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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: includes the certifications 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 Statement of Requirement, the Basis of Payment, Site Authorities, Standing Offer reporting, the Electronic Payment Instruments and the Form 1.

1.2 Summary

This requirement is for the provision of Care of Remains and Funeral Services for Correctional Services Canada in one or more of the geographical Areas listed in Annex "A" - Statement of Requirement, on "as and when requested" basis.

The Offeror offers to provide all labour, materials, equipment and supervision required for Indigent funeral services, grounds burials, cremation services and grave markers on an "as and when requested" basis for Correctional Services Canada, various locations in British Columbia.

The period for making call-ups against the Standing Offer is from September 1st, 2020 to August 31st, 2022, with options to extend up to three additional one year periods.

It is anticipated that one Standing Offer per geographical Area will be awarded as a result of this Request for Standing Offers. It may be the same Offeror.

The requirement is subject to a preference for Canadian goods and/or services.

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

1.3 Debriefings

Offerors may request a debriefing on the results of the Request for Standing Offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the Request for Standing Offers process. The debriefing may be in writing, by telephone or by virtual meeting (WebEx).

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

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

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2020-05-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Offers

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

PWGSC Pacific 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.RPReceptiondessoumissions-PRBidReceiving.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 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES** () **NO** ()

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

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

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

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** () **NO** ()

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;

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

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

2.4 Enquiries - Request for Standing Offers

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

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

2.5 Applicable Laws

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

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. The total amount of Applicable Taxes must be shown separately.

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.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- a. Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- b. An evaluation team composed of representatives of Canada will evaluate the offers.
- c. The evaluation team will determine first if there are two or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Only one offer per geographical Area, per Offeror will be accepted and evaluated. If more than one offer is received per geographical Area, Canada will choose which offer to evaluate.

Each offer will be evaluated against all of the following criteria. If the information is not provided with the offer, the Offeror must submit the information to the Contracting Authority's attention within two days of request from PWGSC.

Offerors must clearly demonstrate compliance with each mandatory technical criteria using Annex "F" – Evaluation Criteria. Failure to demonstrate compliance will result in the offer being deemed non-responsive, and be given no further consideration.

M.1 The Offeror must be licensed by the province of British Columbia to provide mortuary services.

M.2 The Offeror must have at least five years of experiences in providing services required for cremation or burial, including administrative services, registration of death, body removal, and required merchandise.

4.1.2 Financial Evaluation

Offerors must submit a financial offer for each geographical Area for which they are offering services. Offerors must submit their financial offer in accordance with the Annex "B" - Basis of Payment.

The sum of the items listed in Annex "B" - Basis of Payment will be used to reach a total assessed bid price. All option years will be included in this calculation.

4.1.2.1 Evaluation of Price

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

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4.2 Basis of Selection

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

PART 5 - CERTIFICATIONS

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

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, 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 may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Offer

5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods and Canadian services.

Subject to the evaluation procedures contained in the Request for Standing Offers, offerors acknowledge that only offers with a certification that the goods and services offered are Canadian goods and Canadian services, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the offer may result in the goods and services offered being treated as non-Canadian goods and non-Canadian services.

The Offeror certifies that:

() a minimum of 80 percent of the total price for the offer consist of Canadian goods and Canadian services as defined in paragraph 5 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#), Example 2, of the Supply Manual.

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

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

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

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5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

6.1 Security Requirements

There is no security requirement applicable to this Standing Offer.

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 Annex "A" – Statement of Requirement.

7.2 Security Requirements

7.2.1 There is no security requirement applicable to this 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, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D" - Standing Offer Reporting. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: June 1 to August 30;
- 2nd quarter: September 1 to November 30;
- 3rd quarter: December 1 to February 28;
- 4th quarter: March 1 to May 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 **September 1st, 2020 to August 31st, 2022**.

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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 three – one year period, from September 1st, 2022 to August 31st, 2025 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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 60 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 "C" - Site Authorities of the Standing Offer.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Thomas Leboeuf
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch, Pacific Region
219 - 800 Burrard Street, Vancouver, BC V6Z 0B9

Telephone: 604-671-2613
Email Address: Thomas.leboeuf@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: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail: _____.

