

**RETURN BIDS TO:**

## RETOURNER LES SOUMISSIONS À:

**Travaux publics et Services gouvernementaux  
Canada**

**Voir dans le document/**

**See herein**

NA

Québec

NA

## Request For a Standing Offer Demande d'offre à commandes

### Regional Individual Standing Offer (RISO)

### Offre à commandes individuelle régionale (OCIR)

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**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Oue  
800, rue de La Gauchetière Ouest  
7e étage, suite 7300  
Montréal  
Québec  
H5A 1L6

<b>Title - Sujet</b> Divers papier hygiénique et à mains	
<b>Solicitation No. - N° de l'invitation</b> 21301-210984/A	<b>Date</b> 2020-05-05
<b>Client Reference No. - N° de référence du client</b> 21301-210984	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$MTA-225-15726
<b>File No. - N° de dossier</b> MTA-9-42288 (225)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-06-15</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE
<b>Delivery Required - Livraison exigée</b> Voir doc.	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Dubé, Stéphane	<b>Buyer Id - Id de l'acheteur</b> mta225
<b>Telephone No. - N° de téléphone</b> (514)603-9967 ( )	<b>FAX No. - N° de FAX</b> (514)496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> SERVICE CORRECTIONNEL DU CANADA 250, montée St-Francois 3 PLACE LAVAL LAVAL Québec H7C 1S5 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION .....	3
1.2 SUMMARY .....	3
1.3 SECURITY REQUIREMENTS .....	4
1.4 DEBRIEFINGS .....	4
1.5 ANTICIPATED MIGRATION TO AN E-PROCUREMENT SOLUTION (EPS).....	4
<b>PART 2 - OFFEROR INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF OFFERS .....	5
2.3 ENQUIRIES - REQUEST FOR STANDING OFFERS.....	5
2.4 APPLICABLE LAWS .....	5
<b>PART 3 - OFFER PREPARATION INSTRUCTIONS.....</b>	<b>5</b>
3.1 OFFER PREPARATION INSTRUCTIONS.....	5
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>6</b>
4.1 EVALUATION PROCEDURES .....	6
4.2 BASIS OF SELECTION.....	7
<b>PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>7</b>
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER.....	7
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION.....	8
<b>PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS .....</b>	<b>8</b>
6.1 SECURITY REQUIREMENTS (SEE ANNEX D ATTACHED) .....	8
<b>PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES .....</b>	<b>9</b>
<b>A. STANDING OFFER .....</b>	<b>9</b>
7.1 OFFER .....	9
7.2 SECURITY REQUIREMENTS (SEE ANNEX D ATTACHED) .....	9
7.3 STANDARD CLAUSES AND CONDITIONS.....	9
7.4 TERM OF STANDING OFFER.....	9
7.5 AUTHORITIES .....	10
7.6 IDENTIFIED USERS .....	11
7.7 CALL-UP INSTRUMENT .....	11
7.8 LIMITATION OF CALL-UPS.....	11
7.9 FINANCIAL LIMITATION .....	11
7.10 PRIORITY OF DOCUMENTS.....	12
7.11 CERTIFICATIONS AND ADDITIONAL INFORMATION .....	12
7.12 APPLICABLE LAWS.....	12
7.13 TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS).....	12
<b>B. RESULTING CONTRACT CLAUSES .....</b>	<b>13</b>
7.1 REQUIREMENT .....	13
7.2 STANDARD CLAUSES AND CONDITIONS.....	13
7.3 TERM OF CONTRACT .....	13
7.4 PAYMENT .....	13
7.5 INVOICING INSTRUCTIONS .....	13
7.6 INSURANCE .....	14
7.7 SACC MANUAL CLAUSES .....	14

N° de l'invitation - Solicitation No.  
21301-210984/A  
N° de réf. du client - Client Ref. No.  
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MTA225  
N° CCC / CCC No./ N° VME - FMS

