



**RETURN BIDS TO:  
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FAX pour soumissions: (819) 997-9776

**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**  
Clothing and Textiles Division / Division des vêtements et  
des textiles  
L'Esplanade Laurier,  
East Tower 7th Floor  
Tour est 7e étage  
140 O'Connor, rue O'Connor,  
Ottawa  
Ontario  
K1A 0R5

<b>Title - Sujet</b> Interlock fabric	
<b>Solicitation No. - N° de l'invitation</b> 21C31-205451/A	<b>Date</b> 2020-10-06
<b>Client Reference No. - N° de référence du client</b> 3415451	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$PR-759-79149
<b>File No. - N° de dossier</b> pr759.21C31-205451	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-11-16</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Heure Normale du l'Est HNE	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lafleur, Mario	<b>Buyer Id - Id de l'acheteur</b> pr759
<b>Telephone No. - N° de téléphone</b> (873)354-0072 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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**\*\*\*Given that many people are currently working from home and in an effort to reduce the spread of the coronavirus disease (COVID-19) within communities, offerors must transmit their offer electronically using the epost Connect service or fax (819-997-9776).\*\*\***

## **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 technical specifications for fabric and the quarterly report template.

### **1.2 Summary**

- 1.2.1 This requirement is for the establishment of a Regional Individual Standing Offer (RISO) for CORCAN-Correctional Service of Canada for the supply of Interlock fabric. The Interlock fabric must be in accordance with the technical requirements as defined at Annexes A & B.

## **ITEMS REQUIRED**

Item 1 – Double knit tubular interlock (32in) in royal blue color  
Estimated usage for the 3 years: 135,000 meters.

Item 2 – Collars (15 in.) in a royal blue color, with detached folding  
Estimated usage for the 3 years: 75,000 units.

Item 3 – Collars (17 in.) in a royal blue color, with detached folding

Estimated usage for the 3 years: 45,000 units.

Item 4 – Tubular rib knit 1 X 1 (27 in), color royal blue  
Estimated usage for the 3 years: 15,000 meters.

Orders will be issued on an "as & when requested" basis from the date of issuance of the Standing Offer for a period of one (1) year with the possibility to extend for two (2) additional one-year period.

Items are requested to be delivered to Drummondville QC.

Only one (1) RISO may be issued as a result of this RFSO.

1.2.2 The requirement is conditionally limited to Canadian goods.

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

### 1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

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

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

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days  
Insert: 120 days

## **2.2 Submission of Offers**

Offers must be submitted electronically only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date and time indicated in the RFSO using epost Connect Service or fax (819-997-9776).

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

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

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

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

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

## **2.4. 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 Ontario.

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.

## **2.6 Pictures – For Guidance Only**

The pictures may not meet the technical requirement in all respects and must be used for guidance for all factors not covered by the technical specifications. The specifications will govern.

## **2.7 Specifications and Standards**

### **2.7.1 Canadian General Standards Board (CGSB) - Standards**

A copy of the CGSB Standards referred to in the offer solicitation is available and may be purchased from:

Canadian General Standards Board  
Place du Portage III, 6B1  
11 Laurier Street  
Gatineau, Québec

Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)  
Fax: (819) 956-5740  
E-mail: [ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca](mailto:ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca)  
CGSB Website: <http://www.tpsgc-pwgsc.gc.ca/ongc-cgsb/index-eng.html>

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1. Offer Preparation Instructions

**Given that many people are currently working from home and in an effort to reduce the spread of the coronavirus disease (COVID-19) within communities, offerors must transmit their offer electronically using the epost Connect service or fax (819-997-9776).**

- 3.1.1 Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The offer, submitted by epost Connect or by fax, must be gathered per section and separated as follows:

Section I: Technical Offer  
Section II: Financial Offer  
Section III: Certifications  
Section IV: Additional Information

If the Offeror is simultaneously providing copies of its offer using multiple acceptable delivery methods, and if there is a discrepancy between the wording of the facsimile copy and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the facsimile copy.

- 3.1.3 Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.
- 3.1.4 Canada requests that Offerors follow the format instructions described below in the preparation of their offer.
- (a) use a numbering system that corresponds to that of the Request for Standing Offers.
- 3.1.5 In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Offerors should:
- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
  - 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.
  - 3) provide details of their policies and practices in relation to the following initiatives, for information purposes only:
    - environmentally responsible manufacturing;

- environmentally responsible waste disposal;
- waste reduction;
- packaging;
- re-use strategies;
- recycling.