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.7 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer is designated staff of Correctional Services Canada, Pacific Region.

7.8 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 1 and 2 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

7.9 Limitation of Call-ups

Individual call-ups against this Standing Offer must not exceed \$25,000.00 (Applicable Taxes included).

7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$40,000.00 (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

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

7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions [2010C](#) (2020-05-28) General Conditions – Services (Medium Complexity)
- e) Annex "A" - Statement of Requirement;
- f) Annex "B" - Basis of Payment;

- g) Annex "C" - Site Authorities;
h) Annex "F" - Evaluation Criteria
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*).

7.12 Certifications

7.12.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). 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. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

7.13 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 British Columbia.

7.14 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 perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

[2010C](#) (2020-05-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of [2010C](#) (2020-05-28), General Conditions - Services (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 _____ (fill in start date of the period) to _____ inclusive (fill in end date of the period).

7.3.2 Delivery Date

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in contract for a cost of \$ _____ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

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

7.5.2 Single Payment

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

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7.5.3 Electronic Payment of Invoices – Call-up

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

- a. MasterCard Acquisition Card;
- b. Direct Deposit (Domestic and International);

7.6 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

- The original and one copy must be forwarded to the relevant address shown in Annex "C" - Site Authorities.

7.7 Insurance

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

ANNEX "A" - STATEMENT OF REQUIREMENT

CARE OF REMAINS AND FUNERAL SERVICES

1.0 Scope

1.1 Objective:

Provide all labour, materials, equipment and supervision required for indigent funeral services, including burials or cremations and grave markers "as and when requested", for the Correctional Services of Canada (CSC) in the Pacific Region in accordance with applicable legislation and bylaws.

Certain circumstances may require CSC be responsible for a portion of the service or material, and the next of kin responsible for the remainder.

Cremation and Burial Services must be offered in a variety of religious/spiritual backgrounds.

1.2 Background:

As CSC's mandate and mission is to care for inmates, when an inmate passes away the CSC has responsibilities with regards to the body of the deceased. Where the body of a deceased inmate is claimed by the inmate's emergency contact or next of kin, the CSC must arrange for the body to be transported to a funeral home in the person's or next of kin's hometown. In some instances, CSC may assume responsibility for all or part of the costs of the funeral in the hometown of the inmate or of the person who claims the body.

Where the body of a deceased inmate is not claimed, the CSC must arrange for the body to be buried, cremated or otherwise dealt with.

2.0 Requirements

2.1 Scope of Work:

Services required for cremation or burial, including administrative services, registration of death, body removal, and required merchandise for two geographical areas: Lower Mainland and Vancouver Island.

2.2 Tasks:

1. The offeror must provide the following services, as requested:

a) Cremation, including:

- Internment at municipal cemetery or Indigenous Reserve closest to the releasing institution (District of Kent, Chilliwack, Abbotsford, Mission, or Metchosin), including creation and placement of a grave marker with the deceased person's name, date of birth, and date of death, in accordance with applicable cemetery bylaws using the most economical option commonly available; or
- Transportation of ashes to a funeral home as identified by the site authority; or
- Release of ashes to family member identified by the site authority; or
- Disposal of ashes in accordance with provincial legislation/requirements.

b) Burial, including:

-
- Internment at municipal cemetery or Indigenous Reserve closest to the releasing institution (District of Kent, Chilliwack, Abbotsford, Mission, or Metchosin), including creation and placement of a grave marker with the deceased person's name, date of birth, and date of death, in accordance with applicable cemetery bylaws using the most economical option commonly available; or
 - Transportation of body to a funeral home as identified by site authority, which may include transportation by air to another province.
2. The offeror must provide the Death Certificate to the site authority.
 3. The offeror must provide the following Additional Items, if and when requested:
 - a) Embalming services (mandatory, if viewing is to take place);
 - b) Venue for service, including: music, hearse, and staff required;
 - c) Cremation and certificate, including the use of a disposable urn;
 - d) Ceremonial urn, using the most economical option commonly available;
 - e) Plastic body bag;
 - f) Burial box, using the most economical option commonly available;
 - g) Lowering device and greens for burial, if not provided by cemetery;
 - h) Creating and placement of a grave marker with the deceased person's name, date of birth, and date of death, in accordance with applicable cemetery bylaws and using the most economical option commonly available, at the municipal cemetery closest to the releasing institution (District of Kent, Chilliwack, Abbotsford, Mission, or Metchosin);
 - i) Transportation of body;
 - j) Transportation of cremated remains.
 4. The offeror must ensure that the venue for service is accessible.