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<b>ANNEX "A" - REQUIREMENT .....</b>	<b>15</b>
<b>ANNEX "B" - BASIS OF PAYMENT .....</b>	<b>16</b>
<b>ANNEX "C" – DELIVERY ADDRESSES .....</b>	<b>17</b>
<b>ANNEX “D” – SECURITY REQUIREMENT FORM.....</b>	<b>20</b>
<b>ANNEX “E” – ELECTRONIC PAYMENT INSTRUMENT .....</b>	<b>21</b>
<b>ANNEX “F” – COMPLETE LIST OF COMPANY BOARD OF DIRECTORS .....</b>	<b>22</b>
<b>ANNEX “G”- FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION .....</b>	<b>23</b>

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

### 1.2 Summary

- 1.2.1 Request for Regional Individual Standing Offer (RISO) to supply, on an as and when ordered basis, various toilet and hand papers for Correctional Service Canada, various Institutions (refer to Annex C for delivery addresses).

Period: 1 year firm from Standing offer date to May 31, 2021 and including the right for Canada to authorize a possibility of an optional two (2), one year periods from June 1, 2021 to May 31, 2022 and June 1, 2022 to May 31, 2023.

- 1.2.2 "The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), of the North American Free Trade Agreement (NAFTA), of Canada Free Trade Agreements with Peru/Colombia/Panama/Chili/Korea/Honduras/Ukraine, CFTA and the Agreement on Internal Trade (AIT)."

- 1.2.3 For this RFSO offerors must 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

*Include the latest version of Standard Instructions [2006](#) or [2007](#), as applicable.*

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](#) (2019-03-04, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 90 days

### **2.1.1 SACC Manual Clauses**

A3015T (2014-06-26), Certifications – Bid  
M1004T (2016-01-28), Condition of Material

### **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.

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

[TPSGC.RQOCPRMTL-QRRMSOMTL.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RQOCPRMTL-QRRMSOMTL.PWGSC@tpsgc-pwgsc.gc.ca)

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

### **2.3 Enquiries - Request for Standing Offers**

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

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

### **2.4 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

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

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

The Offeror must submit its offer electronically 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.

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The offer must be gathered per section and separated as follows:

Section I: Technical Offer

Section II: Financial Offer

Section III: Certifications

Offers transmitted by facsimile or hardcopy will not be accepted.

#### **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 – Toilet and hand papers**.

##### **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**

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

- 1 - Offerors must duly complete Annex **B – Toilet and hand papers** and join it with their bid.

2 - Provide with technical documents/literature related to offered products in your bid when necessary and requested (certification 100% recycled product).

#### 4.1.2 Financial Evaluation

- 1- Offerors must submit prices for each year; meaning year 1 of the initial period (firm) as well as for the 2 optional years (total of 3).
- 2- Offerors do not have to submit prices for all articles in Annex B. For financial evaluation purposes, articles with no price indicated will be given the highest price offered by an offeror for such articles.
- 3- A spread of 20% will be accepted between the requested formats and the offered formats by the offerors. To standardize the spread, the rule of 3 will be used to verify the 15% spread allowed and to obtain the standardized price.  
Example: Format requested 48 units / caisse  
Format offered 42 units / caisse at \$5.25  
Format Spread -> 42 units versus 48 units = 0.875% (so 12.5% spread)  
Standardized price -> (\$5.25 x 48 units) / 42 units = \$6.00
- 4- The offer with the lowest evaluated price will be determined by the total value of the unit prices quoted applied to the estimated quantities for three years.

##### 4.1.2.1 SACC Manual Clause

M0222T (2016-01-28), Evaluation of Price - Canadian/Foreign Offerors

#### 4.2 Basis of Selection

##### 4.2.1 SACC Manual Clause

M0031T (2007-05-25), Basis of Selection

Evaluation of price will be based on an aggregate basis and only one (1) standing offer will be awarded given the limited number of requested articles (see Annex 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 (see Annex F)

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.

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

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

## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 6.1 Security Requirements (see Annex D attached)

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

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

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

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

#### **7.2 Security Requirements (see Annex D attached)**

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

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

#### **7.3 Standard Clauses and Conditions**

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

##### **7.3.1 General Conditions**

[2005](#) (2016-04-04), General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### **7.4 Term of Standing Offer**

##### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from June 1, 2020 to May 31, 2021.

