



**RETURN OFFERS TO:  
RETOURNER LES OFFRES A :**

Attention: Laurie Quinn  
Email: [Laurie.Quinn@rcmp-grc.gc.ca](mailto:Laurie.Quinn@rcmp-grc.gc.ca)

Note - RCMP has the following e-mail restrictions:  
The maximum e-mail message size is 5 MB.  
Zip files not accepted.

**REQUEST FOR  
STANDING OFFER**

National Individual Standing Offer (NISO)

**DEMANDE D'OFFRES À  
COMMANDES**

Offre à commandes maître régionale  
(OCM)

Proposal to: Royal Canadian Mounted Police

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux : Gendarmerie royale du Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaires :

<b>Title – Sujet</b> In Car Printer Thermal Paper		<b>Date</b> December 3, 2020
<b>Solicitation No. – N° de l'invitation</b> <b>202101735</b>		
<b>Client Reference No. - No. De Référence du Client</b> 202101735		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	13 :00	EST(Eastern Standard Time) HNE (heure normale de l'Est)
<b>On / le :</b>	January 14, 2021	
<b>Delivery - Livraison</b> See herein — Voir aux présentes	<b>Taxes - Taxes</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Addresser toute demande de renseignements à</b> Laurie.Quinn@rcmp-grc.gc.ca		
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>	

<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes	<b>Delivery Offered – Livraison proposée</b>
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b>	
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – 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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### **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; and
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
  - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 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 and associated appendices, the Basis of Payment, the Electronic Payment Instructions and Certificate of Independent Bid Determination.

### **1.2 Summary**

The Royal Canadian Mounted Police (RCMP) is seeking to establish a Standing Offer Agreement for in car thermal paper in accordance with the Requirements detailed in Annex "A".



The term of the resulting Standing Offer Agreement will be three (3) years from Standing Offer Agreement issue date with an irrevocable option to extend for up to two (2) additional one (1) year periods.

The requirement is subject to the provisions of the, Canadian Free Trade Agreement (CFTA), Canada Chile Free Trade Agreement, Canada-Colombia Free Trade Agreement, Comprehensive Economic Trade Agreement (CETA), European Union (EU), Canada-Peru Free Trade Agreement (CPFTA), Canada-Honduras Free Trade Agreement (CHFTA), Canada-Korea Free Trade Agreement (CKFTA), and World Trade Organization – Agreement on Government Procurement (WTO-AGP).

The Request for Standing Offers (RFSO) is to establish a National Individual Standing Offer for the requirement detailed in the RFSO, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.

### 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 Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the [Buyandsell.gc.ca](#) website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the [Office of the Procurement Ombudsman \(OPO\)](#).

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>

<http://opo-boa.gc.ca/plaintesurvol-complaintoverview-eng.html>

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

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 6.13 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.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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 [laurie.quinn@rcmp-grc.gc.ca](mailto:laurie.quinn@rcmp-grc.gc.ca) by the date, time and place indicated on page 1 of the Request for Standing Offers.

Canada will not be responsible for any failure attributable to the transmission or receipt of the offer including, but not limited to, the following:

- a. receipt of garbled or incomplete offer;
- b. availability or condition of the receiving equipment;
- c. incompatibility between the sending and receiving equipment;
- d. delay in transmission or receipt of the offer to the Standing Offer Authority's email inbox (the date & time on the email received by the Standing Offer Authority is considered the date & time of receipt of the bid submission);
- e. failure of the Bidder to properly identify the offer;
- f. illegibility of the offer; or
- g. security of offer data.

An offer transmitted electronically constitutes the formal offer of the Offeror and must be submitted in accordance with section 05 of 2003 (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements.

RCMP has restrictions on incoming e-mail messages. The maximum e-mail message size including all file attachments must not exceed 5MB. Zip files will not be accepted. Incoming e-mail messages exceeding the maximum file size and/or containing zip file attachments will be blocked from entering the RCMP e-mail system. An offer transmitted by e-mail that gets blocked by the RCMP e-mail system will be considered not received. It is the responsibility of the Offeror to ensure receipt.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile or email to RCMP will not be accepted.

NOTE: The RCMP has not been approved for offer submission by epost Connect service.



### **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.

### **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 Promotion of Direct Deposit Initiative**

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful offeror on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: [corporate\\_accounting@rcmp-grc.gc.ca](mailto:corporate_accounting@rcmp-grc.gc.ca)

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1. Offer Preparation Instructions**

Canada requests that offerors provide their offer in separately bound sections as follows:



Section I: Technical Offer (1 soft copy)

Section II: Financial Offer (1 soft copy)

Section III: Certifications (1 soft copy)

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 their soft copy in PDF or equivalent.

