

**RETURN BIDS TO:**

## RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**

**1713 Bedford Row**

**Halifax, N.S./Halifax, (N.É.)**

## Halifax

## Nova Scotia

**B3J 1T3**

**Bid Fax: (902) 496-5016**

## 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**

Atlantic Region Acquisitions/Région de l'Atlantique Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scot

B3J 1T3

<b>Title - Sujet</b> Tailoring and Alterations	
<b>Solicitation No. - N° de l'invitation</b> W0102-21210T/A	<b>Date</b> 2020-11-05
<b>Client Reference No. - N° de référence du client</b> W0102-21210T	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$HAL-502-11111
<b>File No. - N° de dossier</b> HAL-0-85099 (502)	<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> Atlantic Standard Time AST <b>on - le 2020-11-26</b> Heure Normale de l'Atlantique HNA	
<b>Delivery Required - Livraison exigée</b> See Herein – Voir ci-inclus	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Parsons, Richard	<b>Buyer Id - Id de l'acheteur</b> hal502
<b>Telephone No. - N° de téléphone</b> (902)399-8427 ( )	<b>FAX No. - N° de FAX</b> (902)496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 14 WING GREENWOOD STN MAIN P.O.BOX 5000 GREENWOOD NOVA SCOTIA B0P1N0 CANADA	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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Solicitation No. - N° de l'invitation  
W0102-21210T  
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur  
Hal 502  
CCC No./N° CCC - FMS No./N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

### **1.2 Summary**

- 1.2.1 The Department of National Defence has a requirement for a Regional Individual Standing Offer (RISO) for tailoring and alterations services, on an as and when requested basis, at 14 Wing Greenwood, Greenwood Nova Scotia. The period of this Standing Offer is two (2) years from date of award with three (3) options to renew for a one (1) year period.
- 1.2.2 This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

### **1.3 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](#) (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: 90 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:

Bid Receiving Unit  
Public Works and Government Services Canada  
1713 Bedford Row,  
Halifax, N.S.  
B3J 1T3

**Note: For bidders choosing to submit using epost Connect, the email address is:**

[TPSGC.RAReceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RAReceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca)

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

Facsimile number: (902)496-5016

## 2.3 Former Public Servant

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

### Definitions

For the purposes of this clause,

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

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

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

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

### Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

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

## 2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a

proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

## 2.5 Applicable Laws

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

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 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

- If the Offeror chooses to submit its offer electronically, 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 must be gathered per section and separated as follows:

Section 1: Financial Offer  
Section II: Certifications

- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Financial Offer (1 hard copy)  
Section II: Certifications (1 hard copy)



If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

- 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 any of these copies 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 other copies.

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) (<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: Financial Offer**

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment.

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

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

If Annex "C" 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 Financial Evaluation

###### 4.1.1.1 Evaluation of Price

SACC Manual Clause M0220T (2016-01-28), Evaluation of Price

#### 4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest total evaluated price will be recommended for issuance of a standing offer.

### PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

#### 5.1 Certifications Required with the Offer

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

##### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

##### 5.1.2 Additional Certifications Required with the Offer

###### 5.1.2.1 Canadian Content Certification

This procurement is limited to Canadian services.

**Offerors MUST place a check mark in the space provided below in order to certify that they offer Canadian services.**

The Offeror certifies that:

( ) the services offered are Canadian services as defined in paragraph 4 of clause [A3050T](#).

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

**5.1.2.1.1** SACC Manual clause [A3050T](#) (2020-07-01) Canadian Content Definition

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

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

### **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/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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

## **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **6.1 Offer**

**6.1.1** The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### **6.2 Security Requirements**

**6.2.1** There is no security requirement applicable to the Standing Offer.

### 6.3 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.

#### 6.3.1 General Conditions

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

#### 6.3.2 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 "A". 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 basis 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 30 calendar days after the end of the reporting period.

