



**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

**This bid solicitation cancels and supersedes previous bid solicitation number W6895-200052/A dated June 26, 2020 with a closing of August 11, 2020 at 2:00pm CDT. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.**

**TABLE OF CONTENTS**

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

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7.1	REQUIREMENT .....	13
7.2	STANDARD CLAUSES AND CONDITIONS .....	13
7.3	TERM OF CONTRACT .....	13
7.4	PAYMENT .....	13
7.5	INVOICING INSTRUCTIONS .....	14
7.6	INSURANCE .....	14
7.7	SACC MANUAL CLAUSES .....	14
<b>ANNEX "A" .....</b>		<b>15</b>
	REQUIREMENT .....	15
<b>ANNEX "B" .....</b>		<b>20</b>
	MANDATORY SPECIFICATIONS.....	20
<b>ANNEX "C" .....</b>		<b>23</b>
	BASIS OF PAYMENT .....	23
<b>ANNEX "D" .....</b>		<b>24</b>
	SECURITY REQUIREMENTS CHECK LIST .....	24
<b>ANNEX "E" .....</b>		<b>27</b>
	STANDING OFFER USAGE REPORT .....	27
<b>ANNEX "F" TO PART 3 OF THE REQUEST FOR STANDING OFFERS .....</b>		<b>28</b>
	ELECTRONIC PAYMENT INSTRUMENTS .....	28

## **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:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Requirement, the Basis of Payment, the Electronic Payment Instruments, and any other annexes

### **1.2 Summary**

The Department of National Defence (DND) has a requirement for a Regional Individual Standing Offer (RISO) for the supply, delivery and installation of various types of blinds, louvers and shades on an "as and when" requested basis at DND 4 Wing Cold Lake, Alberta and the removal of existing window coverings, hardware and fasteners. The standing offer is for a period of three years.

### **1.3 Security Requirements**

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

### **1.4 Debriefings**

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

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

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

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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 Western 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:  
[roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca](mailto:roreceptionSoumissions.wrbidreceiving@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.

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

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

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

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

### **2.4 Applicable Laws**

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

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
- Section IV: Additional Information

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.

Canada requests that offerors follow the format instructions described below in the preparation of hard copy of their offer:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the RFSO.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green](#)

**Procurement** (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### **Section I: Technical Offer**

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

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

Offerors must submit their financial offer in accordance with the "Annex C, Basis of Payment".

Offerors must submit firm prices for all items listed in Annex "C".

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

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

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

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

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

#### **3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

**Section III: Certifications** Offerors must submit the certifications and additional information required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

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

Offerors must meet all mandatory criteria included in Annex "A", Requirement and in Annex "B" Mandatory Specifications. The Offeror must also demonstrate that it meets all of the requirements in Annex "B".

Supporting technical documentation, which may include but is not limited to specification sheets, technical brochures, photographs or illustrations, must be provided for each mandatory specification in Annex "B" (except for any cells that are marked "No" in Column 3) to demonstrate how the mandatory specification is met. Where published supporting technical documentation is not available for a mandatory specification, the Bidder must prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance. It is the Offeror's responsibility to ensure that the submitted supporting technical documentation provides detail to prove that the proposed product meets/products meet the requirements of the mandatory specification.

The above referenced supporting documentation should be provided prior to solicitation closing. If the supporting documentation referenced above has not been provided by solicitation closing, the Standing Offer Authority will notify the Offeror that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Standing Offer Authority within that time period will deem the offer non-responsive and the offer will not be given further consideration.

**\*\*Offerors must address any concerns with the mandatory specifications to the Standing Offer Authority before solicitation closing. It is requested that the concerns be submitted at least 10 calendar days prior to solicitation closing and that the concerns be submitted in writing (e.g. by e-mail). Enquiries received after that time may not be answered.\*\***

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Financial Evaluation Criteria**

The financial evaluation will be conducted by calculating the Total Bid Price using Annex "C", Basis of Payment, which must be completed by the bidders.

