

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

Title - Sujet Bedding and mattresses	
Solicitation No. - N° de l'invitation W3380-19SI03/A	Date 2020-05-14
Client Reference No. - N° de référence du client W3380-19SI03	GETS Ref. No. - N° de réf. de SEAG PW-\$MTA-490-15733
File No. - N° de dossier MTA-9-42247 (490)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-06-25	
Time Zone Fuseau horaire Heure Avancée de l'Est HAE	
Delivery Required - Livraison exigée Voir doc.	
Address Enquiries to: - Adresser toutes questions à: Sirois, Richard	Buyer Id - Id de l'acheteur mta490
Telephone No. - N° de téléphone (514)718-5993 ()	FAX No. - N° de FAX (514)496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA DEFENSE NATIONALE Garnison St Jean H103 25 chemin Grand-Benier Sud ST JEAN RICHELIEU Québec J0J1R0 Canada	
Security - Sécurité 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

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

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** These are intended to provide general and specific requirements for the establishment of a regional individual standing offer of high quality mattresses and bedding for the 2nd Canadian Division, Department of National Defense (DND)
- The period of the Standing Offer will be two (2) firm years and one (1) option year.
 - The delivery points will be the Valcartier Base in Courcellette and the St-Jean Garrison in St-Jean-sur-Richelieu.
- 1.2.2** This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

1.3 Security Requirements

There is no security requirement associated with this Request for Standing Offer.

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.

2.1.1 SACC Manual Clauses

[B1000T](#) (2014-06-26), Condition of Material - Bid

2.2 Submission of Offers

Offers must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the RFSO:

PWGSC Québec Region Bid Receiving Unit

Only offers submitted using epost Connect service will be accepted. The Offeror must send an email requesting to open an epost Connect conversation to the following address: 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 Instruction [2006](#), or to send offers through an epost Connect message if the Offeror is using its own licensing agreement for epost Connect.

It is the Offeror's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the Request for Standing Offers closing date.

Transmission of offers by facsimile or hardcopy to PWGSC will not be accepted.

2.3 Enquiries - Request for Standing Offers

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

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

2.4 Applicable Laws

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

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.

Prices must appear in **the financial offer only**. No prices must be indicated in any other section of the offer.

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex "B", Basis of payment. Offerors must indicate a rate for each item and each year of the table.

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

All proposals must meet the technical criteria described in Annex "D". The technical evaluation will relate to the mandatory technical criteria to be demonstrated detailed in the form of a table in Annex "D".

Bidders must complete Annex "D" and attach it to their proposal. It is mandatory to provide, upon submission of your offer, technical / descriptive documents and / or literature / technical notes in order to allow the technical evaluation (**No Internet link will be accepted**). Failure to do so will result in the bid being declared non-responsive.

Only the information contained in the bid will be taken into account in the assessment of the mandatory technical criteria to be demonstrated.

4.1.2 Financial Evaluation

The price of the offer will be evaluated in Canadian dollars, excluding applicable taxes.

For evaluation only, here is how the financial offers will be evaluated:

The evaluation amount for the period of the Standing Offer and the option year will be calculated by adding the following elements:

For all firm unit rates mentioned in Annex "B" Basis of payment: for each year, including the option year, firm unit rates will be multiplied by the approximate quantities. The sum of the totals for each year will be added together to provide the total valuation amount for all periods.

The Offeror must provide prices for all items listed in Annex "B". **Failure to do so will result in the bid being declared non-responsive.**

4.1.2.1 Evaluation of Price - Canadian/Foreign Bidder

1. Bidders must submit firm prices, customs duties, excise taxes and Applicable Taxes excluded.
2. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
3. Bidders must provide prices Delivered at Place (DAP) at the locations indicated in Annex "A" according to Incoterms 2010 for shipments from a commercial contractor. Bids will be assessed on an DAP basis.

4.2 Basis of Selection

4.2.1 Basis of Selection – Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

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”, to be completed by the Offeror)

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>).

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.