### 6.4 Term of Standing Offer

#### 6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from February 1, 2021 to January 31, 2023.

#### 6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **three (3), one-year periods**, 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 before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### 6.4.3 Delivery Points

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

## 6.5 Authorities

### 6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Richard Parsons  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1713 Bedford Row, Halifax, NS, B3J 1T3

Telephone: (902)399-8427  
Facsimile: (902)496-5016  
E-mail address: [richard.parsons@pwgsc-tpsgc.gc.ca](mailto:richard.parsons@pwgsc-tpsgc.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.

### 6.5.2 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.

### 6.5.3 Offeror's Representative (To be filled out by the Offeror)

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

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

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

## 6.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Clothing Stores Supervisor and Procurement Personnel, Wing Supply, 14 Wing Greenwood, Nova Scotia.

## 6.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 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.

## 6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$           (completed at award)           (Applicable Taxes included).

## 6.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$           (completed at award)           (*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 3 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.

## 6.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;

- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2020-05-28) General conditions - Services (medium complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*)

## **6.12 Certifications and Additional Information**

### **6.12.1 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.

### **6.12.2 SACC Manual Clauses**

M3060C (2008-05-12) Canadian Content Certification

## **6.13 Applicable Laws**

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

## **6.14 Transition to an e-Procurement Solution (EPS)**

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

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

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

## **B. RESULTING CONTRACT CLAUSES**

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

### **6.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **6.2 Standard Clauses and Conditions**

## **6.2.1 General Conditions**

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

## **6.3 Term of Contract**

### **6.3.1 Period of the Contract**

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

### **6.3.2 Delivery Date**

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

## **6.4 Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

## **6.5 Payment**

### **6.5.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B. Customs duties are excluded 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.

### **6.5.2 Limitation of Price**

SACC Manual clause **C6000C** (2017-08-17) Limitation of Price

### **6.5.3 Monthly Payment**

SACC Manual clause **H1008C** (2008-05-12), Monthly Payment

### **6.5.4 SACC Manual Clauses**

**A9117C** (2007-11-30) T1204 - Direct Request by Customer Department

**M3800C** (2006-08-15) Estimates

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

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;



- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

## 6.6 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 below:

Wing Supply – Clothing Stores  
Department of National Defence  
14 Wing  
PO Box 5000, Stn Main  
Greenwood NS B0P 1N0

- b. Invoices are to have the tailor's original tag number listed and are to be submitted for payment once per month

## 6.7 Insurance

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

## 6.8 SACC Manual Clauses

[A9062C](#) (2011-05-16) Canadian Forces Site Regulations

## 6.9 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **SCOPE**

- 1.1 14 Wing Greenwood Supply requires a Standing Offer and Call-up Authority for tailoring and alteration services.

#### **SITE AUTHORITY**

- 1.2 The Site Authority for this contract is the Clothing Stores Supervisor, 14 Wing Greenwood.

#### **DELIVERABLES**

- 1.3 Specifications:
  - 1.3.1 Work is to be performed in accordance with description of items.
- 1.4 Delivery Priority of Scheduled Work
  - 1.4.1 Priority 1 – Emergency Requirements:
    - 1.4.1.1 Upon notification by Site Authority, in Priority 1 cases, work is to be completed within 24 hrs. (this priority work will be covered under item 11 and will be payable by part of an hour. No mileage will be paid.)
  - 1.4.2 Priority 2 – Clothing Stores Stock: Operation Clothing & Equipment
    - 1.4.2.1 Work is to be completed and the custody of the Site Authority within 72 hrs (3 days), excluding weekends and holidays.
  - 1.4.3 Priority 3 – Routine Requirements
    - 1.4.3.1 All other work is to be completed and in the custody of the Site Authority within five (5) days, excluding weekends and holidays.
- 1.5 Supply of Material
  - 1.5.1 Rank braid, insignia, badges, buttons, slip-ons, enhanced combat uniform patches, shoulder straps, ribbons, cloth, Nomex thread, and Nomex Velcro will be provided by the Department of National Defence. Common threads and other sewing materials to be provided by the contractor.
- 1.6 Supplier Requirements
  - 1.6.1 To provide all equipment required to perform services (i.e. sewing machine on site, steam iron, etc.)
  - 1.6.2 Contractor must be available on-site at 14 Wing Supply Clothing Stores for fittings for approximately two (2) hours per day, at a time that is

mutually convenient for Contractor and Client (to be determined after issuance).

