



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

Offre à commandes individuelle régionale (OCIR)

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Public Works and Government Services Canada - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

Title - Sujet Accommodations Furnishings	
Solicitation No. - N° de l'invitation W0133-21T015/B	Date 2021-01-13
Client Reference No. - N° de référence du client W0133-21T015	GETS Ref. No. - N° de réf. de SEAG PW-\$VIC-223-8154
File No. - N° de dossier VIC-0-43071 (223)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Pacific Standard Time PST on - le 2021-01-27 Heure Normale du Pacifique HNP	
Delivery Required - Livraison exigée See Herein – Voir ci-inclus	
Address Enquiries to: - Adresser toutes questions à: Locke, Kelsey	Buyer Id - Id de l'acheteur vic223
Telephone No. - N° de téléphone (250)507-2482 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See Herein	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address	
Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	
Facsimile No. - N° de télécopieur	
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)	
Signature	Date

This bid solicitation cancels and supersedes previous bid solicitation number W0133-21T015/A dated 2020-10-23 with a closing of 2020-12-02 at 14:00 PST. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

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W0133-21T015/B
Client Ref. No. - N° de réf. du client
W0133-21T015

Amd. No. - N° de la modif.
000
File No. - N° du dossier

Buyer ID - Id de l'acheteur
VIC223
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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

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 Insurance Requirements, the Standing Offer Reporting Format, the Electronic Payment Instruments, and any other annexes.

1.2 Summary

1.2.1

Refer to Annex "A" Requirement

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canadian-European Union Comprehensive Economic and Trade Agreement (CETA) and the Canadian Free Trade Agreement (CFTA).

This requirement has been broken down in to the following categories:

Category A: Linens, Bedding etc.
Category B: Furniture
Category C: Appliances
Category D: Miscellaneous
Category E: Blinds

The estimated quantities are included in Annex "B" – Basis of Payment for evaluation purposes only.

Bidders/Offerors must provide pricing for all line items within the category they wish to submit a bid for, in order to be considered for award of that category.

Canada intends to issue a maximum of one (1) standing offer per Category identified above.

The solicitation process could result in the award of up to five (5) standing offers.

1.2.2

This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

1.3 Security Requirements

There is no security requirement applicable to the Standing Offer.

1.4 Debriefings

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

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

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

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 90 days

2.2 Submission of Offers

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

PWGSC Pacific Region Bid Receiving Unit

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

TPSGC.RPReceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca

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

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

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

2.3 Former Public Servant

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

Definitions

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the

implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;

- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than January 20, 2021, before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Bid Challenge and Recourse Mechanisms

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

The Offeror must submit its offer electronically in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

Section I: Technical Offer
Section II: Financial Offer
Section III: Certifications

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.

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

See Annex "A" Requirement

4.1.2 Financial Evaluation

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

4.2 Basis of Selection – Multiple Items

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

Bidders/Offerors must provide pricing for all items within a category they wish to be considered for. The responsive offer with the lowest evaluated aggregate price will be recommended for issuance of a standing offer for that category.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

There is no security requirement applicable to the Standing Offer.

6.2 Financial Capability

N/A

6.3 Insurance Requirements

N/A

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

There is no security requirement applicable to the Standing Offer.

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 (2020-05-28) 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 C entitled Standing Offer Reporting Format. If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than (30) calendar days after the end of the reporting period.

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 for **two years from date of award**.

7.4.2 Delivery Points

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

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Kelsey Locke
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch, Pacific Region
401-1230 Government Street, Victoria, B.C. V8W 3X4
Telephone: (250) 507-2482
E-mail address: kelsey.locke@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.

In the event that you are unable to contact the above noted Authority, please contact:

PAC.VICCA@pwgsc-tpsgc.gc.ca

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

(As specified in the Offeror's Offer)

Contact for:	Name(s)	Telephone	E-mail
Call-ups:			
Invoices:			
Usage Reports			

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Specified at time of issuance of the Standing Offer.

7.8 Call-up Procedures

The Identified User will provide the Contractor with the details of the services to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables.

The Offeror/Contractor must provide the Identified User the proposed total estimated cost for performing the requested services and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

The Offeror/Contractor must not commence work until an authorized call-up instrument has been received by the Contractor. The Contractor acknowledges that any work performed before an authorized call-up has been received will be done at the Contractor's own risk.

7.9 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 could be used which are available through [PWGSC Forms Catalogue](#) website:

- PWGSC-TPSGC 942 Call-up Against a Standing Offer
- PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
- PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
- PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:

- standing offer number;
- statement that incorporates the terms and conditions of the Standing Offer;
- description and unit price for each line item;
- total value of the call-up;
- point of delivery;
- confirmation that funds are available under section 32 of the Financial Administration Act;
- confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$400,000.00 (Applicable Taxes included).

7.10.1 Elevated Call-ups

Elevated call-ups against the Standing Offer from **\$400,001.00** and above (Applicable Taxes included) must be authorized by the Standing Offer Authority.

7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005 \(2017-06-21\)](#), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2018-06-21), General Conditions – Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Standing Offer Usage Report;
- h) the Offeror's offer dated _____ (insert date of offer).

7.12 Certifications and Additional Information

7.12.1 Compliance

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

7.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).

7.14 Transition to an e-Procurement Solution (EPS)

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

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

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

B. RESULTING CONTRACT CLAUSES

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

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 – Medium Complexity – Goods 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 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment

One of the following types of basis of payment will form part of the approved call-up.

The Contractor will be paid firm prices as per Annex "B", for work performed in accordance with the contract. Customs duties are included and Applicable Taxes are extra.

