state dinners.
- The Offeror must be available and reachable throughout the stay to meet last-minute requests.
-

5.3. After the stay of His/Her Excellency

- The offeror removes all floral arrangements and re-installs the material in the workshop at the residence for a future visit.

6. Details concerning events held at the residence

Various protocol events are held at the Residence of the Governor General during the Governor General's stays in Quebec City. The receptions vary from groups of dozens of people to groups of hundreds.

In addition, every fall, an "open house" is organized in collaboration with National Defence to showcase the unique facilities to the general public.

7. Details of the events that took place at the Residence in recent years (for example only)

- Lunch in honor of the Secretary General of La Francophonie at the Sommet de la Francophonie - 20 people
- Inauguration ceremony for recipients in the Order of Canada - 75 people 2 to 4 times a year
- Reception in honor of the heads of African delegations - 35 people
- Lunch in honor of the President of the People's Democratic Republic of Algeria - 30 people
- Press Conference of the Canada-European Union Summit. The Prime Minister of Canada, the Right Honorable Stephen Harper, the President of the French Republic, His Excellency Nicolas Sarkozy, and the President of the European Commission, His Excellency José Manuel Durão Barroso held a press conference inside the Governor General's residence at the Citadelle of Quebec following the Canada-European Union Summit - 200 people
- Vernissage of the exhibition The Peter Winkworth Collection of Canadian Works: A Look at Quebec at That Time Citadelle - 125 people
- Presentation of letters of credence - 15 people 2 to 4 times a year
- The Governor General of Canada welcomes the President of the Republic of Chile to the Citadelle of Quebec - 10 people
- Inauguration of the exhibition entitled "Québec City, a story of honor" - 75 people
- Conference of Lieutenant-Governors and Commissioners at the Governor General's Residence at the Citadelle of Québec - 40 people
- A musical evening at the Governor General's Residence at the Citadelle of Québec - 100 people
- Inauguration of the Cap-aux-Diamants Redoubt and its exhibitions - 125 people
- Reception of the Canadiana Fund at the Citadel - 75 people
- Open day at the Citadelle de Québec - 1,200 visitors

Source: www.gg.ca

ANNEX "B" - BASIS OF PAYMENT

1. Markup percentage for the period from date of Standing Offer

1.1 Materials:

The Contractor shall submit a markup percentage for the horticultural materials required to carry out the work. The markup must include all of the florist's administration costs and profit, as well as the costs of transporting supplies to the florist's workplace.

Table 1 – Markup percentage

	Description	Estimative (\$15,000 /year)	Markup %	Extended Price (for evaluation only) <i>ex.: (20% markup x \$15,000) + \$15,000</i>
YEAR (1)	Provision of plants, flowers, pots, vases, accessories, etc. (for inside the residence)	\$15,000	_____ %	_____ \$
YEAR (2)	Provision of plants, flowers, pots, vases, accessories, etc. (for inside the residence)	\$15,000	_____ %	_____ \$
YEAR (3)	Provision of plants, flowers, pots, vases, accessories, etc. (for inside the residence)	\$15,000	_____ %	_____ \$
OPTIONAL YEAR (4)	Provision of plants, flowers, pots, vases, accessories, etc. (for inside the residence)	\$15,000	_____ %	_____ \$
OPTIONAL YEAR (5)	Provision of plants, flowers, pots, vases, accessories, etc. (for inside the residence)	\$15,000	_____ %	_____ \$
Total price (for evaluation only)				_____ \$ (A)

Notes:

1. The mark-up percentage is added to the cost price of the purchases. Supporting documentation for these purchases must be attached to your billing.
2. The amount of \$15,000.00\$/year above is only an estimate for purchases. PWGSC does not guarantee this material purchase value.

1.2 Hourly rate

The Offeror must indicate the hourly rates applicable to the types of tasks described in the table. The hourly rate set out in this document must include all transportation costs and required hours related to the collection of materials, labour, meals and other items required to provide services. Time is counted from the time the offeror is in the workplace, at the GG Residence. The number of hours mentioned below is only an estimate of the work to be done annually. PWGSC does not guarantee this data in any way in terms of labour.

Table 2 – Hourly rate

	Description	Annual number of hours estimate	Hourly Rate	Extended Price (for evaluation only)
FIRM YEAR (1)	Design and creation of floral arrangements	100 hrs	_____ \$/H	_____ \$
	Maintenance and cleaning of floral arrangements	50 hrs	_____ \$/H	_____ \$
FIRM YEAR (2)	Design and creation of floral arrangements	100 hrs	_____ \$/H	_____ \$
	Maintenance and cleaning of floral arrangements	50 hrs	_____ \$/H	_____ \$
FIRM YEAR (3)	Design and creation of floral arrangements	100 hrs	_____ \$/H	_____ \$
	Maintenance and cleaning of floral arrangements	50 hrs	_____ \$/H	_____ \$
OPTIONAL YEAR (1)	Design and creation of floral arrangements	100 hrs	_____ \$/H	_____ \$
	Maintenance and cleaning of floral arrangements	50 hrs	_____ \$/H	_____ \$
OPTIONAL YEAR (2)	Design and creation of floral arrangements	100 hrs	_____ \$/H	_____ \$
	Maintenance and cleaning of floral arrangements	50 hrs	_____ \$/H	_____ \$
Total price (for evaluation only)				_____ \$ (B)