1.6.3 The Wing Supply Tailoring Facility is available for use by the contractor for 0730 – 1600 hrs, Monday thru Friday, except holidays.

1.6.4 Service outlet to be located with a 75 km radius for 14 Wing Greenwood.

## **2.0 Tailoring and Alteration Services as follows:**

### **2.1 Jacket, Tunic Service Dress**

- 2.1.1 Lengthen or shorten sleeves
- 2.1.2 Take in or let out sides
- 2.1.3 Enlarge Armholes
- 2.1.4 Lower Collar
- 2.1.5 Shorten Collar
- 2.1.6 Shorten Jacket
- 2.1.7 Pad or Lower Shoulder
- 2.1.8 Reduce or increase waist

### **2.2 Trousers, Slacks, Service Dress**

- 2.2.1 Shorten
- 2.2.2 Lengthen
- 2.2.3 Take in or let out
- 2.2.4 Breech
- 2.2.5 Side Seams

### **2.3 Shirt, Service Dress**

- 2.3.1 Take in or let out sides
- 2.3.2 Cuffs, Shorten

### **2.4 Raincoat, Lightweight or Heavyweight**

- 2.4.1 Shorten or lengthen sleeves
- 2.4.2 Shorten or lengthen coat

### **2.5 Skirt, Service Dress**

- 2.5.1 Let out or take in
- 2.5.2 Lengthen or shorten
- 2.5.3 Replace zipper
- 2.5.4 Raise or lower waistband

### **2.6 Buttons, Insignia and Badges**

#### **2.6.1 Service Dress Uniform**

- 2.6.1.1 As required, sew on badges to include, but not limited to "CANADA" flashes, rank insignia, specialty badges, qualification badges, trade level badges, Office Braid on tunics.

NOTE: "CANADA" flashes are to be hand sewn through outer layer only. Officer Braid is to be machine sewn, with stitches not appearing through the inner ling of the garment.

2.6.2 Flying Clothing

- 6.1.1.1 Sew on Slip-ons (pair)
- 6.1.1.2 Sew on qualification/specialist badges
- 6.1.1.3 Sew on Name tag
- 6.1.1.4 Sew on squadron badges
- 6.1.1.5 Cut Velcro to size and shape of crests, nametags and qualification badges
- 2.6.2.1 Sew on Velcro to flight suits, jackets, badges and crests

2.6.3 Service Dress Shirts

- 2.6.3.1 Sew on Buttons
- 2.6.3.2 Sew on trade badge (Navy)
- 2.6.3.3 Sew on "CANADA" (Navy Officers)

2.6.4 Headdress

- 2.6.4.1 Sew on cap badge
- 2.6.4.2 Sew Officer Braid on female hat

2.6.5 Removal of Badges as required

2.7 Slip-ons, Enhanced Combat Uniform (ECU) patches

- 6.1.2 Sew on "CANADA" or branch identifiers
- 2.7.1 Sew Clip-on closed

2.8 Construct CF Ribbons

- 2.8.1 Single ribbon/bar
- 2.8.2 Double ribbon/bar
- 2.8.3 Triple ribbon/bar
- 2.8.4 Quadruple ribbon/bar
- 2.8.5 Mount rosette to ribbon
- 2.8.6 Mount clasp to CD ribbon
- 2.8.7 Affix numeral to ribbons
- 2.8.8 Affix crosses and other adornments

2.9 Zippers, remove and replace

- 2.9.1 Various trousers (short zipper)
- 2.9.2 Various Jackets (medium length zipper)
- 2.9.3 Flight Suits (long zipper)

**3.0 MISCELLANEOUS ALTERATIONS & SIZINGS**

- 3.1 Miscellaneous alterations which are not included in the Standing Offer, but are deemed necessary to provide a reasonable fit or acceptable appearance may be carried out upon the Authorization of the Site Authority, to be charged at an hourly rate or portion thereof including time for fitting.