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PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

S/O

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

7.2.1 There is no security requirement applicable to the Standing Offer.

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.2 Standing Offers Reporting

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

The Offeror must provide this data in accordance with the reporting requirements detailed in annex "C" entitled (Periodic Usage Report). If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

The data must be submitted on a semi-annual basis to the Standing Offer Authority.

The semi-annual reporting periods are defined as follows:

- first semi-annual period: January 1 to June 30
- second semi-annual period: July 1 to December 31

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

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 _____ to _____. (Will be indicated on issuance of the Standing Offer and will be for a period of 2 years)

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 an additional one (1) year period, from _____ to _____ (Will be indicated on issuance of the Standing Offer) 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 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Delivery Points

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

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Richard Sirois
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch, Quebec Region

Telephone: (514) 718-5993
E-mail address: richard.sirois@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 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 : _____
Organisation : _____
Address : _____

Telephone : _____ - _____ - _____
Fax: _____ - _____ - _____
Email : _____

7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: _____. (Will be indicated on issuance of the Standing Offer)

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

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.8 Limitation of Call-ups

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

7.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (Will be indicated on 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 four (4) 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 2010A (2018-06-21), General conditions: Goods (medium complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) 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.

7.12 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 _____ (To be completed by the Offeror, Insert the name of the province or territory in Canada).

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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

2010A (2018-06-21), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16, Interest on Overdue Accounts, of 2010A, General Conditions – Goods (Medium complexity) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Period of the Contract

The period of the Contract is from date of Contract to _____ inclusive (Will be specified with the call-up).

7.3.2 Delivery Date

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

7.4 Payment

7.4.1 Basis of Payment – firm Price, Firm Unit Price(s) or firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex “B” Basis of payment

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.

7.4.2 Single Payment

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

7.4.3 SACC Manual Clauses

C2000C (2007-11-30), Taxes – foreign-based Contractor

7.4.5 Electronic Payment of Invoices – Call-up (See Annex “E”)

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);

7.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

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);

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

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

ANNEX "A" REQUIREMENT

PURPOSE

This document sets out the general and specific requirements for establishing a regional individual standing offer for high-quality bedding and mattresses for 2nd Canadian Division (2 Cdn Div), Department of National of Defence (DND). This standing offer will be for two firm years and one option year.

DESCRIPTION OF MATTRESSES AND BEDDING:

FEATURES OF THE REQUEST:

- The required mattresses must comply with the following specifications and features:**

DESCRIPTION	DETAILS
Mattress height	12" (± ½)
Spring height	8"
Spring type	ZONE FE ZCST zone pocket spring 14/13 spring calibre
Number of springs	Number of springs for queen-size mattress: 1008
Spring diameter	2.25"
Peripheral	2.00 lb/ft³ CertiPUR-US FR Foam
Top layer	2", 100% latex, GOLS certified
Stitched layer	2.5 lb/ft³ CertiPUR-US FR eggshell
Mattress edge	1.5 lb/ft³ CertiPUR-US FR foam
Fabric	340 gms

DESCRIPTION	DETAILS
Stitching	500 gsm FR fibre
Fabric specifications	60% organic cotton, 40% viscose
Fabric treatment	ECOSHIELD, dust mite-proof, waterproof, bedbug-proof, insect-proof
Warranty	Firm 10-year warranty

DIMENSIONS	
Twin	39" x 78"
Double	54" x 78"
Queen	60" x 78"

CERTIFICATIONS
GOTS / Textiles GOLS / Latex ECOSHIELD CERTIPUR-US

2. The required items of bedding must comply with the following specifications and features:

Product	Twin bedbug-proof mattress encasement	Double bedbug-proof mattress encasement	Queen bedbug-proof mattress encasement
Composition	100% polyester	100% polyester	100% polyester
Weaving method	Knitted	Knitted	Knitted
Weaving	Knitted	Knitted	Knitted
Processing	Bleached white and calendered	Bleached white and calendered	Bleached white and calendered
Final dimensions	Twin 39" x 80" + 10" (100 cm x 203.2 cm + 25.4 cm)	Double 54" x 80" + 12" (137 cm x 203.2 cm + 30.5 cm)	Queen 60" x 80" + 12" (152.4 cm x 203.2 cm + 30.5 cm)
Product details	110 gsm knitted fabric + PU 30 gsm, white; 2 layers with bound seams, no overlocking	110 gsm knitted fabric + PU 30 gsm, white	110 gsm knitted fabric + PU 30 gsm, white

