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Solicitation No. - N° de l'invitation  
W0142-21X013/A  
Client Ref. No. - N° de réf. du client  
W0142-21X013

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-0-43098

Buyer ID - Id de l'acheteur  
ca1140  
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 Requirements: includes specific requirements that must be addressed by offerors; and   |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

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

### 1.2 Summary

- 1.2.1 For the provision of Dishwashing Compounds as detailed herein with Automatic Soap/Rinse agent Dispensers using the recommended process and other industrial Food Service cleaners / sanitizers, for the Department of National Defence **including** the British Army Training Unit (BATUS) at Canadian Forces Base Suffield, Ralston, Alberta and 3 CDSB Garrison Wainwright on an as and when required basis.

The period of the Standing Offer is from April 1, 2021 to March 31, 2022 with two-one year option periods.

Sustainable packaging, as per definitions in Annex A, is encouraged for this procurement.

- 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.

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### 1.3 Security Requirements

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

### 1.4 Debriefings

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

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

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

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

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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

#### 2.1.1 SACC Manual Clauses

[M0019T](#) (2007-05-25), Firm Prices and/or Rates

### 2.2 Submission of Offers

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

#### PWGSC Western Region Bid Receiving Unit

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

[ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca](mailto:ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca)

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

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### 2.3 Enquiries - Request for Standing Offers

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

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

### 2.4 Applicable Laws

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

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

### 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: Technical Offer

Section II: Financial Offer

Section III: 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: 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 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

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.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

- (a) Offerors must be able to provide all the item/services listed in Annex "A" – Requirement and Annex "B" – Basis of Payment.
- (b) Offerors must meet and complete the compliance matrix in Annex "A" – Requirement.
- (c) Offerors must complete and sign the declaration in Annex "A" – Requirement.

#### 4.1.2 Financial Evaluation

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

The total evaluated price will be determined by:

The Firm Unit Price for each year will be added together and multiplied by the Annual Estimated Usage (A) to arrive at the Extended Price for each line item.

### 4.2 Basis of Selection

#### 4.2.1 Basis of Selection – Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria 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.

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## PART 6 - SECURITY REQUIREMENTS

### 6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

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## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

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

#### 7.2 Security Requirements

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

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

#### 7.3 Standard Clauses and Conditions

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

##### 7.3.1 General Conditions

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

##### 7.3.2 Standing Offers Reporting

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

The Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled "D". 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 **thirty (30) calendar days** after the end of the reporting period.

#### **7.4 Term of Standing Offer**

##### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from April 1, 2021 to March 31, 2022.

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

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two one-year periods, from April 1, 2022 to March 31, 2023 and April 1, 2023 to March 31, 2024 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

##### **7.4.3 Delivery Points**

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

#### **7.5 Authorities**

##### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Rana Sabounji  
Title: Procurement Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 759, 220 4<sup>th</sup> Ave SE  
Calgary, AB  
T2G 4X3

Telephone: 403-680-8394

E-mail address: [rana.sabounji@pwgsc-tpsgc.gc.ca](mailto:rana.sabounji@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.

### 7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 7.5.3 Offeror's Representative

(to be completed by Offeror)

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

### 7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence – CFB Suffield and CFB Wainwright.

### 7.7 Call-up Instrument

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

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

or

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

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## 7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000 (Applicable Taxes included).

## 7.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$TBD** (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 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 7.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010A (2020-05-28), General Conditions - Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*)

## 7.11 Certifications and Additional Information

### 7.11.1 Compliance

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

## 7.12 Applicable Laws

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

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

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

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

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

## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Requirement**

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

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

#### **7.2.1 General Conditions**

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

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

### **7.3 Term of Contract**

#### **7.3.1 Delivery Date**

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

### **7.4 Payment**

#### **7.4.1 Basis of Payment - 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 a 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.



#### 7.4.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$**TBD**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### 7.4.3 Multiple Payments

H1001C (2008-05-12), Multiple Payments

#### 7.4.4 SACC Manual Clauses

C2000C (2007-11-30), Taxes - Foreign-based Contractor

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

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

#### 7.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

#### 7.6 SACC Manual Clauses

A9062C (2011-05-16), Canadian Forces Site Regulations  
B7500C (2006-06-16), Excess Goods  
D0018C (2007-11-30), Delivery and Unloading  
G1005C (2016-01-28) Insurance – No Specific Requirement

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## 7.7 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](#)".