- 3.2 Miscellaneous sizings (taking measurements) which are not included in the standing offer, but are deemed necessary to ensure proper ordering of clothing & equipment by Clothing personnel, may be carried out upon the authorization of the Site Authority, to be charged at an hourly rate or portion thereof.
- 3.3 This includes an emergency tailoring, and will not be billed in conjunction with any other changes.

#### **4.0 GENERAL NOTE**

- 4.1 All repairs and alterations are subject to inspection by the Commanding Officer or his authorized representative.
- 4.2 Any repair, alteration or service that has been deemed unsatisfactory, must be redone, to the Site Authority's satisfaction, at no further cost to the Crown

## ANNEX "B"

### MANDATORY BASIS OF PAYMENT

Bidders must provide a firm unit rate in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded. The contractor agrees that the following are the unit rates referred to herein. The estimated amounts below are for evaluation purposes only.

**It is Mandatory that all line items must be filled out with a clear unit price. Therefore, an offer received with one (1) or more missing Firm Unit prices will be deemed nonresponsive and will be given no further consideration.**

**It is the bidder's responsibility to provide clear unit prices (using decimals) as the unit prices will prevail.**

#### PLEASE NOTE:

#### Supply Manual Article 5.30:

**Canada has the discretion to correct any discrepancies it discovers between the unit prices and extended prices during evaluations, and Canada WILL correct the extended price based on the unit pricing submitted by offerors.**

Prices to include seamstress or tailor as requested on-site each week.

Canada will not accept travel and living expenses incurred by any contractor as a consequence of a relocation required to satisfy the terms of this Contract.

### PRICING TABLES

Totals for each line item in each table are to be calculated as follows:

$$(a \times b) + (a \times b) + (a \times c) + (a \times d) + (a \times e) = f$$

Est. Qty. (Year) (a)	Year 1 & 2 (b)	Option Year 1 (c)	Option Year 2 (d)	Option Year 3 (e)	Total (f)
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125	<u>\$1.00</u> ea	<u>\$1.25</u> ea	<u>\$1.50</u> ea	<u>\$1.50</u> ea	\$781.25
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$$(a) 125 \times \$1.00 (b \text{ year } 1) + (a) 125 \times \$1.00 (b \text{ year } 2) + (a) 125 \times \$1.25 (c) + (a) 125 \times \$1.50 (d) + (a) 125 \times \$1.50 (e) = f$$

1. JACKET, SERVICE DRESS, MALE & FEMALE						
DESCRIPTION	Est. Qty (year) (a)	Unit Price				Extended Price
		Year 1&2 (b)	Option Year 1 (c)	Option Year 2 (d)	Option Year 3 (e)	Total (f)
<b>A) Lengthen or shorten sleeves.</b> If the sleeves are shortened, the sleeve lining shall be raised accordingly, and the bottom of the lining properly felled with a minimum of 8 stitches per inch (3 stitches per cm). Hand felling silk size "C" or "D" shall be used. In lengthening, the bottom of the lining on shell may have to be pieced depending on the extra length required	126	\$_____ Ea.	\$_____ Ea.	\$_____ Ea.	\$_____ Ea.	\$_____
<b>B) Take-in or let-out sides.</b> After seams have been let out or taken in, all loose thread ends shall be removed, the old seam creases pressed off and the seams oppressed open. Necessary adjustment done to lining must be performed by hand.	162	\$_____ Ea.	\$_____ Ea.	\$_____ Ea.	\$_____ Ea.	\$_____
<b>C) Enlarge Armholes.</b> The sleeve lining shall be opened, the armholes enlarged and the lining felled in the same manner and using silk as specified in para (a).	94	\$_____ Ea.	\$_____ Ea.	\$_____ Ea.	\$_____ Ea.	\$_____
<b>D) Lower Collar.</b> The top and under collar shall be ripped open at the back from lapel crease to lapel crease. The under collar shall be placed at the desired height and felled. The top of the garment shall be securely tacked to the under collar from gorge to gorge and the top collar felled and adjust shoulder seams accordingly. Number of stitches and silk to be used to be as para (a).	4	\$_____ Ea.	\$_____ Ea.	\$_____ Ea.	\$_____ Ea.	\$_____
<b>E) Shorten Collar.</b> The bottom edge of the under collar shall be ripped from lapel to lapel crease and the right side of the collar shall be ripped at the top and bottom edge within 1	1	\$_____ Ea.	\$_____ Ea.	\$_____ Ea.	\$_____ Ea.	\$_____