Product	Fitted sheet	Double fitted sheet	Queen fitted sheet
Composition	60% cotton, 40% polyester	60% cotton, 40% polyester	60% cotton, 40% polyester
Weaving method	Air jet	Air jet	Air jet
Weaving	Percale	Percale	Percale
Thread number	Warp: 40/1 weft: 40/1	Warp: 60S/1 weft: 40S/1	Warp: 60S/1 weft: 40S/1
Threads per inch	Warp: 140 weft: 56	Warp: 173 weft: 77	Warp: 173 weft: 77
Pick insertion	SINGLE PICK INSERTION (SPI)	SINGLE PICK INSERTION (SPI)	SINGLE PICK INSERTION (SPI)
Processing	Bleached white and calendered, extra-soft finish	Bleached white and calendered	Bleached white and calendered
Standard tests	Fuzzing: 4% Shrinkage rate = less than 5%	Fuzzing: 3-4% Shrinkage rate = 3-4%	Fuzzing: 3-4% Shrinkage rate = 3-4%
Final dimensions	T-200 39" x 75" (100 cm x 190.5 cm)	T-250 54" x 80" + 15" (137 cm x 203.2 cm + 38 cm)	T-250 60" x 80" + 15" (152.4 cm x 203.2 cm + 38 cm)
Product details	Each fitted sheet has 30.5-cm gussets. 8 stitches per 2.54 cm (1") on edge	Each fitted sheet has 38-cm gussets. 8 stitches per 2.54 cm (1") on edge	Each fitted sheet has 38-cm gussets. 8 stitches per 2.54 cm (1") on edge

Product	Twin flat sheet	Double flat sheet	Queen flat sheet
Composition	60% cotton, 40% polyester	60% cotton, 40% polyester	60% cotton, 40% polyester
Weaving method	Air jet	Air jet	Air jet
Weaving	Percale	Percale	Percale
Thread number	Warp: 40/1 weft: 40/1	Warp: 60S/1 weft: 40S/1	Warp: 60S/1 weft: 40S/1
Threads per inch	Warp: 140 weft: 56	Warp: 173 weft: 77	Warp: 173 weft: 77
Pick insertion	SINGLE PICK INSERTION (SPI)	SINGLE PICK INSERTION (SPI)	SINGLE PICK INSERTION (SPI)
Processing	Bleached white and calendered, extra-soft finish	Bleached white and calendered, extra-soft finish	Bleached white and calendered, extra-soft finish
Standard tests	Fuzzing: 4% Shrinkage rate = less than 5%	Fuzzing: 3-4% Shrinkage rate = 3-4%	Fuzzing: 3-4% Shrinkage rate = 3-4%
Final dimensions	T-200 72" x 108" (183 cm x 275 cm)	T-250 87" x 115" (221 cm x 292 cm)	T-250 98" x 115" (249 cm x 292 cm)
Product details	Each flat sheet has a 5-cm hem on top and bottom 8 stitches per 2.54 cm (1") on edge Finished edge along length of sheet	Each flat sheet has a 7.6-cm hem on top and 2.54-cm hem on bottom with a maximum of 8 stitches per 2.54 cm (1") on the edge 1-cm hem along the length of sheet	Each flat sheet has a 7.62-cm hem on top and 2.54-cm hem on bottom with a maximum of 8 stitches per 2.54 cm (1") on the edge 1-cm hem along the length of sheet