2.3 Deliverables:

The offeror must deliver the services identified in each call-up. The delivery address will be identified in the call-up but is among those listed in Annex "C" – Site Authorities.

2.4 Constraints:

- The offeror must follow all local burial rules.
- The offeror must provide all documents in English.
- The offeror must provide for their own travel and board.

2.5 Support provided by Canada:

The site authority will provide inmate information required to complete the death certificate including full name, sex, date of death, age, and place of birth. The site authority will normally provide the location of death, but the funeral home may be required to contact the Coroners Service directly to attain this information.

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2.6 Timeframe and Delivery Dates:

The site authority will advise the funeral home when the remains are to be released by the Coroner. Services must be provided within five (5) days of notification of release.

2.7 Offeror Qualifications:

The offeror must have at least five years of experience in providing the services identified in the tasks section of this annex.

ANNEX "B" - BASIS OF PAYMENT

1.0 Contract Period (September 1, 2020 to August 31, 2022)

The Offeror will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract.

For the provision of services as described in Annex "A" Statement of Requirement, the Offeror will be paid the all-inclusive firm unit price below in the performance of this Contract, Applicable Taxes extra, F.O.B. Destination, and Canadian Customs Duty included, where applicable.

Resource Category	Firm unit or lot price
1. Service required for Cremation or Ground Burial: Including administration service, registration of death, body removal and required merchandise.	
a) Cremation Service	\$ _____ /lot
b) Ground Burial Service	\$ _____ /lot
2. Death Certificate	\$ _____ /each
3. Additional Items, if and when requested:	
a) Embalming services (mandatory, if viewing is to take place)	\$ _____ /lot
b) Venue for Service, including: music, hearse, and staff required	\$ _____ /lot
c) Cremation and certificate, including the use of a disposable urn	\$ _____ /lot
d) Ceremonial Urn, using the most economical option commonly available	\$ _____ /each
e) Plastic Body Bag	\$ _____ /each
f) Burial Box, using the most economical option commonly available	\$ _____ /each
g) Lowering device and greens for burial, if not provided by cemetery	\$ _____ /lot
h) Creation and placement of a grave marker with the deceased person's name, date of birth, and date of death, in accordance with applicable cemetery bylaws and using the most economical option commonly available, at the municipal cemetery closest to the releasing institutions (District of Kent, Chilliwack, Abbotsford, Mission or Metchosin)	\$ _____ /lot
i) Transportation of body	\$ <u>at cost</u>
j) Transportation of cremated remains	\$ <u>at cost</u>
Total:	

2.0 Options to Extend the Contract Period:

Subject to the exercise of the option to extend the Contract period in accordance with Article 7.4.2 Extension of Standing Offer, the Offeror will be paid an all-inclusive firm unit price below in the performance of this Contract, Applicable Taxes extra, F.O.B. Destination, and Canadian Customs Duty included, where applicable.