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b) use a numbering system that corresponds to that of the Request for Standing Offers.

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

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

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

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

#### **3.1.1 Payment by Credit Card**

If the Offeror is 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 credit cards for payment of call-ups will not be considered as an evaluation criterion.

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

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

### **Section III: Certifications**

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

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

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



Criterion	Description	Met/Not Met	Substantiation (page reference)
M1	Thermal paper must be compatible with the Brother PJ-723 Thermal printer. <a href="https://www.cdw.ca/product/brother-pocketjet-pj-723-basic-kit-printer-monochrome-direct-therma/5716821">https://www.cdw.ca/product/brother-pocketjet-pj-723-basic-kit-printer-monochrome-direct-therma/5716821</a>		
M2	Thermal paper must be in 100 sheet rolls		
M3	Thermal paper must be 8 1/2" by 11" sheets, pre-perforated for proper tearing from printer.		
M4	Thermal paper must be water resistant.		
M5	Thermal paper must be compatible with the following PMT model number: AS5.A500.016. <a href="https://www.precisionmounts.com/products/peripheral-mounts/74-peripheral-mounts/181-printermount.html">https://www.precisionmounts.com/products/peripheral-mounts/74-peripheral-mounts/181-printermount.html</a>		

#### 4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, Incoterms 2010: DDP Delivered Duty Paid (Destination).

#### 4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offer and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest Total Evaluated Bid 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 Precedent to 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.

### 5.1.1 Integrity Provisions

In accordance with the section titled Information to be provided when bidding, contracting, or entering into a real property agreement subject to 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:

- Declaration of Convicted Offences - Integrity Declaration Form (as applicable)
- Required Documentation (List of names for integrity verification form)

Please see the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html) website for further details (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html>).

### 5.1.2 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 \(ESDC\) – Labour's](https://www.canada.ca/en/employment-social-development/canada/esdc-labour-s) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

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

#### 5.1.3.1 Independent Bid Determination

The attached Certificate of Independent Bid Determination (attached Annex "E") has been developed by the federal Competition Bureau for use by the Contracting Authority when calling for bids, tenders or quotations. The intention of this documentation is to deter bid-rigging by requiring bidders to disclose, to the Contracting Authority, all material facts about any communications and arrangements which the bidder has entered into with competitors regarding the call for tenders.

## 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 "A".

#### 6.2 Security Requirement

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.

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

#### 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 upon request this data in accordance with the template in Annex "D". If some data is not available, the reason must be indicated in the report. If no goods or services are 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:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

### 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 date of issuance to three years later.

#### 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 up to an additional two (2) one-year periods, under the same conditions and at the rates or prices 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 ten (10) days 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 Comprehensive Land Claims Agreements (CLCAs)



The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the standing offer.

**6.4.4 Delivery Points**

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

**6.5. Authorities**

**6.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Laurie Quinn  
Title: Senior Procurement Officer  
Royal Canadian Mounted Police  
Address: 73 Leikin Drive, Bldg. M1, 4<sup>th</sup> Floor, Mailstop #15, Ottawa, ON K1A 0R2

Telephone: 613-843-3652  
Facsimile: 613-825-0082  
E-mail address: laurie.quinn@rcmp-grc.gc.ca

The Standing Offer Authority is responsible for the establishment and administration of the Standing Offer, (including any extensions, set asides or cancellations). Revisions or amendments to the Standing Offer shall only be authorized in writing by the Standing Offer Authority. The Offeror must not perform work in excess of or outside the scope of the Standing Offer based on verbal or written requests or instructions from anyone other than the Contracting Authority and any work so conducted shall be at the Offeror's sole risk and expense and shall not be charged to any Authorized User unless otherwise agreed to in writing by the Contracting Authority.

**6.5.2 Project Authority**

The Project Authority for the Standing Offer is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

The Offeror's Representative for the Contract is: **(to be entered at award of Standing Offer)**

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

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

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

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

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

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

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

### 6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: The Royal Canadian Mounted Police

### 6.7 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below.

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 may be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPSGC 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)

### 6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (Applicable Taxes included) and may be issued by the Identified Users. Call-ups exceeding \$10,000.00 (applicable taxes included) must be authorized by the Standing Offer Authority.