*SACC Manual* Clause [M0222T](#) (2016-01-28), Evaluation of Price - Canadian/Foreign Offerors

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

##### **4.2.1 Basis of Selection - Mandatory Technical Criteria Only**

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

### **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the



Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

## 5.1 Certifications Required with the Offer

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

### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

### 5.2.1 Integrity Provisions – Required Documentation

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

### 5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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.

## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;

- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

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

### **A. STANDING OFFER**

#### **7.1 Offer**

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

#### **7.2 Security Requirements**

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

### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. W6895-20-0052**

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

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

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

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

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

##### **7.3.2 Standing Offers Reporting**

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

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

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

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth 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 from *[to be inserted at standing offer issuance]* to *[to be inserted at standing offer issuance]*.

### **7.4.2 Delivery Points**

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

## **7.5 Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Sheena Simonson  
Title: Procurement Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Western Region  
Address: 110-101 22<sup>nd</sup> St E, Saskatoon, Saskatchewan, S7K 0E1

Telephone: 306-241-1169  
Facsimile: 306-975-5397  
E-mail address: sheena.simonson@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**

**Please fill in the below section:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

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

**7.6 Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence (DND) 4 Wing Cold Lake, Alberta.

**7.7 Call-up Instrument**

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

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
  - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
  - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

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

## 7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$\_\_\_\_\_ (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 **\$[to be inserted at standing offer issuance]** (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 2 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 7.10 Priority of Documents

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

- a. the call up against the Standing Offer, including any annexes;
- b. the articles of the Standing Offer;
- c. the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d. the general conditions 2010A (2020-05-28), General Conditions - Goods (Medium Complexity);
- e. Annex A, Requirement;
- f. Annex B, Mandatory Specifications;
- g. Annex C, Basis of Payment;
- h. Annex D, Security Requirements Check List;
- i. Annex E, Standing Offer Usage Report;
- j. the Offeror's offer dated **[to be inserted at standing offer issuance]**.

## 7.11 Certifications and Additional Information

### 7.11.1 Compliance

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

## 7.12 Applicable Laws

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

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

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

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

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

## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Requirement**

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

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

#### **7.2.1 General Conditions**

2010A (2020-05-28), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of 2010A (2020-05-28), General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

### **7.3 Term of Contract**

#### **7.3.1 Delivery Date**

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

### **7.4 Payment**

#### **7.4.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex C for a cost of \$ **[per each individual call up]**. Customs duties are **[to be inserted at standing offer issuance]** 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.

#### **7.4.2 Single Payment**

H1000C (2008-05-12), Single Payment

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#### **7.4.3 SACC Manual Clauses**

[A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department  
[C0705C](#) (2010-01-11), Discretionary Audit

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

***[to be inserted at standing offer issuance]***

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- 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. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

#### **7.6 Insurance**

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

#### **7.7 SACC Manual Clauses**

[A9062C](#) (2011-05-16), Canadian Forces Site Regulations  
[B7500C](#) (2006-06-16), Excess Goods  
[A9039C](#) (2008-05-12), Salvage  
[A2000C](#) (2006-06-16), Foreign Nationals (Canadian Contractor)  
[M3800C](#) (2006-08-15), Estimates

## **ANNEX "A"**

### **REQUIREMENT**

#### **A. GENERAL**

##### **1. Description**

The Department of National Defence (DND) has a requirement for a Regional Individual Standing Offer (RISO) for the supply, delivery and installation of various types of blinds, louvers and shades on an "as and when" requested basis at DND 4 Wing Cold Lake, Alberta and the removal of existing window coverings, hardware and fasteners. The standing offer is for a period of three years.

##### **2. Contractor's Use of Site**

###### **2.1** For execution of the work only, subject to the following:

- a. Movement around site will be subject to restrictions imposed by the Project Authority;
- b. Do not unreasonably encumber site with materials or equipment;
- c. Maintain work in tidy condition, free from accumulation of waste products and debris; and
- d. Execute work with the least possible interference or disturbance to occupants and normal use of premises.