inch (2.5 cm) of the left lapel crease. The shoulders shall be ripped to within 1 inch (2.5 cm) of the sleeve head seam and taken in the necessary amount. The shoulder seam shall be pressed open, the lining basted at the shoulders and felled and the top of the ling tacked to the top of the shell. The under collar shall be properly measured. The under and top collar shall then be replaced and finished in their original manner. All hand felling and silk shall be as specified in para (a).						
<b>F) Shorten Jacket.</b> Shorten as required, tape, blind fell and finish in its original manner.	5	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u>
<b>G) Shoulder.</b> (1) Pad right or left shoulder	1	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u>
(2) Lower Shoulder	1	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u>
<b>H) Waist.</b> Reduce or increase waist.	1	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u>
<b>SUBTOTAL 1.</b> (sum of totals 1A+1B+1C+1D+1E+1F+1G+1H)						\$ <u>      </u>

2. TROUSER, SLACKS SERVICE DRESS – MALE & FEMALE TROUSER, SLACKS WORK DRESS – MALE & FEMALE						
DESCRIPTION	Est. Qty (year) (a)	Unit Price				Extended Price Total (f)
		Year 1&2 (b)	Option Year 1 (c)	Option Year 2 (d)	Option Year 3 (e)	
<b>A) Shorten.</b> Rip bottom leg, shorten as necessary and blind fell by hand or machine and overlock edge.	177	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u>
<b>B) Lengthen.</b> Rip bottom leg, clean all loose threads and lengthen	15	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u>



as necessary. Material to be added as necessary to have the bottom panel at least 1 inch (2.5 cm).						
<b>C) Take-in or Let-out Waist.</b> Take in or let out as necessary, rip the seat seam, clean all loose threads, press open, including replacing or adding belt loops.  If the waist was let out, the old seam pressing creases shall be properly pressed out.	78	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>          </u>
<b>D) Breech.</b> Reduce or increase breech as necessary.	1	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>          </u>
<b>E) Side Seams.</b> Take-in or let-out side seams.	1	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>          </u>
<b>SUBTOTAL 2.</b> (sum of totals 2A+2B+2C+2D+2E)						\$ <u>          </u>

3. SHIRT, SERVICE DRESS – MALE & FEMALE SHIRT, WORK DRESS – MALE & FEMALE						
DESCRIPTION	Est. Qty (year) (a)	Unit Price				Extended Price Total (f)
		Year 1&2 (b)	Option Year 1 (c)	Option Year 2 (d)	Option Year 3 (e)	
<b>A) Take-in or Let-out Sides.</b> After the seams have been let out or taken in, all loose cuts ends of thread shall be removed, the old seam creases pressed off and the seams pressed open.	1	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>          </u>
<b>B) Cuffs.</b> Shorten as necessary.	1	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>          </u>
<b>SUBTOTAL 3.</b> (sum of totals 3A+3B)						\$ <u>          </u>

<b>4. RAINCOAT, LIGHTWEIGHT &amp; HEAVYWEIGHT (WINTER COAT), SERVICE DRESS – MALE &amp; FEMALE</b>						
<b>DESCRIPTION</b>	<b>Est. Qty (year) (a)</b>	<b>Unit Price</b>				<b>Extended Price</b>
		<b>Year 1&amp;2 (b)</b>	<b>Option Year 1 (c)</b>	<b>Option Year 2 (d)</b>	<b>Option Year 3 (e)</b>	<b>Total (f)</b>
<b>A) Take-in or Let-out Sides.</b> After the seams have been let out or taken in, all loose cuts ends of thread shall be removed, the old seam creases pressed off and the seams pressed open.	1	\$ _____ Ea.	\$ _____ Ea.	\$ _____ Ea.	\$ _____ Ea.	\$ _____
<b>B) Cuffs.</b> Shorten as necessary.	1	\$ _____ Ea.	\$ _____ Ea.	\$ _____ Ea.	\$ _____ Ea.	\$ _____
<b>SUBTOTAL 4. (sum of totals 4A+4B)</b>						\$ _____