Option Year 1: September 1, 2022 to August 31, 2023

Resource Category	Firm unit or lot price
1. Service required for Cremation or Ground Burial: Including administration service, registration of death, body removal and required merchandise.	
a) Cremation Service	\$ _____ /lot
b) Ground Burial Service	\$ _____ /lot
2. Death Certificate	\$ _____ /each
3. Additional Items, if and when requested:	
a) Embalming services (mandatory, if viewing is to take place)	\$ _____ /lot
b) Venue for Service, including: music, hearse, and staff required	\$ _____ /lot
c) Cremation and certificate, including the use of a disposable urn	\$ _____ /lot
d) Ceremonial Urn, using the most economical option commonly available	\$ _____ /each
e) Plastic Body Bag	\$ _____ /each
f) Burial Box, using the most economical option commonly available	\$ _____ /each
g) Lowering device and greens for burial, if not provided by cemetery	\$ _____ /lot
h) Creation and placement of a grave marker with the deceased person's name, date of birth, and date of death, in accordance with applicable cemetery bylaws and using the most economical option commonly available, at the municipal cemetery closest to the releasing institutions (District of Kent, Chilliwack, Abbotsford, Mission or Metchosin)	\$ _____ /lot
i) Transportation of body	<u>\$ at cost</u>
j) Transportation of cremated remains	<u>\$ at cost</u>
Total:	

Option Year 2: September 1, 2023 to August 31, 2024

Resource Category	Firm unit or lot price
1. Service required for Cremation or Ground Burial: Including administration service, registration of death, body removal and required merchandise.	
a) Cremation Service	\$ _____ /lot
b) Ground Burial Service	\$ _____ /lot
2. Death Certificate	\$ _____ /each
3. Additional Items, if and when requested:	
a) Embalming services (mandatory, if viewing is to take place)	\$ _____ /lot
b) Venue for Service, including: music, hearse, and staff required	\$ _____ /lot
c) Cremation and certificate, including the use of a disposable urn	\$ _____ /lot
d) Ceremonial Urn, using the most economical option commonly available	\$ _____ /each
e) Plastic Body Bag	\$ _____ /each
f) Burial Box, using the most economical option commonly available	\$ _____ /each
g) Lowering device and greens for burial, if not provided by cemetery	\$ _____ /lot
h) Creation and placement of a grave marker with the deceased person's name, date of birth, and date of death, in accordance with applicable cemetery bylaws and using the most economical option commonly available, at the municipal cemetery closest to the releasing institutions (District of Kent, Chilliwack, Abbotsford, Mission or Metchosin)	\$ _____ /lot
i) Transportation of body	\$ at cost
j) Transportation of cremated remains	\$ at cost
Total:	

Option Year 3: September 1, 2024 to August 31, 2025

Resource Category	Firm unit or lot price
1. Service required for Cremation or Ground Burial: Including administration service, registration of death, body removal and required merchandise.	

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a) Cremation Service	\$ _____ /lot
b) Ground Burial Service	\$ _____ /lot
2. Death Certificate	\$ _____ /each
3. Additional Items, if and when requested:	
a) Embalming services (mandatory, if viewing is to take place)	\$ _____ /lot
b) Venue for Service, including: music, hearse, and staff required	\$ _____ /lot
c) Cremation and certificate, including the use of a disposable urn	\$ _____ /lot
d) Ceremonial Urn, using the most economical option commonly available	\$ _____ /each
e) Plastic Body Bag	\$ _____ /each
f) Burial Box, using the most economical option commonly available	\$ _____ /each
g) Lowering device and greens for burial, if not provided by cemetery	\$ _____ /lot
h) Creation and placement of a grave marker with the deceased person's name, date of birth, and date of death, in accordance with applicable cemetery bylaws and using the most economical option commonly available, at the municipal cemetery closest to the releasing institutions (District of Kent, Chilliwack, Abbotsford, Mission or Metchosin)	\$ _____ /lot
i) Transportation of body	\$ at cost
j) Transportation of cremated remains	\$ at cost
Total:	

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ANNEX "C" - SITE AUTHORITIES

