



## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>4</b>
1.1 INTRODUCTION .....	4
1.2 SUMMARY .....	4
1.3 DEBRIEFINGS .....	5
1.4 ANTICIPATED MIGRATION TO AN E-PROCUREMENT SOLUTION (EPS).....	5
<b>PART 2 - OFFEROR INSTRUCTIONS .....</b>	<b>6</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	6
2.2 SUBMISSION OF OFFERS .....	6
2.3 ENQUIRIES - REQUEST FOR STANDING OFFERS.....	6
2.4 APPLICABLE LAWS .....	7
2.5 BID CHALLENGE AND RECOURSE MECHANISMS .....	7
<b>PART 3 - OFFER PREPARATION INSTRUCTIONS.....</b>	<b>8</b>
3.1 OFFER PREPARATION INSTRUCTIONS.....	8
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>9</b>
4.1 EVALUATION PROCEDURES .....	9
4.2 BASIS OF SELECTION.....	9
<b>PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>10</b>
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER.....	10
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION.....	10
<b>PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES .....</b>	<b>12</b>
<b>A. STANDING OFFER .....</b>	<b>12</b>
6.1 OFFER .....	12
6.2 SECURITY REQUIREMENTS .....	12
6.3 STANDARD CLAUSES AND CONDITIONS .....	12
6.4 TERM OF STANDING OFFER.....	12
6.5 AUTHORITIES .....	13
6.6 IDENTIFIED USERS .....	14
6.7 CALL-UP PROCEDURES .....	14
6.8 CALL-UP INSTRUMENT .....	14
6.9 LIMITATION OF CALL-UPS.....	14
6.10 PRIORITY OF DOCUMENTS.....	15
6.11 CERTIFICATIONS AND ADDITIONAL INFORMATION .....	15
6.12 APPLICABLE LAWS .....	15
6.13 TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS).....	15
<b>B. RESULTING CONTRACT CLAUSES .....</b>	<b>16</b>
6.1 REQUIREMENT .....	16
6.2 STANDARD CLAUSES AND CONDITIONS .....	16
6.3 TERM OF CONTRACT .....	16
6.4 PAYMENT .....	16
6.5 INVOICING INSTRUCTIONS .....	17
6.6 INSURANCE – NO SPECIFIC REQUIREMENT .....	17
6.7 SACC MANUAL CLAUSES .....	17
6.8 DISPUTE RESOLUTION .....	17
6.9 INSPECTION AND ACCEPTANCE .....	18

Solicitation No. - N° de l'invitation  
W0113-20CS30/A  
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<b>ANNEX "A"</b> .....	<b>19</b>
REQUIREMENT .....	19
<b>ANNEX "B"</b> .....	<b>20</b>
BASIS OF PAYMENT .....	20
<b>ANNEX "C"</b> .....	<b>21</b>
STANDING OFFER REPORTING REQUIREMENTS .....	21
<b>ANNEX "D"</b> .....	<b>22</b>
PWGSC 924 CALL-UP AGAINST A STANDING OFFER TEMPLATE .....	22
<b>ANNEX "E" TO PART 3 OF THE REQUEST FOR STANDING OFFERS</b> .....	<b>23</b>
ELECTRONIC PAYMENT INSTRUMENTS .....	23
<b>ANNEX "F"</b> .....	<b>24</b>
ADDITIONAL CERTIFICATION INFORMATION .....	24

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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 | 6A, Standing Offer, and 6B, Resulting Contract Clauses:<br><br>6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Requirement, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes.

### **1.2 Summary**

- 1.2.1** The Department of National Defence (DND), Canadian Forces Base (CFB) Borden, Military Personnel Generation Training Group (MPGTG), Technical Services, Base Transport has a requirement for a four (4) year Regional Individual Standing Offer (RISO) for the supply and delivery of bulk road salt on an "as and when requested" basis.

The period of the Standing Offer is from date of issuance to 30 September, 2024.