### **3.2 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 (reference pre-award samples, Part 4, Evaluation Procedures, 4.1.1.1 Mandatory Technical Criteria)

### **3.3 Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Basis of Payment (reference Part 4, Evaluation Procedures, 4.1.2 Financial Evaluation)

#### **3.3.1 Electronic Payment of Invoices - Offer**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "1" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "1" 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.

#### **3.3.2 Exchange Rate Fluctuation**

C3011T            2013/11/06            Exchange Rate Fluctuation

### **3.4 Section III: Certifications**

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

### **3.5 Section IV: Additional Information**

The information required in this Section should be submitted with the offer, but may be submitted afterwards. If information is missing from the offer, the Contracting Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the information within the time frame provided will render the offer non-responsive.

#### **3.5.1 Standing Offer and Resulting Contract Information**

Offeror input is required to complete several sections under Part 7, Standing Offer and Resulting Contract Clauses.

## **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 if there are two or more bids with a valid Canadian content certification with the bids coming from two or more bidders that are not affiliated within the meaning used in the Competition Act, R.S.C., 1985, c. C-34. In that event, only those bids with a valid certification will be eligible to be awarded a contract; otherwise, all bids will be eligible. If at any point in the evaluation process it is found, whether by

determination of invalidity of certifications, determination that bids are non-responsive or withdrawal of bids by bidders, that there are no longer two or more responsive bids with a valid certification, then all responsive bids will be eligible to be awarded a contract.

#### **4.1.1 Technical Evaluation**

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

###### **Pre-Award Samples and Supporting Documentation**

As part of the technical evaluation, to confirm an Offeror's capability of meeting the technical requirements, one (1) pre-award sample of each item 1, 2, 3 and 4 and test must be submitted at time of Request for Standing Offer closing at no charge to Canada. The samples submitted by the Offeror will remain the property of Canada.

Fabric requirements – Pre-award samples for items 1 and 4 must be of one (1) metre in length, full width must constitute a pre-award sample. Pre-award samples for items 2 and 3 must be compliant with the sizes requested.

The samples must be sent to the following address:

CORCAN Textiles F32  
250 Montée St-François,  
Laval, Québec, Canada H7C 1S5  
Tel. : (450) 664-6640 poste : 3945

Attn: Paul Harvey

Delivery hours are Monday to Friday, 9:00 a.m. to 4:00 p.m.

The Bidder must ensure that the following information is clearly printed or typed on all pre-award samples or on its packaging:

- a. Solicitation Number;
- b. Name of Bidder; and
- c. Solicitation Closing Date and Time.

The test results must be sent electronically with the bid.

The Offeror must ensure that the required pre-award samples are manufactured in accordance with the technical requirement and are fully representative of the offer submitted. Rejection of the pre-award samples will result in the offer being declared non-responsive.

If any supporting documentation (test results) is missing, the Contracting Authority will inform the Offeror in writing and provide the Offeror with two (2) working days from the request to submit the missing documentation.

Failure to submit the pre-award samples or the supporting documentation within the specified timeframe will result in the offer being declared non-responsive.

A laboratory analysis of the product offered showing complete test results of physical properties (except for the color) detailed in the technical requirement of the Annex B must be provided with the pre-award sample. Testing must be performed by an independent accredited laboratory establishment and must be in accordance with the test methods detailed in the Annex B. The

laboratory report and test results must be dated within 12 months of the Request for Standing Offer posting date.

The pre-award samples will be evaluated for quality of workmanship and conformance to specified materials and measurements. (Except for substitutions as indicated below)

In the event that a sample in the desired color is not available to the Offeror in a time frame to manufacture the pre-award sample, the Offeror may use a similar color, on the condition that a letter addressing the substitution is submitted with the pre-award sample, together with a statement that, should the Offeror be awarded the contract, all materials will be strictly in accordance with the technical requirements.

The requirement for a pre-award samples will not relieve the successful Offeror from submitting samples as required by the contract terms or from strictly adhering to the technical requirement of this Request for Standing Offer and any resultant contract.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Criteria**

- a. The Offeror must submit firm unit prices in Canadian dollars, applicable taxes excluded, DDP (Drummondville, Quebec) Incoterms 2000, transportation costs included, all applicable Customs Duties and Excise taxes included.
- b. The Offeror must submit firm unit pricing for all items and for all years.