## 7.8 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

For the provision of Dishwashing Compounds as detailed herein with Automatic Soap/Rinse agent Dispensers using the recommended process and other industrial Food Service cleaners / sanitizers, for the Department of National Defence **including** the British Army Training Unit (BATUS) at Canadian Forces Base Suffield, Ralston, Alberta and 3 CDSB Garrison Wainwright on an as and when required basis.

The period of the standing offer is from April 1, 2021 to March 31, 2022 with two one year optional periods.

### BACKGROUND

- a. The G4 Procurement Department is responsible for the coordination of requests for goods and services, between customers/users and the contractor.
- b. The DND Supply Officer is responsible for logistical support to all units training in the CFB Suffield or Wainwright area.

### OBJECTIVE

The aim of this project is to set up a Standing Offer Agreement (SOA), through Public Services and Procurement Canada (PSPC) for the provision of Dishwashing Compounds and Automatic Soap/Rinse agent Dispensers and other industrial Food Service cleaners / sanitizers.

### SCOPE OF SERVICES

Personnel from Canadian Forces will meet your employees at the specified points of delivery to receive the order.

- a. The service requested shall be, to provide Dishwashing Compounds and Automatic Soap/Rinse agent Dispensers as per each individual call-up against the SOA.
  - a. The consignee must be allowed to expend existing stock before ordering from the SOA.
  - b. In conjunction with the products supplied it is also requested that the supplier provide a regular monthly inspection and minor servicing to all dispensing equipment.
  - c. The inspection and servicing should encompass the following:
    - i. Measure the concentration of Detergent Wash solution by chemical analysis and adjust machines to maintain a proper concentration of detergents for best cleaning and operating results.
    - ii. Check and regulate the temperature of all wash and rinse solutions.
    - iii. Check and regulate proper combination of washing time and detergent strength.
    - iv. Check and regulate proper rinsing period.
    - v. Check steam and fill valves for leaks.
    - vi. Check wash manifold arms and sprays, rinse arms and sprays for efficient operation and instruct the operators in the proper daily cleaning methods.
    - vii. Check rotating wash and rinse arms for proper pitch and pressure and check arm bearings to ensure they are revolving freely.
    - viii. Inspect the bypass action, the overflow action and the balance for the machine to ensure utmost effectiveness.
    - ix. Check the drain valve and plumbing.
    - x. Check pumps for leaks, the motor shaft and universal joints for excess vibration, poor alignment and wear.

- xi. Check accessory equipment to the dish machines as well as detergent dispensers and drying agent injectors.
  - xii. Provide written services reports on each inspection.
  - xiii. Provide emergency service calls when required.
- d. The service provider shall ensure that any chemicals used meet Federal, Provincial and Municipal WHIMS and environmental requirements and provide the users with valid SDS sheets with the products being requested. Items must be approved for use in advance by the HazMat Management Officer. Products not authorized in Annex "A", will need to be substituted for approved products.
- e. The service provider shall not respond to any requests other than those authorized by Site Authority, (G4 Procurement Officer).

## SUSTAINABLE PACKAGING

In accordance with the [Policy on Green Procurement and the Government of Canada actions on plastic waste in federal operations](#), the Government of Canada strives to ensure that the goods and services it procures advance the protection of the environment by integrating sustainable packaging specifications.

All packaging material related to this procurement, to the best extent, should be reusable, recyclable or compostable in accordance with the definitions set forth in Appendix A. Excluded material can also be found in Appendix A.

## SPECIAL REQUIREMENTS

If it is determined, following acceptance and during use, that the product does not meet the specifications, the Contractor agrees to rebate 25 percent of the price of the items that have been used and accept return of unused items at its own expense and refund any payments made thereof.

PRODUCTS MUST ALWAYS BE OBTAINED FROM AN APPROVED COMMERCIAL SOURCE.

Products must be received in good condition with no leaks, stains or dents in or on pails.

## SERVICE LEVELS

All orders will be placed a minimum of 2 days prior to the expected day of delivery, by phone, fax, or hard copy, via a Call up Document.

A window time of 24 Hours before delivery is required to make **MINOR** amendments to the original order.