The Request for Standing Offers (RFSO) will result in the issuance of one (1) Regional Individual Standing Offers (RISO).

- 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.

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## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Offers

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

#### **PWGSC Ontario Region Bid Receiving Unit**

Only offers submitted using epost Connect service will be accepted. The Offeror must send an email requesting to open an epost Connect conversation to the following address:

[TPSGC.oreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.oreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca)

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

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

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

### 2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 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.

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## 2.4 Applicable Laws

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

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

## 2.5 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.

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## **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 I: Financial Offer  
Section II: Certifications

Offers transmitted by facsimile or hardcopy will not be accepted.

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

#### **Section I: Financial Offer**

Offerors must submit their financial offer in accordance with the 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 "E" Electronic Payment Instruments, to identify which ones are accepted.

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

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

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

*SACC Manual* Clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

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

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



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## **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.

#### **4.1.2 Financial Evaluation**

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

Any offer which fails to meet the following mandatory financial criteria will be deemed non-responsive and will receive no further consideration:

- a) The Offeror must submit its financial offer in accordance with Annex "B" – Basis of Payment;
- b) Firm Unit Price per metric tonne (mt) must be provided for all years; and
- c) All prices are in Canadian dollars, Applicable Taxes excluded, Delivered Duty Paid (DDP) Department of National Defence (DND) – Canadian Forces Base (CFB) Borden, Borden, Ontario, Canadian customs duties and excise taxes included.

**4.1.1.2** As stipulated in 2006 Standard Instructions, the quantity of goods specified in the RFSO are only an approximation of requirements given in good faith.

##### **4.1.1.3 Financial Evaluation**

The extended price for each year will be calculated by multiplying the total Estimated Usage by Offeror's corresponding Firm Unit Price per metric tonne (mt).

The evaluated price of the offer is the sum of extended prices for all years.

##### **4.1.2.4 Evaluation of Price – Offer**

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

### **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 evaluated price will be recommended for issuance of a standing offer.

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## 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.

Solicitation No. - N° de l'invitation  
W0113-20CS30/A  
Client Ref. No. - N° de réf. du client  
W0113-20-CS30

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-0-54160

Buyer ID - Id de l'acheteur  
kin855  
CCC No./N° CCC - FMS No./N° VME

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

### **5.2.3.1 Board of Directors Certification**

In accordance with the [Ineligibility and Suspension Policy](#), Section 17, Bidders are required to provide a list of their Board of Directors as part of their bid. Bidders are requested to complete Annex "F" - Additional Certification Information 1. Board of Directors.

### **5.2.3.2 Procurement Business Number (PBN)**

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) as part of their bid. Bidders are requested to complete Annex "F" - Additional Certification Information 2. Procurement Business Number (PBN).

Suppliers may register for a PBN online at [Supplier Registration Information](#) (SRI). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

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## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 6.1 Offer

6.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "X".

#### 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 "D" entitled "Standing Offer Reporting Requirement". 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: January 1 to March 31  
second quarter: April 1 to June 30  
third quarter: July 1 to September 30  
fourth quarter: October 1 to December 31

The data must be submitted to the Standing Offer Authority no later than fifteen (15) 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 and providing services against the Standing Offer is from date of issuance to September 30, 2024 inclusive.

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#### 6.4.2 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: Sharon McCartney  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Ontario Region/Kingston Acquisition  
Cellphone: 613-217-2807  
E-mail address: [Sharon.McCartney@pwgsc-tpsgc.gc.ca](mailto:Sharon.McCartney@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 completed by the offeror):*

Name and telephone number of the person responsible for:

General Enquires:

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

Delivery Follow-up:

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

## 6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence (DND), Canadian Forces Base (CFB) Borden.

## 6.7 Call-up Procedures

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in 6.8 Call-up Instrument.