#### **4.2 Basis of Selection**

An offer must comply with all requirements of the RFSO and meet all mandatory technical and financial evaluation criteria to be declared responsive.

The responsive offer with the lowest responsive aggregate price will be recommended for the issuance of a standing offer (1 standing offer only). The aggregate price will be determined by calculating the average of the unit prices submitted for each year multiplied by the total estimated quantity.

### **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 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

#### 5.1.2.1.1 SACC Manual clause A3050T (2020/07/01) Canadian Content Definition

##### Rules of Origin - Textiles

With reference to the Canadian Content Certification clause, item(s) on this offer are considered to be Canadian goods if they meet the following definition:

MODIFIED RULE OF ORIGIN FOR TEXTILES: "Textiles and textile articles classified in Chapters 50 to 60 inclusive of the Harmonized System that are woven, knitted or otherwise manufactured from yarns or fibres in Canada, and further processed in Canada by dyeing, finishing, coating or other processes as applicable, will be considered Canadian textiles. Woven fabrics of 100% cotton or of polyester and cotton blends that are dyed and finished in Canada will be considered Canadian."

##### Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

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

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

The Offeror certifies that:

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

##### Plant Location

Item(s) will be manufactured at:

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

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

### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the Ineligibility and Suspension Policy (<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 website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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

## 5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

### 5.2.3.2 Samples and Production Certification

The Offeror certifies that:

( ) the manufacturer that produced the pre-award samples will remain unchanged for the production samples and full production of the contract quantity.

## PART 6 – FINANCIAL

### 6.1 Financial Capability

SACC Manual clause [M9033T](#) (2011/05/16) Financial Capability

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING 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>) 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 ordered, including purchases paid for by a Government of Canada Acquisition Card.

The Offeror must provide an electronic version of this data in accordance with the reporting requirements detailed in Annex "C". 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: April 1, to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31;  
4th quarter: January 1 to March 31.

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

## **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 twelve (12) months from the date of issuance of the Standing Offer.

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

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional one-year period, 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 thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## **7.5 Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Mario Lafleur  
Public Works and Government Services Canada  
Acquisitions Branch  
Commercial and Consumer Products Directorate (CCPD)  
Clothing & Textiles Division  
Telephone: 873-354-0072  
E-mail address: [mario.lafleur@tpsgc-pwgsc.gc.ca](mailto:mario.lafleur@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 Standing offer 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 Technical Authority**

The Technical Authority for the Standing Offer is:

CORCAN Textiles  
250 Montée St-François  
Laval, Quebec H7C 1S5

Attn.: \_\_\_\_\_ (will be included at issuance of the SO)  
Tel: \_\_\_\_\_

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Standing Offer and is responsible for all matters concerning the technical content of the Work under the Standing Offer. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a Standing Offer Revision issued by the Standing Offer Authority.

### 7.5.3 Procurement Authority

The Procurement Authority for the Standing Offer is:

\_\_\_\_\_ (Name of Procurement Authority)  
\_\_\_\_\_ (Title)  
\_\_\_\_\_ (Organization)  
\_\_\_\_\_ (Address)

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail: \_\_\_\_\_ (will be included at issuance of the SO)

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Standing Offer. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Standing Offer. The Contractor may discuss administrative matters identified in the Standing Offer with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a Standing Offer Revision issued by the Standing Offer Authority.

### 7.5.4 Offeror's Representative

The person responsible for:

#### General enquiries

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

#### Delivery follow-up

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

### 7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: CORCAN Textiles-Correctional Service Canada.

## 7.7 Call-up Instrument

The Work will be authorized or confirmed by 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
  - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
  - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
  - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

OR

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

## 7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$50,000.00 (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 \$\_\_\_\_\_ (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 one (1) month 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 wordings 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 2030 (2020/05/28), General Conditions – Higher Complexity – Goods
- e) Annex “A” - Requirement;
- f) Annex “B” – Technical specifications
- g) Pictures
- h) the Offeror’s offer dated \_\_\_\_\_

**7.11 Certifications and Additional Information**

**7.11.1 Compliance**

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

**7.11.2 SACC Manual Clauses**

[M3060C](#) 2008/05/12 Canadian Content Certification

**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 Ontario.

**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.

**7.14 Plant Closing**

The Offeror's plant closing for Christmas and summer holidays are as follows. During this time there will be no shipments.