## REJECTS AND SHORTFALLS

The contractor agrees, upon notification of rejects or shortage of products, to replace any and all shorted item within 24 hours, ***(any additional expenses including delivery costs occurred to replace all rejected food items or shortfalls rest fully at the contractor's expense).***

## DISCREPANCIES AND SUBSTITUTIONS

Substitutions will not be accepted without the prior approval of the requesting Food Services representative, and call up amendment.

## Requirements Pertaining To Invoicing

A bill of lading and a computerized purchase invoice in three (3) copies ***"One original and two copies"*** must be provided to the consignee at the time of each delivery, ***"Hand written invoices will not accepted"***.

The consignee's delivery representative will verify with the contractor's representative that all items shipped have been received using the bill of lading provided by the contractor.

Solicitation No. - N° de l'invitation  
W0142-21X013/A  
Client Ref. No. - N° de réf. du client  
W0142-21X013

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-0-43098

Buyer ID - Id de l'acheteur  
ca1140  
CCC No./N° CCC - FMS No./N° VME

The contractor must only charge for the items delivered and accepted. The contractor is to ensure that a request for credit receipt is issued at the time of delivery for all items that are not accepted by consignee's representative at time of delivery. The contractor agrees to provide the consignee with a detailed credit receipt within (3) working days from delivery for all items that the consignee and contractor agree that was shorted or damaged prior to delivery. Invoices will not be forwarded for payment until the Contractor provides the Consignee with approved credit receipt. The contractor must ensure that all Invoices reflect correct pricing effective at the time of ordering. All invoices will be calculated in Canadian dollars. The contractor shall provide monthly statements addressing all invoiced products, both credits and debits for the previous month activity.

Invoices to **Suffield** must contain the following information:

**Base Commander  
Canadian Forces Base Suffield  
ATTN G1 Finance, Invoice Section  
PO Box 6000 Station Main,  
Medicine Hat, AB  
T1A 8K8**

**Suffield invoices can be submitted electronically: [invoices@forces.gc.ca](mailto:invoices@forces.gc.ca)**

Invoices to **Wainwright** must contain the following information and be mailed to:

**Combined Mess Kitchen  
Bdg 614  
Perimeter Rd  
3 CDSB Garrison Wainwright  
Denwood AB T0B 1B0**

**Delivery location will be identified on the Call-up document.**

The Offeror certifies that they are able to meet the requirement in Annex "A" and provide all the products requested in Annex "B".

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date

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## Appendix A: Definitions

All packaging material related to this procurement must be reusable, recyclable or compostable in accordance with the following definitions:

### Packaging

Product to be used for the containment, protection, handling, delivery, storage, transport and presentation of goods. (Source: *ISO 21067-1:2016, Clause 2.1.1*)

### Reusable

Designed to be used multiple times for the same purpose with minimal, if any, processing.

A characteristic of a product or packaging that has been conceived and designed to accomplish within its life cycle a certain number of trips, rotations or uses for the same purpose for which it was conceived. (Source: *CAN/CSA-ISO 14021, Clause 7.12.1.1*)

### Recyclable

Capable of being diverted from the waste stream through available processes and programmes and can be collected, processed and returned to use in the form of raw materials or products. (Source *CAN/CSA-ISO 14021, Clause 7.7.1*)

#### Recyclable packaging

Packaging or a packaging component is recyclable if its successful post-consumer collection, sorting, and recycling is proven to work in practice and at scale. This means that there is an existing (collection, sorting and recycling) system in place that actually recycles the packaging and that covers significant and relevant geographical areas as measured by population size. (Source: adapted from the EMF New Plastics Economy Global Commitment)

### Compostable

A characteristic of a product, packaging or associated component that allows it to biodegrade, generating a relatively homogeneous and stable humus-like substance. (Source: *CAN/CSA-ISO 14021, Clause 7.2.1*)

NOTE: for packaging to be considered compostable it must be certified against the current standards (i.e., *CAN/BNQ 0017-08* or *ASTM D6400*); it should also be proven that the certified packaging can be composted in practice and at scale, meaning that there is an existing (collection, sorting and recycling) system in place that actually composts the packaging and that covers significant and relevant geographical areas as measured by population size.

### Excluded material

Often times packaging tape does not comply with the sustainable packaging specifications as reusable, recyclable or compostable material. As a result, packaging tape is considered to be excluded from the sustainable packaging specifications until more market readiness studies become available to determine otherwise.