##### **7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two additional **1 year periods starting from June 1, 2021 to May 31, 2022 and June 1, 2022 to May 31, 2023** and under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority **90 days** before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

N° de l'invitation - Solicitation No.  
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21301-210984

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N° CCC / CCC No./ N° VME - FMS

### 7.4.3 Delivery Points

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

## 7.5 Authorities

### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Stephane Dubé\_  
Title: Supply officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Supply and Compensation  
Address: 800 de la Gauchetière Ouest, Portail Sud-est, Suite 7300, Montréal, Qc, H5A 1L6

Telephone: 514-603-9967  
Facsimile: 514-496-3822  
E-mail address: stephane.dube@tpsgc-pwgsc.gc.ca

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

### 7.5.2 Project Authority

The Project Authority for the Standing Offer is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

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

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.

### 7.5.3 Offeror's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

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E-mail address: \_\_\_\_\_

## 7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Correctional Service Canada, various Institutions in the province of Quebec (refer to Annex C for various delivery addresses).

## 7.7 Call-up Instrument

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

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - 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.

## 7.8 Limitation of Call-ups

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

## 7.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (*amount will be indicated at the issuance of the standing offer*), (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 **2 months** before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 7.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2029 (2016-04-04); General Conditions – Goods and Services (Low Dollar Value);
- e) Annex A, Requirement;
- f) Annex B, Toilet and Hand Paper;
- g) Annex C, Delivery addresses – Various institutions Correctional Services Canada;
- h) Annex D, Security Requirement Form;
- i) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" or "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable*).

## 7.11 Certifications and Additional Information

### 7.11.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

### 7.11.2 Federal Contractors Program for Employment Equity - Setting aside

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

## 7.12 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).

## 7.13 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **7.1 Requirement**

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

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

2029 (insert date), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

Section 12 Interest on Overdue Accounts, of 2029 (2016-04-04), General Conditions – Goods or Services (Low Dollar Value) will not apply to payments made by credit cards.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

Delivery must be completed in accordance with details indicated at Annex A of the call-up against the Standing Offer.

### **7.4 Payment**

#### **7.4.1 Single Payment**

SACC Manual clause H1000C (2008-05-12), Single Payment

#### **7.4.2 Limitation of Price**

SACC Manual clause C6000C (2011-05-16), Limitation of Price

#### **7.4.3 Electronic Payment of Invoices – Call-up**

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

### **7.5 Invoicing Instructions**

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" Item 6 of the general conditions 2029 (2016-04-04), General Conditions – Goods or Services (Low Dollar Value).

N° de l'invitation - Solicitation No.  
21301-210984/A  
N° de réf. du client - Client Ref. No.  
21301-210984

N° de la modif - Amd. No.  
File No. - N° du dossier  
MTA-9-42288

Id de l'acheteur - Buyer ID  
MTA225  
N° CCC / CCC No./ N° VME - FMS

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## **7.6 Insurance**

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

## **7.7 SACC Manual Clauses**

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)  
A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)  
B7500C (2006-06-16), Excess Goods  
C2000C (2007-11-30), Taxes - Foreign-based Contractor

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## ANNEX "A" - REQUIREMENT

### **Description:**

This Regional Individual Standing Offer (RISO) request involves the provision, on an as and when ordered basis, various bathroom tissue and paper hands

### **Identified user:**

Correctional Service Canada, various Institutions, refer to annex C for delivery addresses.

### **Period of standing proposal:**

From June 1st, 2020 to May 31th, 2021 with possibility of two option years.

### **Delay:**

Products will have to be delivered within 5 working days following reception of a call-up.

### **Emergency services:**

At all times during the period of the Standing Offer, when "Urgent" requests are made, the offeror will commit to supplying the goods within seventy-two (72) hours following receipt of an order.

### **Security:**

Please note that there might be a delay entering and exiting the institutions.

The client may require that a security investigation be made on the supplier's delivery staff.

Furthermore, the supplier shall ensure that his staff members carry a proof of identity at all times, or they will be denied access to the site.

The delivery vehicles may be searched when entering and exiting the institutions.

### **Quantities:**

The estimated quantities for each of the required items can be found in Annex B - List of products.