**Year 1**

Summer Holiday	FROM _____	TO _____
Christmas Holiday	FROM _____	TO _____

**Year 2 - Extension**

Summer Holiday	FROM _____	TO _____
Christmas Holiday	FROM _____	TO _____

**Year 3 - Extension**

Summer Holiday	FROM _____	TO _____
Christmas Holiday	FROM _____	TO _____

## 7.15 Plant Location

Items will be manufactured at: \_\_\_\_\_

## 7.16 Specifications and Standards

### 7.16.1 Canadian General Standards Board (CGSB) - Standards

A copy of the CGSB Standards referred to in the Standing Offer is available and may be purchased from:

Canadian General Standards Board

Place du Portage III, 6B1

11 Laurier Street

Gatineau, Québec

Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)

Fax: (819) 956-5740

E-mail: [ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca](mailto:ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca)

CGSB Website: <http://www.tpsgc-pwgsc.gc.ca/ongc-cgsb/index-eng.html>

## 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

[2030](#) (2020/05/28), General Conditions – Higher Complexity – Goods, apply to and form part of the Contract.

Section 19 Interest on Overdue Accounts, of General Conditions 2030 (2020/05/28) will not apply to payments made by credit cards.

### 7.3 Term of Contract

#### 7.3.1 Delivery Date (Desirable)

For the first order of each item:

Delivery of the first order of each item is requested to be complete within 50 calendar days from the notice of approval of the production samples.

For subsequent orders of each item:

Delivery is requested to be complete within 50 calendar days from receipt of the call-up document.

#### Delivery Offered

Bidder must provide best possible delivery:

For the first order of each item:

Delivery of the first order of each item must be completed within \_\_\_\_ calendar days from the notice of approval of the production samples.

For subsequent orders of each item:

Delivery must be completed within \_\_\_\_ calendar days from receipt of the call-up document.

## 7.4 Payment

### 7.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified at Annex "A". 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 Standing Offer Authority before their incorporation into the Work.

### 7.4.2 SACC Manual Clauses

[H1001C](#) 2008/05/12 Multiple Payments

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

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

**(To be advised at contract award)**

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

## 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) Please forward an electronic copy to the following email address for certification and payment: [345-CorcanFinances@CSC-SCC.GC.CA](mailto:345-CorcanFinances@CSC-SCC.GC.CA). Please stamp ORIGINAL COPY on the invoice.
  - (a) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract, the copy can be send by e-mail.
  - (c) One (1) copy must be forwarded to the consignee.

## 7.6 Insurance - No Specific Requirement

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

## 7.7 Subcontractor(s)

The following subcontractor(s) will be utilized in the performance of the contract.

Name of Company: \_\_\_\_\_

Location: \_\_\_\_\_

Value of subcontract: \$ \_\_\_\_\_  
Nature of subcontracting work performed: \_\_\_\_\_

Subcontractors, other than those listed above, may not be utilized without the written permission of Canada.

**7.8 Overshipment**

Overshipment will not be accepted unless prior approval is obtained from the Contracting Authority.

**7.9 Materials: Contractor Total Supply**

The Contractor will be responsible for obtaining all materials required in the manufacture of the items specified. The delivery stated for the items allows the necessary time to obtain such materials.

**17.10 Delivery**

**7.10.1 Delivery Appointment**

The Contractor must make deliveries to the establishment in Drummondville by appointment only. The Contractor must complete, seven (7) days before the delivery, the access form attached in Annex D.

The Contractor or its carrier must arrange delivery appointments by contacting the person specified hereunder. Delivery has to be confirmed 48 hours in advance. The consignee may refuse shipments when prior arrangements have not been made.

**Deliveries must be coordinated with:**

Hassan El Mekkaoui  
Tel: (450) 661-7786 ext. 4511

Or

José Macedo  
Tel: (450) 661-7786 ext. 4504

Deliveries can be made Monday to Friday, 8:15 am to 10:45 am and 1:00 pm to 3:00 pm.

- The institution is equipped with an unloading dock and the unloading of the goods will be completed by CORCAN.

**7.10.2 Shipping Instructions - Delivery at Destination**

1. Goods must be consigned to the destination specified in the Contract and delivered:

- a) Delivered Duty Paid (DDP) (Drummondville, Quebec) Incoterms 2000 for shipments from commercial contractor.

**7.10.3 Packaging and Marking**

Packing must be in accordance with standard commercial practice to ensure safe delivery at destination.