###### **2.2 Workmanship**

Workmanship must be of the best quality, executed by workers skilled and ticketed in the respective trades for which they are employed. It is the responsibility of the Contractor to supply fully licensed and accredited employees. All related licenses, tickets and accreditation are the responsibility of the Contractor and must be provided as proof of quality of skills required for the terms of this contract.

Contractor must not employ any unfit person or anyone unskilled in their respective duties. The Work must not be performed by any person who, in the opinion of the Project Authority, is incompetent, unsuitable or has been conducting himself/herself improperly. Project Authority reserves the right to request the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.

Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Project Authority, whose decision is final.

###### **2.4 Warranty**

1. Despite inspection and acceptance of the Work by or on behalf of Canada and without restricting any provisions of the Contract or any condition, warranty or provision imposed by law, the Contractor, if requested by Canada to do so, must replace, repair or correct, at its own option and expense any work that becomes defective or fails to conform to the requirements of the Contract, where applicable. The warranty period will be 12 months after delivery and acceptance of the Work or the length of the Contractor's or manufacturer's standard warranty period, whichever is longer.
2. Canada must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good, and the Contractor must pay the transportation cost associated with forwarding the replacement



or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location and will be reimbursed its reasonable travel and living expenses.

3. The warranty period is automatically extended by the duration of any period or periods where the Work is unavailable for use or cannot be used because of a defect or non-conformance during the original warranty period. The warranty applies to any part of the Work replaced, repaired or corrected pursuant to subsection 1, for the greater of:
  - a. the warranty period remaining, including the extension, or
  - b. 90 days or such other period as may be specified for that purpose by agreement between the Parties.

## **2.4 Operational Security**

Work carried out within the General Restricted Area (GRA) is subject to special and unique security regulations. All Contractors' employees must carry company I.D. and GRA pass. Individuals without authorized passes in their possession will not be permitted to enter the GRA. If the Project Authority requires the Contractor to work in the GRA where their Reliability clearance does not give them access, the Project Authority will attempt to provide Security Escorts.

### **2.4.1 The use of cell phones are restricted in the GRA.**

- a. Use of cellular phones is prohibited within Refuelling compounds; and
- b. Cell phones will not be operated within 15 metres of an aircraft.

### **2.4.2 Contractors must not take any pictures within the GRA, if required to take a picture, the Project Authority could take the picture for the Contractor. A request must be submitted to the Project Authority well in advance; this request will be considered but might not be supported due to other requirements.**

## **3. Health & Safety Requirements**

- I. All accidents must be reported to the Project Authority immediately.
- II. All hazardous material must be identified and labelled in accordance with the Workplace Hazardous Material Information System (WHMIS) and copies of the Material Safety Data Sheet (MSDS) must be supplied to the Project Authority.
- III. Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during the performance of work, Contractor must report it to Project Authority immediately.
- IV. If during execution of contract work, workers uncover or disturb suspected asbestos products that are not covered in the contract specifications, STOP work in that area and report to Project Authority immediately.
- V. Smoking is not permitted in any DND building or facility. Smoking will only be permitted utilizing designated smoking areas located in various locations throughout the Base. Smoking is not permitted in POL Compound or around any flammable liquids.

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#### **4. Orientation Meeting**

- 4.1** A kickoff meeting will be conducted for the Contractor and Project Authority to discuss the terms of the Standing Offer Agreement (SOA). This meeting provides both parties an opportunity to bring forward or answer all inquiries or questions. This meeting will be held prior to initial call-up to ensure there is no misunderstanding. This meeting may be conducted by teleconference at the request of the Project Authority. The Project Authority will contact the Contractor to arrange for this meeting as soon as possible after the issuance of the Standing Offer Agreement (SOA). The meeting is expected to last approximately one hour but may vary from this time frame.
- 4.2** The Contractor's personnel who will be working on 4 Wing must read and abide by the 4 Wing Cold Lake Fire Orders and Regulations for Contractors, which will be provided by the Project Authority during the orientation meeting or before the commencement of the work.
- 4.3** The Project Authority will coordinate arrangements for the Contractor to be briefed on Fire Safety at their orientation meeting before any work is commenced.
- 4.4** Contractors/visitors/subcontractors working with/supporting DND personnel must attend work-specific briefings by the Project Authority lasting approximately one (1) hour relating to health, safety, environmental and emergency response procedures. Documentation including Standing Operating Procedures (SOP's) or other procedures, and safety standards will be cited or made available to contract/visitor principals on a loan basis for reference, as applicable.
- 4.5** Contractors must observe On-site Safety, Health and Environmental Standards on Protection of Property. The Contractor, his employees and/or subcontractors must undertake and agree to comply with all DND regulations in force at the worksite, including the observance of all safety, health and environmental standards and those in place to preserve and protect DND property from loss or damage from all causes including fire.
- 4.6** The Contractor must ensure that all employees and subcontractors that will be working on the site are fully briefed and have completed and signed the Contractor Safety Orientation Checklist prior to the start of any portion of the on-site work. A copy of the signed checklist must be provided to the Project Authority. No payments will be issued until all documentation is in place.