Product	Pillowcase	Standard pillowcase
Composition	60% cotton, 40% polyester	60% cotton, 40% polyester
Weaving method	Air jet	Air jet
Weaving	Percale	Percale
Thread number	Warp: 60S/1 weft: 40S/1	Warp: 40/1 weft: 40/1
Threads per inch	Warp: 173 weft: 77	Warp: 140 weft: 56
Pick insertion	SINGLE PICK INSERTION (SPI)	SINGLE PICK INSERTION (SPI)
Processing	Bleached white and calendered	Bleached white and calendered, extra-soft finish
Standard tests	Fuzzing: 3-4% Shrinkage rate = 3-4%	Fuzzing: 4% Shrinkage rate = less than 5%
Final dimensions	T-200 42" x 32" (106.7 cm x 81.3 cm)	T-200 21" x 32" (53.3 cm x 81.3 cm)
Product details	Each pillowcase has a 7.5-cm hem at opening 8 stitches per 2.54 cm (1") on the hem	Each pillowcase has a 7.62-cm hem at opening 8 stitches per 2.54 cm (1") on the hem

Product	Pillow protector with single flap—double	Pillow protector with flap—queen	Pillow 100% microfibre 0.7 denier
Composition	50% cotton, 50% polyester	50% cotton, 50% polyester	Shell: 100% cotton
Weaving method	Air jet	Air jet	Air jet
Weaving	Percale	Percale	N/A
Thread number	Warp: 40/1 weft: 40/1	Warp: 40/1 weft: 40/1	Warp: 40/1 weft: 40/1
Threads per inch	Warp: 173 weft: 77	Warp: 173 weft: 77	Warp: 133 weft: 100
Pick insertion	SINGLE PICK INSERTION (SPI)	SINGLE PICK INSERTION (SPI)	SINGLE PICK INSERTION (SPI)
Processing	Bleached white and calendered	Bleached white and calendered	Bleached white and calendered
Standard tests	Fuzzing: 3-4 % Shrinkage rate = 3-4%	Fuzzing: 3-4% Shrinkage rate = 3-4%	Fuzzing: 3% Shrinkage rate = 4%
Final dimensions	T-180 20" x 26" (50.8 cm x 66 cm)	T-180 20" x 30" (50.8 cm x 76.2 cm)	18" x 28" + 2" (45.7 cm x 71 cm + 5 cm)
Product details	14-cm flap	14-cm flap	Downproof Filling: 39 oz of 85% 0.7 D, 15% 6 D
Certification			OEKO-TEX
Piping and stitching			Piping all the way around Double stitching on each side

3. All items must be made with new material only, not recycled products. A bilingual label (English and French) will attest to this fact on each item delivered. In addition, the label will indicate in detail the materials used as well as washing/cleaning instructions.
4. At the client's request, the supplier must prove the compliance of all items with the specifications in Annex A by means of a certification from an accredited laboratory. In addition, the client reserves the right to inspect different items during the goods delivery period at its expense by an accredited laboratory of expertise of its choice.
5. A set for a mattress size or category includes the items below. The specifications can be found in the bedding products description:
 - a. 100% polyester bedbug-proof mattress encasement.
 - b. Fitted sheet
 - c. Flat sheet
 - d. Pillowcase
 - e. Pillow protector
 - f. Pillow: colour white.

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W3380-19SI03
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W3380-19-SI03

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File No. - N° du dossier
MTA-9-42247

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MTA490
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6. Each pillow must be vacuum-packed in a plastic bag. Plastic bags will be placed in a box with 25 pillow per box. Items shall not be tied inside the box in order to prevent deformation.

DELIVERY

Reception of the goods is to take place at the point of delivery on business days between 8:00 am and 3:00 pm. The goods shall be delivered on standard 48" × 40" pallets for bedding or 78" x 39"/54"/60" pallets depending on mattress dimensions.

Delivery timeframe

Delivery shall be made within 40 business days of the supplier receiving the call-up against the standing offer.

Delivery addresses

- a) 2nd Canadian Division Support Base Valcartier
Building 515
Courcellette, Quebec G0A 4Z0
- b) Saint-Jean Garrison
J.-V. Allard Building Megaplex
Loading dock
St-Jean-sur-Richelieu, Quebec J0J 1R0

ANNEX "B" BASIS OF PAYMENT

The unit prices for each of the items shall be identified in the cells of the following table.