- The material must be delivered on pallets, wrapped in two plastic bags, and marked with:
  - the lot number

- fabric width
- number of meters per roll
- The weight of the pallets must not exceed 45 kilos.
- The collars must be packed in bundles containing fifty (50) collars. The final package must consist of five (5) bundles attached by two (2) strips, one at each end, for a total of two hundred and fifty (250) collars per batch. Each batch of five (5) collars must be individually bagged;

#### **7.10.4 Access to CSC Institutions**

All of the Contractor's employees, subcontractors or delivery personnel who will require access to Correctional Service of Canada (CSC) must complete the form "Request to Access a Federal Institution", provided at Annex D.

The completed form must be sent to the Technical Authority and must be received at least seven (7) calendar days before entering into the CSC institution. If they are received after this deadline, the verification may not be done and thus, people might not be allowed to enter the CSC institutions.

CSC reserves the right to refuse access to all persons who do not meet the minimum safety requirements of CSC. No financial compensation will be provided to the contractor for employees who are refused access.

#### **7.11 Assessment of Faults in Textile Fabrics**

1. The fabric detailed in the Contract must be free from defects such as imperfections and blemishes that may adversely affect its appearance or serviceability when viewed under inspection conditions satisfactory to the Quality Assurance Representative (QAR).
2. Any defect acceptable to the QAR must be strung (flagged) along the right hand selvedge of the face side using colourfast strings for each two (2) linear decimetres where the defect occurs (not applicable to narrow fabrics 15 cm or less in width).
3. The Contractor must deduct allowances from the gross piece length for each defect or splice, on the basis of two (2) linear decimetres per fault. The Contractor must record gross length, net length and number of splices on each piece ticket.
4. Fabric with more than twelve (12) defects per 100 linear metres will be rejected.
5. The following defects, if prevalent throughout the fabric, will result in rejection of the full pieces:
  - (a) mill creases/calendar marks;
  - (b) edge to edge shading;
  - (c) tears, holes or marks beyond 12 mm from the outer edge of the selvedge;
  - (d) poor dye penetration and/or streaks;
  - (e) weak or tender fabric;
  - (f) warp or filling defects throughout.

#### **7.12 Quantity - Minimum 95% - Fabric**

The Contractor must ship no quantity in excess of the quantity specified. A minimum delivery of 95 percent of the total quantity is acceptable to satisfy this requirement.

#### **7.13 Production Samples**

1. The Contractor must take a production sample of one (1) full meter of the items 1 and 4 and for the items 2 and 3 must be compliant with the sizes requested and this from the first production run and provide them to the Technical Authority, accompanied by the sealed sample if applicable, for acceptance within \_\_\_\_ calendar days from receipt of the first call-up of the items, transportation charges prepaid, and without charge to Canada.
  2. If the production samples are rejected, the Contractor must submit second production samples within 25 calendar days of notification of rejection from the Technical Authority.
  3. If the production samples are accepted by either full acceptance or conditional acceptance, the Contractor must proceed with production as per the Contract requirements.
  4. Rejection by the Technical Authority of the second production samples submitted by the Contractor for failing to meet the contract requirements will be grounds for termination of the Contract for default.
  5. The Contractor must carry out all required inspection and tests to verify conformance to the technical requirements of the Contract.
  6. The production samples submitted by the Contractor will remain the property of Canada.
  7. The Technical Authority will notify the Contractor, in writing, of the full acceptance, conditional acceptance, or rejection of the production samples. A copy of this notification will also be provided by the Technical Authority to the Contracting Authority. The notice of the full acceptance or conditional acceptance does not relieve the Contractor from complying with all requirements and conditions of the Contract.
  8. The Contractor must not commence or continue with production of the items and must not make any deliveries until the Contractor has received a written notification from the Technical Authority that the production samples are fully acceptable or conditionally acceptable. Any production of items before production sample acceptance will be at the sole risk of the Contractor.
  9. The production samples may not be required if the Contractor is currently in production. The request for waiver of production samples must be made by the Contractor in writing to the Contracting Authority. The waiving of this requirement will be at the sole discretion of the Technical Authority and will be evidenced through a contract amendment.
- 7.14 Technical Requirements during the period of the Contract**  
During the period of the Contract, the products delivered may be inspected by a recognized institution and, if the goods are found not to meet the technical requirements at Annexes A & B, they will be returned to the supplier at the supplier's expense.