## 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 \$25,000.00 (Applicable Taxes included).

## 6.10 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", Basis of Payment; and
- g) the Offeror's offer dated \_\_\_\_\_ (*to be insert at issuance of offer*).

## 6.11 Certifications and Additional Information

### 6.11.1 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.

## 6.12 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 \_\_\_\_\_ (*insert the name of the province or territory*).

## 6.13 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.

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## 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 Requirement

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

### 6.2 Standard Clauses and Conditions

#### 6.2.1 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. ***(This clause will be inserted if payment by credit cards is accepted by the Offeror, otherwise it will be deleted).***

### 6.3 Term of Contract

#### 6.3.1 Period of the Contract

The period of the Contract is from date of Contract plus two (2) months inclusive.

#### 6.3.2 Delivery Date

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

### 6.4 Payment

#### 6.4.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm unit price(s) as specified in Annex "B", Basis of Payment. Customs duties are included and Applicable Taxes are extra.

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

#### 6.4.2 Limitation of Price

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

#### 6.4.3 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment



#### 6.4.4 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);
- f. Large Value Transfer System (LVTS) (Over \$25M)

#### 6.5 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. The following must be followed when submitting invoices:
  - a) The invoices must be in sequence with the table in Annex "B" Basis of Payment, showing the item number, description, unit of issue, quantity, unit price, extended price, sub-total, GST/HST and total;
  - b) The invoice must identify the call-up number;
  - c) The invoice must identify the consignee address where the goods were delivered; and
  - d) Each call-up and consignee point must be invoiced separately.
3. 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.

#### 6.6 Insurance – No Specific Requirement

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

#### 6.7 SACC Manual Clauses

SACC Manual clause [A9062C](#) (2011-05-16) Canadian Forces Sire Regulations  
SACC Manual clause [B7500C](#) (2006-06-16), Excess Goods

#### 6.8 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](#)".

Solicitation No. - N° de l'invitation  
W0113-20CS30/A  
Client Ref. No. - N° de réf. du client  
W0113-20-CS30

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-0-54160

Buyer ID - Id de l'acheteur  
kin855  
CCC No./N° CCC - FMS No./N° VME

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## **6.9 Inspection and Acceptance**

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

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## **ANNEX "A"**

### **REQUIREMENT**

#### **WINTER ROAD SALT – CFB BORDEN**

##### **1. Background**

The Department of National Defence (DND), Canadian Forces Base (CFB) Borden, Military Personnel Generation Training Group (MPGTG) Technical Services, Base Transport requires bulk deliveries of road salt for winter de-icing applications at Canadian Forces Base (CFB) Borden.

##### **2. Objective**

The Department of National Defence (DND), Canadian Forces Base (CFB) Borden, Military Personnel Generation Training Group (MPGTG), Technical Services, Base Transport has a requirement for a four (4) year Regional Individual Standing Offer (RISO) for the supply and delivery of bulk road salt on an “as and when requested” basis.

##### **3. Scope**

Contractor must deliver material within three (3) business days of receipt of call-up.

All deliveries to Borden are to be made Monday to Friday, 0800 - 1500 hours unless prior arrangements are made, details to be specified at the time of call-up.

Shipment must be consigned Delivered Duty Paid (DDP) – Department of National Defence (DND) – Canadian Forces Base (CFB) Borden, Borden, Ontario, including all delivery and offloading charges to:

MPGTG, Tech Services, Base Transport  
C/O RP Ops Det. (Borden), Roads and Grounds Salt Dome  
80A Ramillies Road (Building P-186)  
Canadian Forces Base Borden  
Borden, Ontario L0M 1C0  
Canada

The deliver to location is subject to change since Base Transport is waiting for construction of a dome.

##### **4. Material**

This bulk road salt (Sodium Chloride Type 1, Pavement De-Icer) must comply with Canadian General Standards Board standard CAN/CGSB 15.9-92 - November 1, 1992.