No minimum quantity guaranteed. No minimum delivery will be accepted.

N° de l'invitation - Solicitation No.  
21301-210984/A  
N° de réf. du client - Client Ref. No.  
21301-210984

N° de la modif - Amd. No.  
File No. - N° du dossier  
MTA-9-42288

Id de l'acheteur - Buyer ID  
MTA225  
N° CCC / CCC No./ N° VME - FMS

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**ANNEX "B" - BASIS OF PAYMENT**

**(attached)**

## ANNEX "C" – DELIVERY ADDRESSES

**All offerors must be able to deliver to all destinations listed below, all delivery charges included (on unit prices).**

<b>21301-21-3400984</b> <b>Bathroom tissue and paper hands</b> <b>DELIVERY SCC-CSC - Various institutions</b>	
<b>Delivery addresses</b>	<b>Delivery hours and particularities</b>
<b>REGION 1</b>	
<b>Regional Service Centre</b> 250 Montée St-François Laval (Québec) H7C 1S5	Monday to Friday From 8:00 to 11:30 am and From 1:00 to 3:30 pm
<b>Federal Training Centre – site 600</b> 600, Montée St-François Laval (Québec) H7C 1S5	Monday to Friday From 8:30 to 11:00 am and From 1:00 to 3:00 pm
<b>Federal Training Center – site 6099</b> 205, Montée St-François Laval (Québec) H7C 1P1	Monday to Friday From 8h30 to 11h00 am and From 1:00 to 3:00 pm <b><u>IMPORTANT:</u></b> Delivery vehicles entering the Federal Training Center site 6099 shall not exceed 11'4" in height.
<b>Archambault Institution min.</b> 244, Montée Gagnon Ste-Anne-des-Plaines (Québec) J0N 1H0	Monday to Friday From 7h30 to 11h30 am and From 12h30 to 3:30 pm
<b>Archambault Institution méd.</b> 242, Montée Gagnon Ste-Anne-des-Plaines (Québec) J0N 1H0	Monday to Friday From 8h30 to 11h00 am and From 1:00 to 3:00 pm
<b>Regional reception Centre</b> 244, Montée Gagnon Ste-Anne-des-Plaines (Québec) J0N 1H0	Monday to Friday From 8h30 to 11h00 am and From 1:00 to 3:00 pm
<b>Joliette Institution</b> 400, rue Marsolais Joliette (Québec) J6E 8V4	Monday to Friday From 8:30 to 11:00 am and From 1:00 to 3:00 pm

N° de l'invitation - Sollicitation No.  
21301-210984/A  
N° de réf. du client - Client Ref. No.  
21301-210984

N° de la modif - Amd. No.  
File No. - N° du dossier  
MTA-9-42288

Id de l'acheteur - Buyer ID  
MTA225  
N° CCC / CCC No./ N° VME - FMS

<b>Cowansville Institution</b> 400, Fordyce Cowansville (Québec) J2K 3N7	Monday to Friday From 8:30 to 11:00 am and from 1:00 to 3:00 pm <b>N.B.</b> Maximum height of pallets, including thickness of the pallet, is five (5) feet
<b>La Macaza Institution</b> 321, Chemin de l'Aéroport La Macaza (Quebec) J0T 1R0 <b>Drummond Institution</b> 2025, boul. Jean-de-Brébeuf Drummondville (Québec) J2B 7Z6	Monday to Friday From 8:30 to 11:00 am and From 1:00 to 3:00 pm  Monday to Friday From 8:30 to 11:00 am and From 1:00 to 3:00 pm
<b>CCC Martineau</b> 10345, boul. Saint-Laurent Montréal (Québec) H3L 2P1	Monday to Friday From 9:00 am to 4:00 pm <u>No delivery dock</u>
<b>CCC Ogilvy</b> 435, rue Ogilvy Montréal (Québec) H3N 1M3	Monday to Friday From 9:00 am to 4:00 pm <u>No delivery dock</u>
<b>CCC Sherbrooke</b> 2190, Sherbrooke Est Montréal (Québec) H2K 1C7	Monday to Friday From 9:00 am to 4:00 pm <u>No delivery dock</u>
<b>CCC Hochelaga</b> 6905, Hochelaga Montréal (Québec) H1N 1Y9	Monday to Friday From 9:00 am to 4:00 pm <u>No delivery dock</u>
<b>CCC Laferrière</b> 202, rue St-Georges St-Jérôme (Québec) J7Z 4Z9	Monday to Friday From 9:00 am to 4:00 pm <u>No delivery dock</u>
<b>REGION 2</b>	
<b>Donnacona Institution</b> 1537, route 138 Donnacona (Québec) G3M 1C9	Monday and Friday From 8:30 to 11:00 am and From 1:00 to 3:30 pm
<b>CCC Marcel-Caron</b> 825, rue Kirouac Québec (Québec) G1N 2J7	Monday to Friday From 9:00 am to 4:00 pm <u>No delivery dock</u>