Institution	Delivery Address	Invoicing Address	Contact	Phone Number	Fax Number
Matsqui Institution	Regional Supply Depot 33344 King Road Abbotsford, BC V2S 6J5	Matsqui Institution PO Box 2500 Abbotsford, BC V2S 4P3	Chief of Administration	604-850-8249	604-850-8343
Pacific Institution	Regional Supply Depot 33344 King Road Abbotsford, BC V2S 6J5	Regional Health Centre PO Box 3000 Abbotsford, BC V2S 4P4	Chief of Administration	604-870-7723	604-870-7746
Mission Minimum Institution	Mission Minimum Institution 33737 Dewdney Trunk Road Mission, BC V2V 4L8	Mission Minimum Institution PO Box 50 Mission, BC V2V 4L8	Chief of Administration	604-820-5751	604-820-5730
Mission Medium Institution	Mission Medium Institution 8751 Stave Lake Road Mission, BC V2V 4L8	Mission Institution PO Box 60 Mission, BC V2V 4L8	Chief of Administration	604-820-5857	604-820-5801
Kwikwexwelhp Institution	Kwikwexwelhp Institution Access off Morris Valley Road Harrison Mills, BC V0M 1L0	Kwikwexwelhp Institution PO Box 50 Harrison Mills, BC V0M 1L0	Chief of Administration	604-796-1661	604-796-8431
Mountain Institution	Mountain Institution 4732 Cemetery Road Agassiz, BC	Mountain Institution PO Box 1600 Agassiz, BC V0M 1A0	Chief of Administration	604-796-1507	604-796-1450

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Kent Institution	Kent Institution 4732 Cemetery Road Agassiz, BC V0M 1A0	Kent Institution PO Box 1500 Agassiz, BC V0M 1A0	Chief of Administration	604-796-4406	604-796-4500
William Head Institution	William Head Institution 6000 William Head Road, Victoria, BC V9C 0B5	William Head Institution PO Box 4000 Postal Stn A Victoria, BC V9C 0B5	Chief of Administration	250-391-7018	250-391-7005
Fraser Valley Institution	Regional Supply Depot 33344 King Road Abbotsford, BC V2S 6J5	Fraser Valley Institution PO Box 5000 Abbotsford, BC V2S 6J5	Assistant Warden Management Services	604-851-6003	604-851-6039
Community Corrections- Admin Office	Regional Supply Depot 33344 King Road Abbotsford, BC V2S 6J5	Community Corrections – Admin PO Box 3333 Abbotsford, BC V2S 5X7	District Manager Administration	604-870-2579	604-870-2402

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ANNEX "D" - STANDING OFFER REPORTING

Reports must be submitted to the Standing Offer Authority at thomas.leboeuf@tpsgc-pwgsc.gc.ca and pac.vanca@pwgsc-tpsgc.gc.ca on a quarterly basis, no later than 30 calendar days after the reporting period.

1st quarter : 1 June to 30 August
2nd quarter : 1 September to 30 November
3rd quarter : 1 December to 28 February
4th quarter : 1 March to 31 May

The reports must include following information:

Total Value to Date (\$)	Total Value for Reporting Period (\$)	Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)

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ANNEX "E" to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

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

ANNEX "F" – Evaluation Criteria

The Offeror must meet the following mandatory requirements:

1. Mandatory criteria

Criterion	Specification	Comply (Yes/No)	Substantiation Simply repeating the statement contained in the bid solicitation is not sufficient. Bidders please describe how the service meets the mandatory criteria.	Reference Bidders please clearly indicate where supporting documentation can be found in the bid.
M1	<p>The Offeror must be licensed by the province of British Columbia to provide mortuary services.</p> <p>The Offeror must substantiate this by submitting a copy of a valid license.</p>	Y/N		
M2	<p>The Offeror must have at least five years of experience in providing services required for cremation or burial, including administrative services, registration of death, body removal, and required merchandise as stated in Annex "A".</p> <p>The Offeror must substantiate this experience by providing a written summary of the services provided in accordance to Annex "A".</p>	Y/N		

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Form 1 – Bidder’s Submission Information

FORM 1 - Bidder’s Submission Information	
Bidder’s full legal name	
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name
	Title
	Address
	Fax #
	Email
Bidder’s Procurement Business Number (PBN) [see the <i>Standard Instructions 2003</i>]	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Federal Contractors Program for Employment Equity (FCP EE) Certification:	N/A
COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENT BOARD OF DIRECTORS OF THE BIDDER:	
NAME	TITLE
<p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"> 1. The Bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation. 	
Signature of Authorized Representative of Bidder	