The sodium chloride must not contain any gravel, clay, minerals or foreign materials that could cause caking or clumping. Anti-caking additives must not materially alter the properties of the salt.

##### **5. Invoicing address**

Invoices can be mailed to:

MPGTG Tech Services, Base Transport  
45 Maintenance Road (Building O-95)  
Canadian Forces Base Borden  
Borden, Ontario L0M 1C0  
Canada

## ANNEX "B"

### BASIS OF PAYMENT

All prices are firm, all-inclusive unit prices in Canadian dollars, Delivered Duty Paid (DDP) – Department of National Defence (DND) – Canadian Forces Base (CFB) Borden, Borden, Ontario. Canadian customs duties and excise taxes included, Applicable Taxes extra.

Applicable Taxes are not included in the pricing and are to be shown separately on invoices.

### Pricing Period

Year 1 – Date of issuance to 30 September 2021

Year 2 – 1 October 2021 to 30 September 2022

Year 3 – 1 October 2022 to 30 September 2023

Year 4 – 1 October 2023 to 30 September 2024

### Notes:

*All text in italics in this Annex will be removed from the resulting Standing Offer.*

#### **Estimated Usages:**

*The estimated usages provided are for the sole purpose of establishing an evaluation tool and are based only on best estimate and in no way reflect the actual usages expected or any commitment on the part of the Crown. The quantities as stated herein reflect the expected usage for each Pricing Period and are an estimate of the requirement made in good faith. The Standing Offer will be limited to the actual service authorized and performed.*

#### **Pricing Instructions:**

*Prices must be quoted as per the unit of issue stated. Pricing provided must be all-inclusive for the good(s) listed. Pricing will include as a minimum: delivery and off-loading.*

#### **Applicable Taxes:**

*GST/HST must not be included in the unit prices (but will be added as a separate item to any invoice issued).*

### Annex "B" - Basis of Payment

Item	Description	Unit of Issue	Yearly Estimated Usage	Year 1 - Firm Unit of Issue Price	Year 2 - Firm Unit of Issue Price	Year 3 - Firm Unit of Issue Price	Year 4 - Firm Unit of Issue Price
1	Bulk road salt (Sodium Chloride Type 1, Pavement De-icer) as per Canadian General Standards Board standard CAN/CGSB 15.9-92	Metric Tonne (mt)	500	\$ /mt	\$ /mt	\$ /mt	\$ /mt



Solicitation No. - N° de l'invitation  
W0113-20CS30/A  
Client Ref. No. - N° de réf. du client  
W0113-20-CS30