### 6.9 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;
- g) Annex D, Standing Offer Reporting Template
- h) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*)

## **6.10 Procurement Ombudsman**

### **6.10.1 Dispute Resolution Services**

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 30 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3)(d) of the *Department of Public Work and Government Services Act* and Section 23 of the *Procurement Ombudsman Regulations*.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 , by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

### **6.10.2 Contract Administration**

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

## **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 Ontario.

### **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.

## **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.

### **6.3 Term of Contract**

#### **6.3.1 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**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid in accordance with the price detailed in the call up against a Standing Offer. Incoterms 2010: DDP Delivered Duty Paid (Destination). Customs duties are included and Goods, Tax or Harmonized Sales Tax is extra, if applicable.

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 (2007-05-25) Limitation of Price.

#### **6.4.3 Method of Payment – 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 (<\$10,000);
- b. MasterCard Acquisition Card (<\$10,000);



c. Direct Deposit (Domestic and International);

## **6.5 Invoicing Instructions**

- (a) The Offeror 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.
- (b) The Invoice must include the RCMP NISO No. or Call-up No.
- (c) Invoices must be distributed as follows:
  - (i) The original and one (1) copy must be forwarded to the address shown on page 1 of the Call-up for certification and payment.

## **6.6 Insurance**

SACC Manual Clause G1005C (2016-01-28) Insurance – No Specific Requirement

## **6.7 Replacement Products**

If an item offered is discontinued or becomes otherwise unavailable, the Offeror must propose a replacement item that is technically equivalent to the Offered item. The Offeror must advise the Standing Offer Authority of the reason for any replacement and demonstrate that the proposed replacement is equivalent in form, fit, function, quality and performance to the item specified in the Offer. Canada will verify technical equivalency with the Original Equipment Manufacturer. If the Offeror is unable to propose a direct technical replacement of the unavailable item, Canada may set aside the standing offer.



### ANNEX "A" - REQUIREMENT

The Royal Canadian Mounted Police Information Management/Information Technology (IM/IT) Program in support of the RCMP Electronic Summary Offence Ticketing Program have a requirement a National Individual Standing Offer (NISO) for Thermal Paper for in-car Mobile Printers and Vehicle Adapters over a period of three (3) years with two (2) one (1) year options to extend the NISO.

<b>Thermal paper must:</b>	
1.1	Be compatible with the Brother PJ-723 Thermal printer ( <a href="https://www.cdw.ca/product/brother-pocketjet-pj-723-basic-kit-printer-monochrome-direct-therma/5716821">https://www.cdw.ca/product/brother-pocketjet-pj-723-basic-kit-printer-monochrome-direct-therma/5716821</a> )
1.2	Be in 100 sheet rolls
1.3	Be 8 1/2" by 11" sheets, pre-perforated for proper tearing from printer.
1.4	Be water resistant
1.5	Be compatible with the following PMT model number: AS5.A500.016 ( <a href="https://www.precisionmounts.com/products/peripheral-mounts/74-peripheral-mounts/181-printermount.html">https://www.precisionmounts.com/products/peripheral-mounts/74-peripheral-mounts/181-printermount.html</a> )

#### Packaging and Shipping

Thermal Paper must be packed in cases of 6 rolls of 100 sheets per roll





**Appendix A to Annex "A" – DELIVERY ADDRESSES**

<b>E Division</b> IM/IT Branch, IT Warehouse 14200 Green Timbers Way, Unit CU520 Surrey, BC V3T 6P3	<b>M Division</b> M Division 4100-4th ave Whitehorse, Yukon Y1A 1H5
<b>K Division</b> K Division Informatics Warehouse 100, 17850-105Ave Edmonton, AB T5S 2H5	<b>C Division</b> G.R.C. / R.C.M.P. 4225, boul. Dorchester Westmount (Québec) H3Z 1V5
<b>F Division</b> F Division 494 Henderson Dr. Regina, SK S4N 5X5	<b>G Division</b> Information Technology Unit G Division RCMP 5010 Veterans Memorial Dr Yellowknife, NT X1A 2R3
<b>D Division</b> RCMP DDIV Headquarters 1091 Portage Avenue Winnipeg, Manitoba R3C 3K2	<b>IM/IT Program(Ottawa)</b> CPIC Building, Rm 208 1200 Vanier Parkway Ottawa, ON K1A 0R2
<b>J Division</b> 1445 Regent St./rue, P.O. Box/Case Postale 3900 Fredericton, NB. E3B 4Z8	<b>H Division</b> R.C.M.P "H Division(Radioshop) 80 Garland Ave. Mailstop H-005 Dartmouth, N.S B3B 0J8
<b>B Division</b> RCMP IT Operations - Data PO Box 9700 Stn 'B' 100 East White Hills Rd. St. John's, NL A1A 3T5	<b>A Division</b> Radio Workshop 1426 St Joseph Blvd MailStop 166 Orleans, Ottawa, Ontario Canada K1A0R2



**ANNEX "B" - BASIS OF PAYMENT**

The Offeror offers to supply the items listed below, at the firm unit prices Incoterms 2010 Delivery Duty Paid (DDP) to the destinations listed below and detailed in Appendix A to Annex A, and for the periods identified in the standing offer, to the Royal Canadian Mounted Police (RCMP). Specifications for the items listed below are detailed in Annex A. Each case contains 6 rolls of 100 sheets per roll.