#### **5. Environmental Protection Procedures**

- I.** The following are disposals regulations:
- a.** Burying of rubbish or waste materials on site is prohibited;
  - b.** Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers;
  - c.** Costs associated with appropriate removal, transportation and disposal of wastes is the responsibility of the Contractor; and
  - d.** The Contractor must dispose of all rubbish and residue in accordance with existing provincial and/or municipal regulations and/or bylaws.
- II.** Do not pump contaminated water into waterways, storm drains, sanitary sewers, or drainage systems.
- III.** Control the disposal or runoff of contaminated water or other harmful substances in accordance with local authority requirements.
- IV.** Do not dump excavated fill, waste material or debris in waterways.
- V.** The Contractor must immediately notify the Project Authority of any damage incident.

## **6. Special Procedures: Airports In Use**

- I.** When operating within the 4 Wing areas the following restrictions apply:
  - a.** Do not disrupt airport business except as permitted by Project Authority;
  - b.** Provide temporary protection for safe handling of public, personnel, pedestrians and vehicular traffic; and
  - c.** Provide barricades and lights where directed.
- II.** In areas of airport not closed to aircraft traffic, the Contractor must:
  - a.** Obtain Project Authority's approval on scheduling of work;
  - b.** Control movements of equipment and personnel as directed by Project Authority;
  - c.** Obey signals and directions from escort instantly;
  - d.** For all services that are required on the airfield an escort will be provided; and
  - e.** All personnel must be aware of Jet Blast (exhaust) from running and turning aircraft when working on the aerodrome. Jet Blast is extremely hot and forceful.
- III.** The Contractor must be aware of the following FOD Controls:
  - a.** Where travel routes cross active runways, taxiways or aircraft parking aprons, the Contractor and/or his designate must broom clean debris from area immediately;
  - b.** Where access routes cross active runways, taxiways or parking aprons, the Contractor and/or his designate must keep crossings free of mud and debris at all times; and
  - c.** FOD Control must be exercised on a continuous basis in vicinity of aircraft, runways or aprons. Control all blowing debris at all times, stop and check vehicle tires at all designated FOD Check Stop.

## **7. Requirement**

### **7.1 Blinds**

All blinds (vertical louver blinds, horizontal louver blinds and roller blinds) must comply with Annex "B", Compliance Matrix – Minimum Mandatory Performance Specifications.

#### **7.1.1 Installation of Blinds**

The Contractor must:

- I.** Install the blinds inside the windows indicated by DND (at the time of call-up);
  - a.** At the time of call-up, the contractor must:
    - i.** Submit one representative working sample of the blind(s); and
    - ii.** Submit duplicate samples of manufacturer's standard colours for selection (if applicable).
    - iii.** After approval of samples, it will be returned for incorporation into work.
- II.** Install bracket mounted blinds in accordance with manufacturer's instructions;
- III.** Secure top rails and use non-corrosive metal fasteners for installation, concealed in final assembly;
- IV.** Install blinds square, plumb, true to line with operable parts adjusted for correct function; and
- V.** Adjust to provide for operation without binding.

## **7.2 Tint**

All window tint film and security film must comply with Annex "B", Mandatory Specifications.