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## COMPLIANCE MATRIX – MINIMUM MANDATORY CRITERIA

### Instructions to Offerors

1. A complete list of the mandatory evaluation criteria are detailed in the Compliance Matrix below.
2. Offers which fail to meet all of the mandatory evaluation criteria will be declared non-responsive.
3. Offerors should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they meet each mandatory evaluation criteria. Offerors should demonstrate their capability in a thorough, concise and clear manner.
4. The technical offer should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the offer will be evaluated. Simply repeating the statement contained in the bid solicitation or stating, without any substantiating information, that an offeror is compliant will not be sufficient.
5. Substantiating information may include, but is not limited to, specification sheets, technical brochures, photographs or illustrations. If published supporting technical documentation is not available, the Offeror should prepare a written narrative complete with a detailed explanation of how its offer demonstrates technical compliance. All substantiating information should be provided with the offer at solicitation closing date. It is the Offerors responsibility to ensure that the submitted supporting technical documentation provides detail to demonstrate that the proposed product(s) meet the requirements of the evaluation criteria.
6. If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Offeror that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the offer non-responsive and the offer will be given no further consideration.
7. In order to facilitate the evaluation of the offer, Canada requests that offerors address and present the topics in the order of the evaluation criteria, and include a grid in their proposal, containing the information which demonstrates how the offeror meets each evaluation criteria. Alternatively, and to avoid any duplication, offerors may also refer to the different sections of their offers by identifying the specific paragraph and page number where the subject topic has already been addressed.
8. Offerors must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Standing Offer (RFSO) document.

**COMPLIANCE MATRIX – MINIMUM MANDATORY CRITERIA:**

Item #	Criteria	Status (M) Mandatory	Criteria Offered: Bidder <u>should</u> indicate how they meet the criteria by recording this information in this column	Cross Reference: In this column, Bidders <u>should</u> cross-reference where this is indicated in their supporting documents
1.	<b>GENERAL REQUIREMENTS</b>			
1.1	The Contractor must be able to provide a regular monthly inspection and minor servicing to all dispensing equipment.			
1.2	The Contractor must ensure that any chemicals used meet Federal, Provincial and Municipal WHIMS and environmental requirements and must provide valid SDS sheets with the products being requested.  *Offeror is to provide written narrative on how this criteria will be met.			



ANNEX "B"

BASIS OF PAYMENT

Dishwashing and other cleaning supplies are required for government owned commercial dishwashing machines (Hobart, Moyer, and Stero) in various locations at CFB Suffield, Ralston AB including: Bldg 436 Combined Mess Kitchen, Bldg 241 Crowfoot Kitchen, and Bldg 588 Excon Cookhouse (accessed via Crowfoot) as well as at 3 CDSB Garrison Wainwright.

All products shall include shipping charges FOB destination. If the consignee requests an item, which is not, specified herein, your price is to be in accordance with the lowest prices charged to your most favored customer for like quality and quantity of product on the date of delivery. You hereby certify that the prices charged under this method of supply will be computed in accordance with the same accounting principles applicable to the prices shown herein.

- o GST is excluded from the prices quoted herein.
- o GST is to be shown as a separate item on any invoice.
- o Prices are FOB Destination.
- o Annual Estimated Usage is for evaluation purposes only and does not constitute a guarantee on behalf of Canada.

A. Dishwasher Detergents

Item	Product	Annual Estimated Usage	Requested Format	Offered Format	Firm Price Year 1 (April 1, 2021 to March 31, 2022)	Firm Price Option Year 1 (April 1, 2022 to March 31, 2023)	Firm Price Option Year 2 (April 1, 2023 to March 31, 2024)	Extended Price
1	Concentrated Liquid Wash for industrial/commercial dishwashing systems.	172	5 gal pail		\$_____/pail	\$_____/pail	\$_____/pail	\$_____/pail
2	Concentrated Liquid Wash for industrial/commercial dishwashing systems.	50	4 x 1 gal pail		\$_____/pail	\$_____/pail	\$_____/pail	\$_____/pail
3	Concentrated Liquid <b>hard water</b> Wash for industrial/commercial dishwashing systems.	60	5 gal pail		\$_____/pail	\$_____/pail	\$_____/pail	\$_____/pail
4	Concentrated Liquid Rinse for industrial/commercial dishwashing systems	138	4.5 gal pail		\$_____/pail	\$_____/pail	\$_____/pail	\$_____/pail