A) VALCARTIER GARRISON BEDDING SETS

Item	Description	Firm Period				Optional Period	
		Year 1		Year 2			
		Estimated quantity	Unit price	Estimated quantity	Unit price	Estimated quantity	Unit price
Set for double mattress							
1	Bedbug-proof mattress encasement, 100% polyester	30	\$_____/ea.	30	\$_____/ea.	30	\$_____/ea.
2	Fitted sheet	30	\$_____/ea.	30	\$_____/ea.	30	\$_____/ea.
3	Flat sheet	30	\$_____/ea.	30	\$_____/ea.	30	\$_____/ea.
4	Pillowcase	30	\$_____/ea.	30	\$_____/ea.	30	\$_____/ea.
5	Pillow protector	30	\$_____/ea.	30	\$_____/ea.	30	\$_____/ea.
6	Pillow (white)	30	\$_____/ea.	30	\$_____/ea.	30	\$_____/ea.
Set for queen mattress							
7	Bedbug-proof mattress encasement, 100% polyester	9	\$_____/ea.	9	\$_____/ea.	9	\$_____/ea.
8	Fitted sheet	9	\$_____/ea.	9	\$_____/ea.	9	\$_____/ea.
9	Flat sheet	9	\$_____/ea.	9	\$_____/ea.	9	\$_____/ea.
10	Pillowcase	9	\$_____/ea.	9	\$_____/ea.	9	\$_____/ea.
11	Pillow protector	9	\$_____/ea.	9	\$_____/ea.	9	\$_____/ea.
12	Pillow (white)	9	\$_____/ea.	9	\$_____/ea.	9	\$_____/ea.

B) SAINT-JEAN GARRISON BEDDING SETS

Item	Description	Firm Period				Optional Period	
		Year 1		Year 2			
		Estimated quantity	Unit price	Estimated quantity	Unit price	Estimated quantity	Unit price
Set for twin mattress							
13	Bedbug-proof mattress encasement, 100% polyester	120	\$_____/ea.	66	\$_____/ea.	66	\$_____/ea.
14	Fitted sheet	120	\$_____/ea.	66	\$_____/ea.	66	\$_____/ea.
15	Flat sheet	120	\$_____/ea.	66	\$_____/ea.	66	\$_____/ea.
16	Pillowcase	120	\$_____/ea.	66	\$_____/ea.	66	\$_____/ea.
17	Pillow protector	120	\$_____/ea.	66	\$_____/ea.	66	\$_____/ea.
18	Pillow (white)	120	\$_____/ea.	66	\$_____/ea.	66	\$_____/ea.
Set for double mattress							
19	Bedbug-proof mattress encasement, 100% polyester	24	\$_____/ea.	12	\$_____/ea.	12	\$_____/ea.
20	Fitted sheet	24	\$_____/ea.	12	\$_____/ea.	12	\$_____/ea.
21	Flat sheet	24	\$_____/ea.	12	\$_____/ea.	12	\$_____/ea.
22	Pillowcase	24	\$_____/ea.	12	\$_____/ea.	12	\$_____/ea.
23	Pillow protector	24	\$_____/ea.	12	\$_____/ea.	12	\$_____/ea.
24	Pillow (white)	24	\$_____/ea.	12	\$_____/ea.	12	\$_____/ea.

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Item	Description	Firm Period				Optional Period	
		Year 1		Year 2			
		Estimated quantity	Unit price	Estimated quantity	Unit price	Estimated quantity	Unit price
Set for queen mattress							
25	Bedbug-proof mattress encasement, 100% polyester	9	\$_____/ea.	9	\$_____/ea.	9	\$_____/ea.
26	Fitted sheet	9	\$_____/ea.	9	\$_____/ea.	9	\$_____/ea.
27	Flat sheet	9	\$_____/ea.	9	\$_____/ea.	9	\$_____/ea.
28	Pillowcase	9	\$_____/ea.	9	\$_____/ea.	9	\$_____/ea.
29	Pillow protector	9	\$_____/ea.	9	\$_____/ea.	9	\$_____/ea.
30	Pillow (white)	9	\$_____/ea.	9	\$_____/ea.	9	\$_____/ea.