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## ANNEX "A" REQUIREMENT

### A.1. TECHNICAL REQUIREMENT

The Contractor is required to provide Canada for Corcan Industries-Correctional Service Canada with interlock fabric in order to manufacture polo shirts in accordance with the technical requirements listed below and at Annex B and the pictures.

### ITEMS REQUIRED

- Item 1 – Double knit tubular interlock (32in) in royal blue color
- Item 2 – Collars (15 in.) in a royal blue color, with detached folding
- Item 3 – Collars (17 in.) in a royal blue color, with detached folding
- Item 4 – Tubular rib knit 1 X 1 (27 in), color royal blue

#### Color (Items 1 to 4)

All items will be Royal Blue, Pantone color **284U**.

The fabric must meet the requirements specified in Annex B within the minimum and maximum acceptable range. The fabric must be tested in accordance with the test methods (evaluation and acceptance procedure) specified in Annex B;

### A.2. ADDRESSES

Destination Address	Invoicing Address
<b>CORCAN – Drummond Institution</b> 2025 Jean-de-brebeuf Blvd. Drummondville, QC J2B 7Z6	See part 7.B, section 7.5 "Invoicing Instructions".

**A.3. DELIVERABLES AND BASIS OF PAYMENT**

- YEAR 1 – 12 months from issuance of the Standing Offer
- YEAR 2 – 13-24 months from issuance of the Standing Offer
- YEAR 3 – 25-36 months from issuance of the Standing Offer

Item	Description	Estimated Quantity for the 3 years	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra		
				Year 1 (Initial period)	Year 2 (Extension)	Year 3 (Extension)
1	Double knit tubular interlock (32in)	135,000	Meter	\$ _____	\$ _____	\$ _____
2	Collars (15 in.) with detached folding	75,000	Each	\$ _____	\$ _____	\$ _____
3	Collars (17 in.) with detached folding	45,000	Each	\$ _____	\$ _____	\$ _____
4	Tubular rib knit 1 X 1 (27 in)	15,000	Meter	\$ _____	\$ _____	\$ _____

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21C31-205451

Amd. No. - N° de la modif.  
File No. - N° du dossier  
21C31-205451

Buyer ID - Id de l'acheteur  
pr759  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "B"**  
TECHNICAL SPECIFICATION (Attachment)



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**ANNEX "D"**

REQUEST TO ACCESS A FEDERAL INSTITUTION FORM (Attachment)

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## Annex "E" - Pictures

### Double knit tubular item #1



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### Collar items #2 and #3



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**Tubular rib knit item #4**



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## **ANNEX "1" to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

## 1ANNEX B – TECHNICAL SPECIFICATIONS

### **Item 1 - Double knit tubular interlock fabric**

Double knit tubular interlock fabric of 32 inches width, color royal blue, 50% polyester / 50% cotton  $\pm$  5%.

The tube widths must be within the required measurements of 32 in.  $\pm$  ¼ in;

The mass must be of 185 g/m<sup>2</sup> (5.4 oz/yd<sup>2</sup>)  $\pm$  3%;

The knit will be individually poly-bagged and packed on rolls that must never exceed 45 kg / 100 lbs.

The interlock tubular knit must be the same royal blue color (Pantone color **284U**) as the collars and the rib knit.

	<b>Minimum acceptable</b>	<b>Maximum acceptable</b>
Tube 32 in.	31 ¾ in.	32 ¼ in.

The fabric and samples must meet all the requirements specified hereunder within the minimum and maximum acceptable range. The fabric must be tested in accordance with the test methods specified in the table below. **Only the test methods listed in the table below will be accepted.**

<b>Property</b>	<b>Evaluating &amp; Acceptance Methodology – Test method</b>	<b>Specified Requirement</b>	<b>Minimum acceptable</b>	<b>Maximum acceptable</b>
Quantitative Analysis of Multi-Fibre Blends	ISO / TR 11827 :2012  ASTM D276	50% polyester 50% cotton	- 5% (47.5%) - 5% (47.5%)	+ 5% (52.50%) + 5% (52.50%)
Width		32 in	31 ¾ in	32 ¼ in
Weave		Double Knit interlock	Double Knit interlock	Double Knit interlock
Unit Mass of Fabrics	CAN/CGSB 4.2 No. 5.1 – M90 (R2013)  ISO 3801:1977 Méthode 5	185g/m <sup>2</sup>	-3% (179g/ m <sup>2</sup> )	
Coulorfastness to washing – Accelerated test – launder-Ometer	CAN/CGSB 4.2 No.19.1-2004	GS4	GS3	
Coulorfastness to perspiration	CAN/CGSB 4.2 No.23-M90	GS4	GS3	
Colorfastness to artificial light	CAN/CGSB 4.2 No.18.3-97  ISO 105-B02:2013	ISO4	ISO3	