5	Concentrated <b>hard water</b> Liquid Rinse for industrial/commercial dishwashing systems	70	5 gal pail		\$ _____/pail	\$ _____/pail	\$ _____/pail
6	Manual hand-washing washing detergent	178	4 x 1 gal		\$ _____/gal	\$ _____/gal	\$ _____/gal
7	Cutlery and Dish pre-soak liquid	27	4 x 1 gal		\$ _____/gal	\$ _____/gal	\$ _____/gal
8	Liquid concentrated cleaner for pots and pans	50	5 gal pail		\$ _____/pail	\$ _____/pail	\$ _____/pail
9	Liquid concentrated cleaner for pots and pans - heavy duty	100	2 x 2 gal		\$ _____/gal	\$ _____/gal	\$ _____/gal
10	Bleach Concentrate	30	4 x 4 L		\$ _____/4L	\$ _____/4L	\$ _____/4L
11	Bleach Alternative for disinfecting and cleaning	67	4 x 1 L		\$ _____/L	\$ _____/L	\$ _____/L
12	Scale Remover, for use in dishwashing machines to dissolve light to medium lime build up, with surfactants and emulsifiers to penetrate and take off lime and other difficult deposits	82	4 x 1 gal		\$ _____/gal	\$ _____/gal	\$ _____/gal
13	Sanitizer for manual 3 sink pot washing system For use in <b>hard water</b> - additive for pots and sinks	80	4 x 1 gal		\$ _____/gal	\$ _____/gal	\$ _____/gal
14	Sanitizer for manual 3 sink pot washing system for use in <b>hard water</b> - additive for pots and sinks. * A bleach substitute for personnel with bleach allergies*	80	4 x 1 gal		\$ _____/gal	\$ _____/gal	\$ _____/gal

15	Hand sanitizer in 1L containers with Pumps for various locations on entrance to each dining room and/or dispenser units provided	112	10 x 1 L	\$ _____/L	\$ _____/L	\$ _____/L
16	Industrialized floor cleaner/degreaser with hand pump and or depressor system	114	2.5 gal pail	\$ _____/pail	\$ _____/pail	\$ _____/pail
17	Non-bleach based equipment cleaner/sanitizer capable of cleaning a variety of items from Stainless-steel tables to industrial cooking equipment with spray bottle included for easy use	104	4 x 4 L	\$ _____/4L	\$ _____/4L	\$ _____/4L
18	Oven / Grill Cleaner concentrate	26	4 x 1 Gal	\$ _____/gal	\$ _____/gal	\$ _____/gal
19	Drain Guard	36	2.5 Gal	\$ _____/gal	\$ _____/gal	\$ _____/gal
20	Concentrated Glass Cleaner	16	2.5 Gal	\$ _____/gal	\$ _____/gal	\$ _____/gal
21	Hand Soap	52	6 x 750 ml	\$ _____/750ml	\$ _____/750ml	\$ _____/750ml
22	Hand Soap	40	4 x 1250 ml	\$ _____/1250ml	\$ _____/1250ml	\$ _____/1250ml
23	Cutlery and Cup Presoak	10	18.9 L	\$ _____/L	\$ _____/L	\$ _____/L
24	Cutlery and Cup Presoak	32	4 x 4 L	\$ _____/4L	\$ _____/4L	\$ _____/4L

**B. Inspection and Servicing – CFB Suffield**

Item	Description	Estimated Usage	Firm Price Year 1 (April 1, 2021 to March 31, 2022)	Firm Price Option Year 1 (April 1, 2022 to March 31, 2023)	Firm Price Option Year 2 (April 1, 2023 to March 31, 2024)	Extended Price
<b>1.</b>	<b>Service call, including first hour of on-site, productive labour including travel and transportation costs.</b>					
a	During regular working hours, 07:30 - 16:00, Monday to Friday	1 call	\$_____/call	\$_____/call	\$_____/call	\$_____/call
b	Outside regular working hours, 16:00 - 07:30, Monday b through Friday	1 call	\$_____/call	\$_____/call	\$_____/call	\$_____/call
c	Outside regular working hours, weekends and statutory holidays	1 call	\$_____/call	\$_____/call	\$_____/call	\$_____/call