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C) VALCARTIER GARRISON MATTRESSES

Item	Description	Firm Period				Optional Period	
		Year 1		Year 2			
		Estimated quantity	Unit price	Estimated quantity	Unit price	Estimated quantity	Unit price
1	Double mattress	50	\$_____/ea.	10	\$_____/ea.	10	\$_____/ea.
2	Queen mattress	2	\$_____/ea.	1	\$_____/ea.	1	\$_____/ea.

D) SAINT-JEAN GARRISON MATTRESSES

Item	Description	Firm Period				Optional Period	
		Year 1		Year 2			
		Estimated quantity	Unit price	Estimated quantity	Unit price	Estimated quantity	Unit price
1	Twin mattress	40	\$_____/ea.	22	\$_____/ea.	10	\$_____/ea.
2	Double mattress	8	\$_____/ea.	4	\$_____/ea.	4	\$_____/ea.
3	Queen mattress	3	\$_____/ea.	1	\$_____/ea.	1	\$_____/ea.

If the currency is other than CAD, please specify: _____

* The amounts indicated must be amounts before taxes.

**Customs charges and other applicable taxes not included.

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ANNEX "C" PERIODIC USAGES REPORT

The report requirements include, but are not limited to, the following information:

- The Standing Offer number;
- The title of the standing offer and description;
- The reporting period;
- Total number of orders and the associated value (taxes included) for the reporting period;

REPORT

Regional Individual Standing Offer (RISO)

#W3380-19SI03/____/MTA, Mattresses and bedding

Offeror : _____

Period : from _____ to _____

Client name – Department	Number of order	Value (dollars)
National Defense		
<u>Garnison Valcartier :</u>	_____	\$ _____
<u>Garnison St-Jean :</u>	_____	\$ _____
TOTAL VALUE		\$ _____

ANNEX "D" MANDATORY TECHNICAL CRITERIA

Criterion No.	Criterion Description	Reference in Technical Bid (Page and/or Section)
Mattress (twin/double/queen)		
1	Mattress height must be 12" ($\pm 1/2$ ").	
2	Spring height must be 8".	
3	The dimensions (in inches) for the three sizes of mattresses must be as follows: Twin—39 x 78; Double— 54 x 78; Queen—60 x 78.	
Mattress protector (twin/double/queen)		
4	The final dimensions for the three sizes of mattress protectors must be as follows: <ul style="list-style-type: none"> - Twin 39" x 80" + 10" (100 cm x 203.2 cm + 25.4 cm) - Double 54" x 80" + 12" (137 cm x 203.2 cm + 30.5 cm) - Queen 60" x 80 + 12" (152.4 cm x 203.2 cm + 30.5 cm) 	
Fitted sheet (twin/double/queen)		
5	The final dimensions for the three sizes of fitted sheets must be as follows: <ul style="list-style-type: none"> - Twin T-200 39" x 75" (100 cm x 190.5 cm) - Double T-250 54" x 80" + 15" (137 cm x 203.2 cm + 38 cm) - Queen T-250 60" x 80" + 15" (152.4 cm x 203.2 cm + 38 cm) 	
Flat sheet (twin/double/queen)		
6	The final dimensions for the three sizes of flat sheets must be as follows: <ul style="list-style-type: none"> - Twin T-200 72" x 108" (183 cm x 275 cm) - Double T-250 87" x 115" (221 cm x 292 cm) - Queen T-250 98" x 115" (249 cm x 292 cm) 	
Pillowcase and standard pillowcase		
7	Final dimensions for the two sizes of pillowcases must be as follows: <ul style="list-style-type: none"> - Pillowcase T-200 42" x 32" (106.7 cm x 81.3 cm) - Standard pillowcase T-200 21" X 32" (53.3 cm x 81.3 cm) 	
Pillow protector (twin/double/queen)		
8	Must be 50% cotton, 50% polyester.	
9	The flap must measure 14 cm.	
Pillow		
10	Pillow shell must be 100% cotton.	
11	The product must be 100% microfibre, 0.7 denier.	

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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);

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ANNEX "F" COMPLETE LIST OF COMPANY BOARD OF DIRECTORS

NOTE TO BIDDERS

WRITE ALL DIRECTOR'S FULL NAMES IN BLOCK LETTERS

PROCUREMENT - BUSINESS NUMBER (PBN) : _____