<b>5. SKIRT, SERVICE DRESS</b>						
<b>DESCRIPTION</b>	<b>Est. Qty (year) (a)</b>	<b>Unit Price</b>				<b>Extended Price</b>
		<b>Year 1&amp;2 (b)</b>	<b>Option Year 1 (c)</b>	<b>Option Year 2 (d)</b>	<b>Option Year 3 (e)</b>	<b>Total (f)</b>
<b>A) Let-out or Take-in.</b> The waist on hips can be let out by opening the waist-band and letting out the side seams. The old creases shall be properly pressed out, all loose thread ends removed and the seams pressed open. Should the skirt be reduced, the same operation as letting out shall apply. All alterations must be compatible to the original design.	1	\$ _____ Ea.	\$ _____ Ea.	\$ _____ Ea.	\$ _____ Ea.	\$ _____
<b>B) Lengthen or Shorten Skirt.</b> Rip felling of bottom hem and lengthen or shorten the required amount. If lengthening or shortening, the bottom crease shall be properly pressed out, the hem turned, edge surged and	26	\$ _____ Ea.	\$ _____ Ea.	\$ _____ Ea.	\$ _____ Ea.	\$ _____

blindstitch felled either by hand or machine.						
<b>C) Zipper.</b> Should it prove necessary to replace the side-opening zipper, on the same quality, length, gauge and tape color as the one previously used in the skirt shall be sewn in the original manner.	1	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u>
<b>D) Raise or Lower Waistband.</b>	1	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u>
<b>SUBTOTAL 5.</b> (sum of totals 5A+5B+5C+5D)						\$ <u>      </u>

<b>6. BUTTONS, INSIGNIA AND BADGES</b> (All badges and insignia shall be hand sewn using appropriately colored thread.)						
<b>DESCRIPTION</b>	<b>Est. Qty (year) (a)</b>	<b>Unit Price</b>				<b>Extended Price Total (f)</b>
		<b>Year 1&amp;2 (b)</b>	<b>Option Year 1 (c)</b>	<b>Option Year 2 (d)</b>	<b>Option Year 3 (e)</b>	
<b>A) Service Dress Uniform.</b>						
1. Sew on Buttons	1	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u>
2. Insignia						
a. Sew on "CANADA" badges by hand (2 per garment)	302	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u>
b. Sew on "RANK" badges by machine (2 per jacket, cost service dress)	590	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u>
c. Sew on Specialty badge as applicable (per badge)	4	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u>
d. Sew on Qualification badge as applicable (per badge)	232	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u>