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-0-54160

Buyer ID - Id de l'acheteur  
kin855  
CCC No./N° CCC - FMS No./N° VME

## ANNEX "D"

### PWGSC 924 CALL-UP AGAINST A STANDING OFFER TEMPLATE

Public Works and Government Services Canada Travaux publics et Services gouvernementaux Canada		Clear Data - Effacer l'information	
<b>Call-up Against a Standing Offer</b> <b>Commande subséquente à une offre à commandes</b>			
<b>To the supplier:</b> The standing offer identified below is accepted as follows: You are required to supply the goods or services, or both, shown below at the prices or on the pricing basis stated and in accordance with the other conditions stated in the standing offer. Only goods or services, or both, included in the standing offer will be supplied in this call-up against the standing offer.			
<b>Au fournisseur:</b> L'offre à commandes indiquée ci-dessous est acceptée selon les modalités suivantes : Vous devez fournir les biens ou les services, ou les deux, indiqués ci-dessous selon les prix ou la base de tarification établie, et conformément avec les autres conditions stipulées dans l'offre à commandes. Seuls les biens ou les services, ou les deux, inclus dans l'offre à commandes seront fournis dans la commande subséquente à l'offre à commandes.			
<b>Security:</b> The call-up includes security provisions. <b>Sécurité :</b> La demande comprend des exigences en matière de sécurité.			
<input type="checkbox"/> NO NON <input type="checkbox"/> YES OUI		If YES, attach a SRCL to the call-up Si OUI, joindre une LVERG à la demande	
Invoices must be sent in accordance with - Les factures doivent être envoyées selon : <input type="checkbox"/> The detailed instructions in the standing offer Les instructions détaillées dans l'offre à commandes <input type="checkbox"/> The address shown in the "ship to" block L'adresse indiquée dans la case « Expédier à » <input type="checkbox"/> Special instructions below Les instructions particulières ci-dessous			
Each shipment must be accompanied by a packing or delivery slip. All invoices, bills of lading and packing slips must show the following reference numbers.			
Chaque expédition doit être accompagnée d'un bordereau d'emballage ou de livraison. Les factures, connaissements et bordereaux d'emballage doivent tous porter les numéros de référence suivants.			
Standing Offer No. - N° de l'offre à commandes		Financial Code(s) - Code financier(s)	
Regulation No. - N° de demande Order. Off. - Bur. dem. YY - AA		Serial No. - N° de série	
Client Reference No. (optional) N° de référence du client (facultatif)			
The representative of the identified User signing the call-up form must indicate his or her physical address. This address will constitute the address most connected with the supply and will determine, where applicable, the place of supply for this procurement. Le représentant de l'utilisateur désigné qui signe le formulaire de commande subséquente doit indiquer son adresse municipale, qui constituera l'adresse la plus associée à l'approvisionnement et qui déterminera, le cas échéant, le lieu d'approvisionnement pour cette commande.			
Amendment No. N° de modification		Previous Value (\$) Valeur précédente (\$)	
Value of increase or decrease (\$) Valeur de l'augmentation ou diminution (\$)		Total estimated expenditures or revised Total des dépenses estimatives ou révisées	
Item No. N° de l'article	NATO Stock No. / Item Description N° de nomenclature de l'OTAN / Description de l'article	U. of I. U. de d.	Quantity Quantité
			Unit Price Prix unitaire (\$)
			Extended Price Prix calculé (\$)
Special instructions - instructions particulières			
Total			
For further information, call - Pour renseignements supplémentaires, contacter			
Name - Nom		Telephone No. - N° de téléphone	
Delivery required by - Livraison requise le (YYYY-MM-DD)		(AAAA-MM-JJ)	
For internal purposes only - Pour usage interne seulement			
Pursuant to subsection 32(1) of the Financial Administration Act, funds are available. En vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques, des fonds sont disponibles.		Approved for the Minister - Approuvé pour le Ministre	
Signature (Mandatory - Obligatoire)		Date (YYYY-MM-DD) - AAAA-MM-JJ	
Signature (Mandatory - Obligatoire)		Date (YYYY-MM-DD) - AAAA-MM-JJ	

Canada

PWGSC-TPSGC 942 (01/2014)

Solicitation No. - N° de l'invitation  
W0113-20CS30/A  
Client Ref. No. - N° de réf. du client  
W0113-20-CS30

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-0-54160

Buyer ID - Id de l'acheteur  
kin855  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX “E” to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

***As indicated in Part 3, clause 3.1.2, the Offeror must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.***

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)

Solicitation No. - N° de l'invitation  
W0113-20CS30/A  
Client Ref. No. - N° de réf. du client  
W0113-20-CS30

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-0-54160

Buyer ID - Id de l'acheteur  
kin855  
CCC No./N° CCC - FMS No./N° VME

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## ANNEX “F”

### ADDITIONAL CERTIFICATION INFORMATION

#### 1. Board of Directors

In accordance with the Ineligibility and Suspension Policy, Section 17, Bidders are required to provide a list of their Board of Directors before Standing Offer issue. Bidders are requested to provide this information in their bid.

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

#### 2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) before Standing Offer issue.

Procurement Business Number - \_\_\_\_\_

Suppliers may register for a PBN online at [Supplier Registration Information](#) (SRI). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.