**Items #2 and #3 – Collars (length of 15 inches and 17 inches)**

Collars (15 in. and 17 in. lengths) in a royal blue color, 50% cotton / 50% polyester with detached folding;

The mass of the 15 in. collar must be of 30 g/m<sup>2</sup> (0.88 oz/yd<sup>2</sup>) ± 3%;

The mass of the 17 in. collar must be of 33 g/m<sup>2</sup> (0.97 oz/yd<sup>2</sup>) ± 3%;

The collars must be within the required measurements of 15 in. and 17 in. ± ¼ in.

The collars must be packed in bundles containing fifty (50) collars. The final package must consist of five (5) bundles attached by two (2) strips, one at each end, for a total of two hundred and fifty (250) collars per batch. Each batch of five (5) collars must be individually bagged;

The collars must be the same royal blue (Pantone color **284U**) as the interlock knit and rib knit.

Length	Minimum acceptable	Maximum acceptable
Collar 15 in.	14 ¾ in.	15 ¼ in.
Collar 17 in.	16 ¾ in.	17 ¼ in.

Width	Minimum acceptable	Maximum acceptable
Collars 15 in. and 17 in.	3 ¼ in.	3 ¾ in.

**Item 2 – Collar 15 inches**

The fabric and samples must meet all the requirements specified hereunder within the minimum and maximum acceptable range. The fabric must be tested in accordance with the test methods specified in the table below. **Only the test methods listed in the table below will be accepted.**

Property	Evaluating & Acceptance Methodology – Test method	Specified Requirement	Minimum acceptable	Maximum acceptable
Quantitative Analysis of Multi-Fibre Blends	ISO / TR 11827 :2012  ASTM D276	50% polyester 50% cotton	- 5% (47.5%) - 5% (47.5%)	+ 5% (52.50%) + 5% (52.50%)
Width		3 ½ in	3 ¼ in	3 ¾ in
Length		15 in	14 ¾ in	15 ¼ in
Unit Mass of Fabrics	CAN/CGSB 4.2 No. 5.1 – M90 (R2013)  ISO 3801:1977 Méthode 5	30 g/m <sup>2</sup> (1.058 oz/yd <sup>2</sup> )	-3%	
Colorfastness to washing – Accelerated test – launder-Ometer	CAN/CGSB 4.2 No.19.1-2004	GS4	GS3	
Colorfastness to perspiration	CAN/CGSB 4.2 No.23-M90	GS4	GS3	
Colorfastness to artificial light	CAN/CGSB 4.2 No.18.3-97  ISO 105-B02:2013	ISO4	ISO3	

**Item 3 – Collar 17 inches**

The fabric and samples must meet all the requirements specified hereunder within the minimum and maximum acceptable range. The fabric must be tested in accordance with the test methods specified in the table below. **Only the test methods listed in the table below will be accepted.**

Property	Evaluating & Acceptance Methodology – Test method	Specified Requirement	Minimum acceptable	Maximum acceptable
Quantitative Analysis of Multi-Fibre Blends	ISO / TR 11827 :2012 ASTM D276	50% polyester 50% cotton	- 5% (47.5%) - 5% (47.5%)	+ 5% (52.50%) + 5% (52.50%)
Width		3 ½ in	3 ¼ in	3 ¾ in
Length		17 in	16 ¾ in	17 ¼ in
Unit Mass of Fabrics	CAN/CGSB 4.2 No. 5.1 – M90 (R2013) ISO 3801:1977 Méthode 5	30 g/m <sup>2</sup> (1.058 oz/yd <sup>2</sup> )	-3%	
Colorfastness to washing – Accelerated test – launder-Ometer	CAN/CGSB 4.2 No.19.1-2004	GS4	GS3	
Colorfastness to perspiration	CAN/CGSB 4.2 No.23-M90	GS4	GS3	
Colorfastness to artificial light	CAN/CGSB 4.2 No.18.3-97 ISO 105-B02:2013	ISO4	ISO3	

**Item #4 – Tubular rib knit**

Tubular rib knit 1 X 1 of 27 in. width, color royal blue, 50% polyester / 50% cotton ± 5%;

The tube width must be within the required measurements of 27 in. ± ¼ in.;

The mass must be between 165 g/m<sup>2</sup> to 185 g/m<sup>2</sup>;

The rib knit must be individually poly-bagged and packed on rolls that must never exceed 45 kg / 100 lb.