Table 3 - Total Evaluated Price - for evaluation purposes only

Total Evaluated price (A) + (B)	\$ _____
--	-----------------

Notes: Annex B includes the columns Estimated Usage and Calculated Price. Upon issuance of the Standing Offer, the text in italics will be removed from Annex B.

ANNEX "C" – INSURANCE REQUIREMENTS

Commercial General Liability Insurance



1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

Solicitation No. - N° de l'invitation
EE517-172911/A
Client Ref. No. - N° de réf. du client
EE517-172911

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-6-39403

Buyer ID - Id de l'acheteur
QCN036
CCC No./N° CCC - FMS No./N° VME

ANNEX "D" - SECURITY REQUIREMENTS CHECK LIST

 Government of Canada / Gouvernement du Canada		RECEIVED FEB 03 2017		Contract Number / Numéro du contrat EE 517-17-2911	
				Security Classification / Classification de sécurité	
SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)					
PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE					
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine Travaux publics et Services gouvernementaux Canada			2. Branch or Directorate / Direction générale ou Direction Biens Immobiliers		
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant			
4. Brief Description of Work - Brève description du travail Résidence du Gouverneur général (La Citadelle de Québec) - Offre à commandes pour les services de fleuristerie					
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui					
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui					
6. Indicate the type of access required - Indiquer le type d'accès requis					
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)					
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui					
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui					
7. e) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès					
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion					
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information					
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>				TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	
Security Classification / Classification de sécurité					
TDS/SCT 350-103 (2004/12)					
					

Solicitation No. - N° de l'invitation
EE517-172911/A
Client Ref. No. - N° de réf. du client
EE517-172911

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-6-39403

Buyer ID - Id de l'acheteur
QCN036
CCC No./N° CCC - FMS No./N° VME



Contract Number / Numéro du contrat EE 517-17-2911
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel: Document Number / Numéro du document :	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - SIGHT TRÈS SECRET - SIGINT	<input type="checkbox"/> SECRET SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET
<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET	
Special comments: Commentaires spéciaux :	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)	
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
PRODUCTION	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes

TBS/SCT 350-103 (2004/12)

Security Classification / Classification de sécurité

Canada

Solicitation No. - N° de l'invitation
EE517-172911/A
Client Ref. No. - N° de réf. du client
EE517-172911

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-6-39403

Buyer ID - Id de l'acheteur
QCN036
CCC No./N° CCC - FMS No./N° VME



Contract Number / Numéro du contrat EE 517-17-2911
Security Classification / Classification de sécurité

PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Atouts																
Production																
IT Media Support TI																
IT Link Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? ☒ No / Non ☐ Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité ».
12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? ☒ No / Non ☐ Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Solicitation No. - N° de l'invitation
EE517-172911/A
Client Ref. No. - N° de réf. du client
EE517-172911

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-6-39403

Buyer ID - Id de l'acheteur
QCN036
CCC No./N° CCC - FMS No./N° VME

ANNEX "E" - 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);

Check List

Below is a checklist of the contents of your bid. This list is not an exhaustive list; it remains the Bidder's responsibility to prepare its bid in accordance with the instructions contained in the Request for Standing Offer (RFSO) and provide a comprehensible and sufficiently detailed bid, including all requested pricing details that will permit a complete evaluation in accordance with the criteria set out in the RFSO.

Page 1	Bidders should include with their bid, the first sheet of this RFSO properly completed and signed. Refer to 2006 Standard Instructions mentioned in part 2.1 Standard Instructions, Clauses and Conditions .
Pages 6-7	Details on the optional site visit as of March 24, 2020 and the mandatory practical exercise to be conducted at a later date after the submission of bids.
Page 7	Bidders should send their bids only to the address, epost or Fax indicated in clause 2.2 Bid Submission.
Pages 12-13	Bidders should include with their bid, the duly completed Mandatory Criteria clause 4.1.1.1.1 Mandatory Criteria <u>Don't forget to attach the table describing your experiences and photos/brochures with your submission.</u>
Page 17	<u>This is applicable only if an offence has been committed</u> Bidders must provide with their bid, the required documentation as indicated clause 5.1.1 Integrity Provisions - Declaration of Convicted Offences
Page 23	Bidders should submit with their bid, clause 7A.5.3 Contractors' Representatives properly completed.
Pages 33-34	Bidders must include with their bid, Annex "B" - Basis of Payment duly completed