N° de l'invitation - Solicitation No.

21301-210984/A

N° de réf. du client - Client Ref. No.

21301-210984

N° de la modif - Amd. No.

File No. - N° du dossier

MTA-9-42288

Id de l'acheteur - Buyer ID

MTA225

N° CCC / CCC No./ N° VME - FMS


REGION 3	
<b>Port-Cartier Institution</b> 1, rue de l'Aéroport Port-Cartier (Québec) G5B 2W2	Monday to Friday From 8:00 to 11:30 am and From 1:00 to 3:30 pm

N° de l'invitation - Solicitation No.  
21301-210984/A  
N° de réf. du client - Client Ref. No.  
21301-210984

N° de la modif - Amd. No.  
File No. - N° du dossier  
MTA-9-42288

Id de l'acheteur - Buyer ID  
MTA225  
N° CCC / CCC No./ N° VME - FMS

## ANNEX "D" – SECURITY REQUIREMENT FORM

 Correctional Service Canada / Service correctionnel Canada		PROTECTED / PROTÉGÉ <b>B</b> ONCE COMPLETED / UNE FOIS REMPLI	
<b>INSTITUTIONAL ACCESS CIPC CLEARANCE REQUEST</b>		<b>ACCÈS À UN ÉTABLISSEMENT DEMANDE DE VÉRIFICATION DU DOSSIER AU CIPC</b>	
▶ PLEASE PRINT INFORMATION CLEARLY - VEUILLEZ ÉCRIRE EN LETTRES MOULÉES		▶ Original = 3170-12	
Institution - Établissement		Request received / Demande reçue le	
Date (YYAA-MM-DD)		PUT AWAY ON FILE / CLASSER AU DOSSIER ▶ 3170-12	
<b>A. PERSONAL INFORMATION – RENSEIGNEMENTS PERSONNELS</b>			
Surname / Nom de famille		Maiden name (if applicable) / Nom de jeune fille (s'il y a lieu)	
Full name (no nicknames or initials) / Nom au complet (pas de surnoms ou d'initiales)			
Date of birth / Date de naissance (YYAA-MM-DD)	Place of birth - Lieu de naissance / City/Town - Ville ou municipalité	Province/State - Province ou état	Country - Pays
<b>B. PHYSICAL DESCRIPTION – DESCRIPTION PHYSIQUE</b>			
<input type="checkbox"/> Male / Homme	<input type="checkbox"/> Female / Femme	Height - Grandeur	Weight - Poids
		Eye color - Couleur des yeux	Hair color / Couleur des cheveux
<b>C. ADDRESS – ADRESSE</b>			
Street - Rue		City/Town - Ville ou municipalité	Province
		Postal Code - Code postal	Telephone number - Numéro de téléphone
		Home - Domicile	Work - Bureau
Representing (name of company/organization) - Représente (nom de la compagnie ou de l'organisation)			
<b>D. GENERAL INFORMATION – RENSEIGNEMENTS GÉNÉRAUX</b>			
Have you ever been convicted of a criminal offence for which you have not been granted a pardon, or an offence for which you have been granted a pardon and such a pardon has been revoked? / Avez-vous déjà été reconnu coupable d'une infraction criminelle pour laquelle on ne vous a pas octroyé un pardon ou d'une infraction pour laquelle on vous a octroyé un pardon qui a été révoqué?			
		Yes / Oui	No / Non
Do you personally know of any person incarcerated in a correctional facility? / Connaissez-vous personnellement une personne qui est incarcérée dans un établissement correctionnel?			
		Yes / Oui	No / Non
If so, provide names - Si oui, fournir son nom :			
Do you have any reason to believe coming into contact with this person could pose a risk to your or their personal safety? / Avez-vous des raisons de croire que le fait d'entrer en contact avec cette personne pourrait présenter un risque pour votre sécurité personnelle ou la sienne?			
		Yes / Oui	No / Non
Are you related/associated to an inmate or on an inmate's visiting list? / Êtes-vous apparenté ou associé à un détenu ou inscrit sur la liste des visiteurs d'un détenu?			
		Yes / Oui	No / Non