*(Manufacturer, model and/or part number(s) will be specified at issuance of the standing offer.)*

**1. Initial period of the standing offer**

Item	Description	Unit of Issue	Firm Unit Prices, Incoterms 2010 DDP											IMIT
			"A" Division	"B" Division	"C" Division	"D" Division	"E" Division	"F" Division	"H" Division	"J" Division	"K" Division	"G" and "M" Division	"O" Division	
1	In car printer thermal paper	Case	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

**2. Extension period of the standing offer**

**Option Year 1**

Item	Description	Unit of Issue	Firm Unit Prices, Incoterms 2010 DDP											IMIT
			"A" Division	"B" Division	"C" Division	"D" Division	"E" Division	"F" Division	"H" Division	"J" Division	"K" & "G" Division	"G" and "M" Division	"O" Division	
1	In car printer thermal paper	Case	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$



**Option Year 2**

Item	Description	Unit of Issue	Firm Unit Prices, Incoterms 2010 DDP											
			"A" Division	"B" Division	"C" Division	"D" Division	"E" Division	"F" Division	"H" Division	"J" Division	"K" Division	"G" and "M" Division	"O" Division	IMIT
1	In car printer thermal paper	Case	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$



### ESTIMATED QUANTITIES

Estimated quantities are based on anticipated requirements (1 case having 6 rolls, which contain 100 sheets per roll), provided in good faith, and are estimates only for evaluation purposes and do not mean that quantities will be used or will not be exceeded.

#### 1. Yearly Quantities

The following are estimated yearly quantities that may be ordered during the standing offer period:

Item	Description	Unit of Issue	Estimated Yearly Quantities											
			"A" Division	"B" Division	"C" Division	"D" Division	"E" Division	"F" Division	"H" Division	"J" Division	"K" Division	"G" and "M" Division	"O" Division	IMIT
1	In car printer thermal paper	Cases	31	31	31	90	452	226	31	31	339	0	31	31



**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 (<\$10K);
- ( ) MasterCard Acquisition Card (<10K);
- ( ) Direct Deposit (Domestic and International);



### ANNEX "D" STANDING OFFERS REPORTING TEMPLATE

Standing Offer No: \_\_\_\_\_

Offeror: \_\_\_\_\_

Reporting Period: \_\_\_\_\_ 1st quarter: April 1 to June 30, \_\_\_\_\_  
\_\_\_\_\_ 2nd quarter: July 1 to September 30, \_\_\_\_\_  
\_\_\_\_\_ 3rd quarter: October 1 to December 31, \_\_\_\_\_  
\_\_\_\_\_ 4th quarter: January 1 to March 31, \_\_\_\_\_

Call-Up Number	Item No.	Description	Quantity	Total Value of Each Item (Applicable Taxes excluded)
			TOTAL:	\$

NIL REPORT: We have not done any business with the federal government for this period \_\_\_\_\_.

**Prepared by:**

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

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_



ANNEX "E" to PART 5 -

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid or tender (hereinafter "bid") to:

\_\_\_\_\_  
(Corporate Name of Recipient of this Submission)

for: \_\_\_\_\_  
(Name and Number of Bid and Project)

in response to the call or request (hereinafter "call") for bids made by:

\_\_\_\_\_  
(Name of Tendering Authority)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Corporate Name of Bidder or Tenderer [hereinafter "Bidder"])

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. for the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
  - (a) has been requested to submit a bid in response to this call for bids;
  - (b) could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. the Bidder discloses that (check one of the following, as applicable):
  - (a) the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
  - (b) the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;



7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) methods, factors or formulas used to calculate prices;
  - (c) the intention or decision to submit, or not to submit, a bid; or
  - (d) the submission of a bid which does not meet the specifications of the call for bids;except as specifically disclosed pursuant to paragraph (6)(b) above;
8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
9. the terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

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(Printed Name and Signature of Authorized Agent of Bidder)

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(Position Title)

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(Date)