**C. Inspection and Servicing – CFB Wainwright**

Item	Description	Estimated Usage	Firm Price Year 1 (April 1, 2021 to March 31, 2022)	Firm Price Option Year 1 (April 1, 2022 to March 31, 2023)	Firm Price Option Year 2 (April 1, 2023 to March 31, 2024)	Extended Price
<b>1.</b>	<b>Service call, including first hour of on-site, productive labour including travel and transportation costs.</b>					
a	During regular working hours, 07:30 - 16:00, Monday to Friday	1 call	\$_____/call	\$_____/call	\$_____/call	\$_____/call
b	Outside regular working hours, 16:00 - 07:30, Monday b through Friday	1 call	\$_____/call	\$_____/call	\$_____/call	\$_____/call
c	Outside regular working hours, weekends and statutory holidays	1 call	\$_____/call	\$_____/call	\$_____/call	\$_____/call

**D. Discount:**

Any items not listed above but appearing in the Offeror's published price list will be charged in accordance with the Offeror's current published price list price at time of ordering less a discount of \_\_\_\_\_ % .

Solicitation No. - N° de l'invitation  
W0142-21X013/A  
Client Ref. No. - N° de réf. du client  
W0142-21X013

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-0-43098

Buyer ID - Id de l'acheteur  
ca1140  
CCC No./N° CCC - FMS No./N° VME

## ANNEX "C"

### SECURITY REQUIREMENTS CHECK LIST

 Government of Canada / Gouvernement du Canada		<table border="1"><tr><td>Contract Number / Numéro du contrat</td></tr><tr><td>W0142-21X013</td></tr><tr><td>Security Classification / Classification de sécurité</td></tr><tr><td>Unclassified</td></tr></table>		Contract Number / Numéro du contrat	W0142-21X013	Security Classification / Classification de sécurité	Unclassified																							
Contract Number / Numéro du contrat																														
W0142-21X013																														
Security Classification / Classification de sécurité																														
Unclassified																														
<b>SECURITY REQUIREMENTS CHECK LIST (SRCL)</b> <b>LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)</b>																														
<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>																														
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction																												
DND, CFB Sault Ste. Marie		G4 Foods Services																												
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant																												
4. Brief Description of Work / Brève description du travail																														
Food Services support, contractor will deliver chemical supplies and service dishwasher (detergents and cleaning agents) throughout the week and are requested to be available everyday of the week. This SRCL is being submitted as the contractor requires unescorted access to a Controlled Access zone / area.																														
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui																														
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui																														
6. Indicate the type of access required / Indiquer le type d'accès requis																														
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui																														
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui																														
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui																														
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès																														
<table border="1"><tr><td>Canada <input type="checkbox"/></td><td>NATO / OTAN <input type="checkbox"/></td><td>Foreign / Étranger <input type="checkbox"/></td></tr></table>				Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>																								
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>																												
7. b) Release restrictions / Restrictions relatives à la diffusion																														
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7. c) Level of information / Niveau d'information																														
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du Canada

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<b>PART A (continued) / PARTIE A (suite)</b>	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> SECRET SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux : _____	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>	
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>PRODUCTION</b>	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET	PROTECTED PROTÉGÉ	CONFIDENTIAL	SECRET	TOP SECRET
							NATO DIFFUSION RESTRICTED	NATO CONFIDENTIAL			A	B	C	
Information / Asset Renseignements / Bien Production														
IT Media / Support IT														
IT Link / Lien électronique														

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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## ANNEX "D"

### STANDING OFFER USAGE REPORT

Public Works and Government Services Canada

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

#### Quarterly Usage Report Schedule:

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

SUPPLIER:  
STANDING OFFER NO: W0142-21X013

FEDERAL DEPARTMENT OR AGENCY: DND

REPORTING PERIOD: \_\_\_\_\_

Item No.	Call-Up/contract No. Description	Value of the Call- Up/Contract	GST/HST
(A) Total Dollar Value Call-ups for this reporting period:			
(B) Accumulated Call-Up totals to date:			
(A+B) Total Accumulated Call-Ups:			

**NIL REPORT:** We have not done any business with the federal government for this period [       ]

PREPARED BY:

NAME:  
TELEPHONE NO.:  
SIGNATURE:



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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);