e.	Sew on Trade Level badges	338	\$ Ea.	\$ Ea.	\$ Ea.	\$ Ea.	\$ Ea.
f.	Sew on Officer Braid on sleeves of coat, jacket service dress. Machine sewn with stitches not appearing through lining of garment.	191	\$ Ea.	\$ Ea.	\$ Ea.	\$ Ea.	\$ Ea.
<b>B)</b>	<b>Combat Uniform.</b>						
1.	Sew on buttons	1	\$ Ea.	\$ Ea.	\$ Ea.	\$ Ea.	\$ Ea.
2.	Insignia						
a.	Sew on "CANADA" badges by hand (2 per garment)	1	\$ Ea.	\$ Ea.	\$ Ea.	\$ Ea.	\$ Ea.
b.	Sew on "RANK" badges by machine (2 per jacket, cost service dress)	1	\$ Ea.	\$ Ea.	\$ Ea.	\$ Ea.	\$ Ea.
<b>C)</b>	<b>Flying Clothing (coveralls, flying jacket)</b>						
1.	Sew on slip-ons (pair)	737	\$ Ea.	\$ Ea.	\$ Ea.	\$ Ea.	\$ Ea.
2.	Sew on qualification/specialist badge	837	\$ Ea.	\$ Ea.	\$ Ea.	\$ Ea.	\$ Ea.
3.	Sew on name tag	582	\$ Ea.	\$ Ea.	\$ Ea.	\$ Ea.	\$ Ea.
4.	Sew on Squadron badge	1179	\$ Ea.	\$ Ea.	\$ Ea.	\$ Ea.	\$ Ea.
<b>D)</b>	<b>Service Dress Shirt</b>						
1.	Sew on buttons	24	\$ Ea.	\$ Ea.	\$ Ea.	\$ Ea.	\$ Ea.
2.	Sew on Trade badge (navy)	6	\$ Ea.	\$ Ea.	\$ Ea.	\$ Ea.	\$ Ea.
3.	Sew on "CANADA" (navy officers) (2 per garment)	1	\$ Ea.	\$ Ea.	\$ Ea.	\$ Ea.	\$ Ea.

<b>E) Headdress</b>						
1. Sew on Trade badge.	640	\$_____	\$_____	\$_____	\$_____	\$_____
2. Sew on Officer Braid on female hat		Ea.	Ea.	Ea.	Ea.	
<b>F) Removal of Badges (due to Squadron transfer)</b>						
	2	\$_____	\$_____	\$_____	\$_____	\$_____
		Ea.	Ea.	Ea.	Ea.	
	1	\$_____	\$_____	\$_____	\$_____	\$_____
		Ea.	Ea.	Ea.	Ea.	
<b>SUBTOTAL 6. (sum of totals 6A+6B+6C+6D+6E+6F)</b>						\$_____

7. SLIP-ONS (per pair) & ENHANCED COMBAT UNIFORM (ECU) patches (each)						
DESCRIPTION	Est. Qty (year) (a)	Unit Price				Extended Price
		Year 1&2 (b)	Option Year 1 (c)	Option Year 2 (d)	Option Year 3 (e)	Total (f)
A) Sew on "CANADA" or branch classification.	1048	\$_____	\$_____	\$_____	\$_____	\$_____
		Ea.	Ea.	Ea.	Ea.	
B) Sew on tank.	214	\$_____	\$_____	\$_____	\$_____	\$_____
		Ea.	Ea.	Ea.	Ea.	
C) Sew slip-on closed.	1305	\$_____	\$_____	\$_____	\$_____	\$_____
		Ea.	Ea.	Ea.	Ea.	
<b>SUBTOTAL 7. (sum of totals 7A+7B+7C)</b>						\$_____

8. RIBBONS: CONSTRUCT CF RIBBONS AND DETAILED BELOW						
DESCRIPTION	Est. Qty (year) (a)	Unit Price				Extended Price
		Year 1&2 (b)	Option Year 1 (c)	Option Year 2 (d)	Option Year 3 (e)	Total (f)
<b>A) Ribbons/Bars/Rosettes/Clasp etc.</b>						
1. Single Ribbon/Bar.	241	\$_____	\$_____	\$_____	\$_____	\$_____
		Ea.	Ea.	Ea.	Ea.	
2. Double Ribbon/Bar	1	\$_____	\$_____	\$_____	\$_____	\$_____
		Ea.	Ea.	Ea.	Ea.	

3. Triple Ribbon/Bar	1	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u>
4. Quadruple Ribbon/Bar	10	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u>
5. Mount Rosette to Ribbon	257	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u>
6. Mount Clasp to CD Ribbon	30	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u>
7. Affix numeral denoting multiple Tours of Duty	1	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u>
8. Affix numeral denoting multiple Tours of Duty	12	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u>
<b>B) Mount medal ribbons to medal bar suspender 4 inches from top of medal bar to bottom edge of medal</b>						
1. Single Ribbon	1	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u>
2. Two or more in a set (as per existing rules & regulations)	1	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u>
<b>SUBTOTAL 8. (sum of totals 8A+8B)</b>						\$ <u>      </u>

**NOTE: a)** The number of ribbons to be worn in one row is largely governed by the physique of the individual and the type of garment worn at any particular time.