### **7.2.1 Installation of Tint**

The Contractor must:

- I. Install the window tint film and security film inside the windows indicated by DND (at the time of call-up).

## **7.3 Removal Existing Blinds**

The Contractor must:

- I. Remove existing window coverings, hardware and fasteners prior to any installation.

## **8. Service Calls**

Service calls for repairs may be required for various types of installed blinds, louvers and screens. The Contractor will be required to provide a scheduled on-site service work during normal working hours of 0730 -1600 (as and when requested by DND). The Contractor will be required to provide all transportation, supervision, labour, tools and materials to complete repairs, alterations, relocation of existing window coverings, and removal and installation as necessary.

## ANNEX "B"

### MANDATORY SPECIFICATIONS

#### Instructions

On the supporting documentation, write the item number from Column 1 in the table below on the place in the supporting documentation that demonstrates how the mandatory specification is met.

Column 1	Column 2
Item #	Mandatory Specifications
	<b>General - Blinds</b>
1	Must be Rigid Poly (Vinyl Chloride) (PVC) Compounds or Chlorinated Poly (Vinyl Chloride) (CPVC) Compound or aluminum
2	Include instructions for replacing or repairing worn parts, including inventory numbers for parts and procedures for ordering replacement parts.
3	Include stamps on major plastic components indicating composition code to facilitate recycling efforts or include Green Nature
	<b>Vertical Louvre Blinds</b>
4	<b>Rails:</b> Surface/recess mounted with the top rail. .
5	<b>Rails:</b> Must have capped ends
6	<b>Vanes:</b> 0.8 mm (min) - 1.1 mm (max) thick
7	<b>Vanes:</b> 85 mm (min) - 95 mm (max) wide
8	<b>Carrier tracks and wheels:</b> must have carrier tracks and wheels
9	<b>Vane spacer links:</b> standard stainless steel or aluminum or a combination of both
10	<b>Vane spacer links:</b> must be flexible to space and stabilize each track
11	<b>Tilt control:</b> bead chain or cord type
12	<b>Bottom linkage:</b> must be free hanging.
13	<b>Rigid vane:</b> must have a bead chain or cord to draw blinds up and down
14	<b>Brackets and hardware:</b> Must include brackets compatible with the blinds and hardware for installing
	<b>Horizontal Louvre Blinds</b>
15	<b>Slats:</b> 12.5 mm (min) – 25 mm (max) width
16	<b>Slats:</b> 6 ga. (min) thickness
17	<b>Slats:</b> Corrosion resistant.

Column 1	Column 2
Item #	Mandatory Specifications
18	<b>Slats:</b> Spring-tempered
19	<b>Ladders:</b> must include string ladders designed for full tilting action.
20	<b>Head rails:</b> one piece steel or aluminium or a combination of steel and aluminum channel
21	<b>Head rails:</b> edges must be rolled
22	<b>Bottom rails:</b> must be lock seam tubular
23	<b>Bottom rail end caps:</b> must be soft moulded plastic or metal
24	<b>Bottom rail end caps:</b> must be fitted snugly over ends of rails
25	<b>Tilt rods:</b> solid steel or aluminium or a combination of steel and aluminum
26	<b>Pulleys:</b> must have pulleys
27	<b>Tilters:</b> fully enclosed and, positively locked to drum to prevent slippage
28	<b>Tilters:</b> Must be made of anti-friction materials for worm and gear.
29	<b>Cord locks:</b> must have a feature to prevent accidental dropping of blinds
30	<b>Ladder caps:</b> must have ladder caps
31	<b>Tilter controls:</b> transparent or coloured wand,
32	<b>Tilter controls:</b> Wand must be snap on type
	<b>Roller Blinds</b>
33	<b>End Bracket:</b> to be a one or two pieced molded construction
34	<b>End Bracket:</b> must have a 55 mm (min) - 65 mm (max) diameter drive sprocket.
35	<b>Shade Tube:</b> 38 mm (min) - 76 mm (max) in diameter
36	<b>Shade Tube:</b> must be aluminum, steel, or a combination of aluminum and steel
37	<b>Shade Tube:</b> must be 1.5 mm (min) - 2.5 mm (max) thick
38	<b>Fascia:</b> must be extruded aluminum or vinyl
39	<b>Fascia:</b> must be 1.5 mm (min) – 2 mm (max) thick
40	<b>Drive Assembly:</b> Each shade must have counter balancing mechanism
41	<b>Drive Assembly:</b> Must be capable of being field adjusted from the exterior of the shade unit without having to disassemble the hardware
42	<b>Drive Chain:</b> must be stainless steel, aluminium, hardened plastic or steel
43	<b>Drive Chain:</b> Must be a bead chain formed in a continuous loop.
44	<b>Exterior Hem bar:</b> Roller blinds must be snapped into place without screws or visible fasteners.