If you have answered YES to any of the above, please explain below. - Si vous avez répondu OUI à une des questions ci-dessus, veuillez fournir une explication ci-après.			
▶			
<b>E. SIGNATURE (When sections A to E are filled out completely, please return the completed form to the Institution for approval.)</b> (Une fois que les sections A à E ont été remplies, veuillez retourner le formulaire dûment rempli à l'établissement aux fins d'approbation.)			
In making this application, I hereby give the Correctional Service of Canada my consent to use the information provided on this form to conduct such inquiries with police authorities as may be necessary to ascertain my suitability. Finally, I acknowledge that the Correctional Service of Canada has no responsibility for any harm that may come to me in the course of my activities, except where such harm is a direct result of negligence on the part of an employee(s) of the Service. NOTE: Access may be denied for submitting false information. Passes may be issued for those receiving clearance and approval.			
En soumettant la présente demande, j'autorise le Service correctionnel du Canada à se servir des renseignements fournis dans le formulaire afin de mener, auprès des services de police, toute enquête jugée nécessaire pour vérifier mon admissibilité. Par ailleurs, je conviens que le Service correctionnel du Canada ne peut être tenu responsable d'un préjudice subi dans le cadre de mes activités sauf si ce préjudice est directement attribuable à la négligence d'un ou de plusieurs employés du Service. NOTA : Tout demandeur qui fournit de faux renseignements peut se voir refuser l'accès à l'établissement. Un laissez-passez peut être émis aux demandeurs dont la demande d'accès est approuvée.			
Applicant's signature - Signature du demandeur		Date (YYAA-MM-DD)	
▶			
<b>F. FOR OFFICE USE ONLY – RÉSERVÉ AU SCC</b>			
Reason for clearance - Motif justifiant la demande d'accès			
Department making the request (please print) / Unité qui soumet la demande (en lettres moules s.v.p.)		Signature of Division Head / Signature du chef de la division	
		Date (YYAA-MM-DD)	
<input type="checkbox"/> No criminal record / Aucun casier judiciaire		<input type="checkbox"/> A possible criminal record #: / Numéro du casier judiciaire possible :	
		Last entry: / Dernière entrée :	
<input type="checkbox"/> An outstanding warrant/charge held by: / Ateur du mandat non exécuté/accusation en instance :			
<b>SIGNATURES</b>			
<input type="checkbox"/> Approved / Approuvée		<input type="checkbox"/> Not approved / Non approuvée	
Security Intelligence Officer / Agent de renseignements de sécurité		Institutional Head / Directeur de l'établissement	
Date (YYAA-MM-DD)		Date (YYAA-MM-DD)	
		Visit Review Board / Comité des visites	
		Date (YYAA-MM-DD)	

CSC/SCC 1279 (R-05-12) (Word Version) XP

N° de l'invitation - Solicitation No.

21301-210984/A

N° de réf. du client - Client Ref. No.

21301-210984

N° de la modif - Amd. No.

File No. - N° du dossier

MTA-9-42288

Id de l'acheteur - Buyer ID

MTA225

N° CCC / CCC No./ N° VME - FMS

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## **ANNEX “E” – ELECTRONIC PAYMENT INSTRUMENT**

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);



## ANNEX "G"- FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

B. Check only one of the following:

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

OR

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