**NOTE: b)** No ribbons will be fully obscured by the lapel of the garment.

9. ARTIC PARKA						
DESCRIPTION	Est. Qty (year) (a)	Unit Price				Extended Price
		Year 1&2 (b)	Option Year 1 (c)	Option Year 2 (d)	Option Year 3 (e)	Total (f)
A. Sew on reflective tape to form an "X" to the front and back of the garment.	1	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u> Ea.	\$ <u>      </u>

<b>SUBTOTAL 9.</b>	<b>(9A)</b>	\$ _____
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<b>10. ZIPPERS</b>						
<b>DESCRIPTION</b>	<b>Est. Qty (year) (a)</b>	<b>Unit Price</b>				<b>Extended Price</b>
		<b>Year 1&amp;2 (b)</b>	<b>Option Year 1 (c)</b>	<b>Option Year 2 (d)</b>	<b>Option Year 3 (e)</b>	<b>Total (f)</b>
<b>A) Remove old zippers and replace with new zipper (supplied by DND) on all military clothing</b>						
1. Coveralls	25	\$ _____ Ea.	\$ _____ Ea.	\$ _____ Ea.	\$ _____ Ea.	\$ _____
2. Pants / Slacks	1	\$ _____ Ea.	\$ _____ Ea.	\$ _____ Ea.	\$ _____ Ea.	\$ _____
3. Jacket / Shirts	1	\$ _____ Ea.	\$ _____ Ea.	\$ _____ Ea.	\$ _____ Ea.	\$ _____
<b>SUBTOTAL 10.</b>	<b>(10A)</b>					\$ _____

<b>11. MISCELLANEOUS</b>						
<b>DESCRIPTION</b>	<b>Est. Qty (year) (a)</b>	<b>Unit Price</b>				<b>Extended Price</b>
		<b>Year 1&amp;2 (b)</b>	<b>Option Year 1 (c)</b>	<b>Option Year 2 (d)</b>	<b>Option Year 3 (e)</b>	<b>Total (f)</b>
A. Miscellaneous Alterations (Hourly)	92	\$ _____ Hourly	\$ _____ Hourly	\$ _____ Hourly	\$ _____ Hourly	\$ _____
B. Miscellaneous Sizings (Hourly)	92	\$ _____ Hourly	\$ _____ Hourly	\$ _____ Hourly	\$ _____ Hourly	\$ _____
<b>SUBTOTAL 11.</b>	<b>(sum of totals 11A+11B)</b>					\$ _____

**OFFER TOTAL = SUBTOTAL 1+2+3+4+5+6+7+8+9+10+11= \_\_\_\_\_**

**End of Basis of Payment**

## **ANNEX “C” 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);



## ANNEX "D"

### Standing Offer Reporting Form

Please fax to the Standing offer authority named herein.

Please use the Standing Offer number in the Subject line and clearly indicate:

- The standing offer number for which data is submitted;
- The period for which the data has been accumulated (start date to end date);
- The Department with whom the standing offer was arranged;
- The start date and the end date for the standing offer; and
- The total spend to date, by government department.

Standing Offer		(Insert Standing Offer #)	Start Date of SO (DD/MM/YYYY)	End Date of SO (DD/MM/YYYY)	
Total Value to Date (\$)		Total Value for Reporting Period (\$)	Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)	
Department Requesting	Order Number	Work Description	Date of Order	Date of Delivery	Value of Order (not including HST)

## **ANNEX “E”**

### **INTEGRITY PROVISIONS – LIST OF DIRECTORS**

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

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2. For a Partnership, General Partnership or Limited Partnership - the names of all current partners;

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3. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual;

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4. In the case of a joint venture - For a Joint Venture - the names of all current members of the Joint venture;

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5. For an individual - the full name of the person

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