Solicitation No. - N° de l'invitation  
W6895-200052/B  
Client Ref. No. - N° de réf. du client  
W6895-200052

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-0-43003

Buyer ID - Id de l'acheteur  
STN204  
CCC No./N° CCC - FMS No./N° VME

Column 1	Column 2
Item #	Mandatory Specifications
45	<b>Shade Cloths:</b> must be woven yarn
	<b>Blackout Roller Blinds</b>
46	<b>Blackout Privacy:</b> blind must be PVC coated fiberglass
47	<b>Blackout Privacy:</b> must have steel or aluminum or a combination of steel and aluminum bottom and side channels
	<b>Tint</b>
48	Window tint film must be capable of reducing glare
49	Window tint film must provide heat rejection
50	Window tint film must effectively shield a minimum 86% of UV rays
51	Window security film must be a minimum 8 mil (0.02mm) thick
52	Window security film must provide shatter proof protection
53	Window security film must reduce glare
54	Window security film must provide heat rejection
55	Window security film must effectively shield a minimum 86% of UV rays.
56	Window tint films must demonstrate high performance adhesion properties

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## ANNEX "C"

### BASIS OF PAYMENT

#### INSTRUCTIONS FOR COMPLETING MICROSOFT EXCEL ANNEX C BASIS OF PAYMENT

- Offerors must fill in each cell in the "Unit Price or Percentage" column (Columns E, H, and K) for each of items 1 to 20 inclusive, in the format requested in the cell (either \$ or %). Failure to fill in any unit price cell in the format requested will deem the bid non-responsive.
- Prices submitted must be in CAD, FOB destination.
- Prices submitted must include all costs associated with the supply, delivery and any other applicable charges, and all tools, travel, labor and supervision and any other applicable charges for installation.
- Prices submitted **must not** include applicable taxes (e.g. GST/HST). Applicable taxes are to be included as a separate line item on ensuing invoices.

### ESTIMATED USAGE

- Estimated usages are for evaluation purposes only, and do not guarantee the amount of product that will be required and requested.
- Estimated usages will not form part of the final Standing Offer.
- Actual usages may vary from the estimated usages.

### PRICES

- Firm unit prices include all costs associated with the supply, delivery and any other applicable charges.
- Installation to include all tools, travel, labor and supervision and any other applicable charges.
- Firm unit prices are FOB Destination and are inclusive of delivery charges.
- Firm unit prices do not include GST; GST will be added to the invoice as a separate line item.
- Firm unit pricing must be in Canadian Dollars.
- Prices must remain firm for the duration of the standing offer.
- In addition to the prices established in Annex "C", the Offeror can offer special discounts, such as yearend sales, production surplus, special sales and promotions, etc., as long as the price is lower than the prices listed in Annex "C".

### EVALUATION

The Total Bid Price (for evaluation purposes only) will be calculated as follows:

- For each of items 1 to 20 inclusive in Microsoft Excel Annex C Basis of Payment, (Column D x Column E) + (Column G x Column H) + (Column J x Column K) = Extended Price for each item
- The sum of the Extended Price for each item 1 to 20 inclusive in Microsoft Excel Annex C Basis of Payment is the Total Bid Price.