The rib knit must be the same royal blue (Pantone color **284U**) as the interlock knit and collar.

The fabric and samples must meet all the requirements specified hereunder within the minimum and maximum acceptable range. The fabric must be tested in accordance with the test methods specified in the table below. **Only the test methods listed in the table below will be accepted.**

Property	Evaluating & Acceptance Methodology – Test method	Specified Requirement	Minimum acceptable	Maximum acceptable
Quantitative Analysis of Multi-Fibre Blends	ISO / TR 11827 :2012  ASTM D276	50% polyester 50% cotton	- 5% (47.5%) - 5% (47.5%)	+ 5% (52.50%) + 5% (52.50%)
Width		27 in	26 ¾ in	27 ¼ in
Weave		Rib 1x1	Rib 1x1	Rib 1x1
Unit Mass of Fabrics	CAN/CGSB 4.2 No. 5.1 – M90 (R2013)  ISO 3801:1977 Méthode 5	185g/m <sup>2</sup>	-3% (179g/ m <sup>2</sup> )	
Colorfastness to washing – Accelerated test – launder-Ometer	CAN/CGSB 4.2 No.19.1-2004	GS4	GS3	
Colorfastness to perspiration	CAN/CGSB 4.2 No.23-M90	GS4	GS3	
Colorfastness to artificial light	CAN/CGSB 4.2 No.18.3-97  ISO 105-B02:2013	ISO4	ISO3	



Request to access a federal institution

**PERSONAL INFORMATION**

Surname: \_\_\_\_\_ Full name: \_\_\_\_\_  
 Date of birth (YY-MM-DD): \_\_\_\_\_ Sex: M  F   
 Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye color: \_\_\_\_\_ Hair color: \_\_\_\_\_  
 Street: \_\_\_\_\_ City: \_\_\_\_\_  
 Province: \_\_\_\_\_ Postal code: \_\_\_\_\_  
 Tel. Number: Home: ( \_\_\_\_ ) \_\_\_\_\_ Cellular: ( \_\_\_\_ ) \_\_\_\_\_

**GENERAL INFORMATION**

Have you ever been found guilty of a criminal offence or do you have any pending charges?  
 No  Yes  If so, which? \_\_\_\_\_  
 Do you know personally anyone incarcerated in a federal or provincial institution?  
 No  Yes  If so, what is the name? \_\_\_\_\_  
 Are you registered as an inmate's visitor or have you ever visited an inmate?  
 No  Yes  If so, what is the name? \_\_\_\_\_  
 Have you made a similar request for access in the last two years?  
 No  Yes  If so, for which institution? \_\_\_\_\_  
 What is the reason for your request to access a federal institution? \_\_\_\_\_  
 \_\_\_\_\_  
 Name of your employer / educational institution? \_\_\_\_\_  
 Name of the employee responsible for the visit: \_\_\_\_\_

**Privacy act statement**

Personal information about you is collected under the authority of the *Corrections and Conditional Release Act* in order to authorize your access to a federal institution. This information is collected, with no obligation on your part, and held in the Security Clearance System (SCS); however, if you refuse to comply with any security verifications, your access privileges will be refused. The information that you provide cannot be disclosed to other persons without your consent, EXCEPT where disclosure would be justified pursuant to one of the paragraphs of subsection 8(2) of the Privacy Act. **Access may be denied for submitting false information. The institution reserves the right to refuse access to the applicant before, upon arrival or during the visit.**

I hereby authorize the Correctional Service of Canada to conduct any investigation it deems necessary to allow my access to their institution. I agree that the Correctional Service of Canada cannot be held accountable for any harm suffered in the course of my activities unless this harm is directly attributable to the negligence of one or more employees of the Service.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of employee responsible for the visit: \_\_\_\_\_ Date: \_\_\_\_\_



**RESERVED FOR THE PREVENTIVE SECURITY DEPARTMENT**

Institution: \_\_\_\_\_

Access to the institution granted: No  Yes

Name of Security intelligence officer: \_\_\_\_\_ Date: \_\_\_\_\_