Solicitation No. - N° de l'invitation  
W6895-200052/B  
Client Ref. No. - N° de réf. du client  
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Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-0-43003

Buyer ID - Id de l'acheteur  
STN204  
CCC No./N° CCC - FMS No./N° VME

## ANNEX "D"

### SECURITY REQUIREMENTS CHECK LIST

	Government of Canada	Gouvernement du Canada	<table border="1"><tr><td>Contract Number / Numéro du contrat W6895-20-0052</td></tr><tr><td>Security Classification / Classification de sécurité UNCLASSIFIED</td></tr></table>		Contract Number / Numéro du contrat W6895-20-0052	Security Classification / Classification de sécurité UNCLASSIFIED																			
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<b>SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)</b>																									
<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>																									
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction RP Ops Det Cold Lake																							
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant																							
4. Brief Description of Work / Brève description du travail Supply and Install Blinds																									
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui																									
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui																									
6. Indicate the type of access required / Indiquer le type d'accès requis																									
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui																									
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui																									
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui																									
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès																									
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CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>																							
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>																							
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>																							
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>																							
TBS/SCT 350-103(2004/12)		<table border="1"><tr><td>Security Classification / Classification de sécurité UNCLASSIFIED</td></tr></table>			Security Classification / Classification de sécurité UNCLASSIFIED																				
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Solicitation No. - N° de l'invitation  
W6895-200052/B  
Client Ref. No. - N° de réf. du client  
W6895-200052

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-0-43003

Buyer ID - Id de l'acheteur  
STN204  
CCC No./N° CCC - FMS No./N° VME



Contract Number / Numéro du contrat

W6895-20-0052

Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B : PERSONNEL (SUPPLIER) / PARTIE B : PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET- SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? *Unscreened plus only* ☐ No ☒ Yes  
Non Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? *permitted in public or reception zones* ☒ No ☐ Yes  
Non Oui

**PART C : SAFEGUARDS (SUPPLIER) / PARTIE C : MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes  
Non Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada

Solicitation No. - N° de l'invitation  
W6895-200052/B  
Client Ref. No. - N° de réf. du client  
W6895-200052

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-0-43003

Buyer ID - Id de l'acheteur  
STN204  
CCC No./N° CCC - FMS No./N° VME



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W6895-20-0052

Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC				
	A	B	C	CONFIDENTIAL  CONFIDENTIEL	SECRET  TRÈS SECRET	TOP SECRET  NATO RESTRICTED  NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL  NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET  COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET  TRÈS SECRET
										A	B	C			
Information / Assets Renseignements / Biens															
Production															
IT Media / Support TI															
IT Link / Lien électronique															

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 350-103(2004/12)

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Solicitation No. - N° de l'invitation  
W6895-200052/B  
Client Ref. No. - N° de réf. du client  
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Amd. No. - N° de la modif.  
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STN204  
CCC No./N° CCC - FMS No./N° VME

## ANNEX "E"

### STANDING OFFER USAGE REPORT

Offeror (Supplier)	
Prepared by	
Telephone number	
Date	
Standing Offer #	
Department or Agency	

**Return to:** Public Works and Government Services Canada

Email: [TPSGC.ROPAequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.ROPAequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca)

*The usage report must be submitted no later than fifteen (15) calendar days after the end of the reporting period.*

#### 1. REPORTING PERIOD

Year: \_\_\_\_\_

☐ 1st quarter: April 1 to June 30

☐ 3rd quarter: October 1 to December 31

☐ 2nd quarter: July 1 to September 30

☐ 4th quarter: January 1 to March 31

#### 2. REPORT DETAILS

Complete either A or B below, as applicable.

##### A. Nil Report

☐ We have not done any business with the federal government for this reporting period.

##### B. Itemized Report

Call-up	Call-up Number or Description	Value of the Call-Up (GST/HST Included)
1		\$
2		\$
3		\$
4		\$
5		\$
6		\$
7		\$
8		\$
9		\$
10		\$
(A) Total dollar value of call-ups for this reporting period		\$
(B) Accumulated call-up totals to date		\$
(A+B) Total accumulated call-ups		\$

Solicitation No. - N° de l'invitation  
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## **ANNEX “F” 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)