7.5.2 Single Payment

H1000C (2008-05-12), Single payment

7.5.3 Multiple Payment

H1001C (2008-05-12), Multiple Payments

7.5.4 Electronic Payment of Invoices – Call-up

As specified by the Offeror in its Offer at Annex D.

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. A copy of the authorized call-up;
- b. A copy of the release document and any other documents as specified in the Contract/Call-up;

2. Invoices must be distributed as follows:

- a. The original must be forwarded by electronic mail to the Project Authority identified in the call-up against the Standing Offer for certification and payment;
- b. A copy must be forwarded by electronic mail to the Contracting Authority.

7.7 Insurance – No Specific Requirement

SACC Manual clause G1005C (2016-01-28), Insurance - No Specific Requirement

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.

7.9 SACC Manual Clauses

B7500C (2006-06-16), Excess Goods
A9062C (2011-05-16), Canadian Forces Site Regulations
D0018C (2007-11-30), Delivery and Unloading
B1501C (2018-06-21), Electrical Equipment
D9002C (2007-11-30), Incomplete Assemblies
D3025C (2017-08-17), Wood packaging materials
A9019C (2011-05-16), Hazardous Waste Disposal

7.10 Dispute Resolution

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

ANNEX "A"

REQUIREMENT AND MANDATORY EVALUTION CRITERIA

Department of National Defence (DND) Comox Wing Accommodations has a requirement for a Regional Individual Standing Offer for supply, delivery, offloading and installation of household furniture on an "as requested" basis.

There will be a maximum of four (4) accommodation buildings at 19 Wing Comox, each consisting of 12, two-bedroom apartments that will be used as Canadian Armed Forces (CAF) training Single Quarters (SQs).

Terminology

CAF: Canadian Armed Forces

Client: Department of National Defence, 19 Wing Comox Accommodations

DND: Department of National Defence

Final acceptance: Inspection of all goods upon delivery and installation at final destination.

Installation: This includes removal from packaging, assembly, and placement of each item into its final resting place, so as to prepare the apartment fit for occupancy. All items must be in a state that they can be demonstrated as serviceable for the purpose of the final acceptance inspection (ie. Fridge is plugged in).

Delivery Details:

Department of National Defense

19 Wing Comox

Wing Accommodations (Specific building indicated at time of call-up)

Lazo, BC VOR 2K0

Canada

Installation

The contractor is responsible for the complete installation of each item, within each apartment, as directed by the client at time of, or prior to, the delivery.

Staging and installation of each building must be completed over a maximum five-working-day period.

All costs associated with the delivery, staging and installation must be included in.

At completion of staging and installation, the contractor must coordinate with the TA an agreeable time for acceptance and receipt inspection.

All debris, such as item packaging, related to delivery and installation or otherwise brought by the contractor that is not included in Annex A, must be removed from the premises prior to acceptance.

The contractor is responsible for any damage caused to the building and or client's facilities.

SEE TABLE BELOW

1. Bidders **MUST** indicate if they **MEET (YES)** or **DO NOT MEET (NO)** for each item within the category they wish to submit a bid for. **Failure to meet the mandatory requirements will result in your proposal being deemed non-responsive and it will be given no further consideration in the evaluation**

process.

2. Bidders **MUST PROVIDE** documentation to demonstrate compliance with the specifications and cross-reference with the page number of their supplied documentation. **Simply stating that they meet the criterion is not sufficient.**
3. If the Bidder does not have a published brochure, a narrative submission **MUST BE PROVIDED** to demonstrate how the Bidder meets the specification.
4. Canada will evaluate only the documentation provided with a bidder's bid. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.

Item #	Mandatory Technical Criteria	Mandatory Specification met? "YES" or "NO"	Indicate cross-reference location in support documents, which demonstrate how the mandatory specification is met
Category A: Linens, Bedding etc.			
1.	Mattress Cover, Size Double		
a	80" L x 12" D x 54" W		
b	100% waterproof		
c	Knit, jersey fabric (polyester and/or cotton blend) surface, polyurethane backing		
d	Fitted style/able to be secured to the mattress		
e	Machine Washable		
f	Hypoallergenic		
2.	Pillows (set of 2)		
a	Overall dimensions (each): 20" W, 26" L (+/- 4")		
b	Hypoallergenic		
c	Memory foam or equivalent		
d	Machine Washable		
3.	Bedding/Linen sheet set, double (4 pieces)		
a	Cotton and polyester (max 40% polyester) blend		
b	Machine washable		
c	Min 250 thread count, single ply yarn		
d	One flat sheet, for size double mattress, 80" long, pre-washed		
e	One fitted sheet, for Size Double mattress 80" long, and minimum depth 12", pre-washed		
f	Two (2) pillow cases (to fit supplied pillows), pre-washed		
4.	Fleece Blanket		
a	Machine washable		
b	360 gsm weight (+/- 100g)		
c	78" x 94" (+/- 10")		
d	Woven Polyester or cotton, soft fleece or equivalent		
e	Vendor to provide standard colour options with bid submission. Final colour choice to be decided at time of call-up		

5.	Comforter/duvet		
a	Hypoallergenic		
b	Machine washable		
c	Regular/medium fill weight, suitable for all seasons		
d	Cotton and/or polyester cover, with baffle box design		
6.	Comforter/Duvet Cover		
a	Cotton and polyester (max 40% polyester) blend		
b	Min 250 thread count, single ply yarn		
c	Compatible with item 5		
d	Vendor to provide standard colour options with bid submission. Final colour choice to be decided at time of call-up		
7.	Bath Towel, Set (6 pieces)		
a	Two (2) face towels, 12" W, 12"L (+/- 2")		
b	Two (2) bath towels, 28" W, 55"L (+/- 4")		
c	Two (2) hand towels, 18" W, 26" L (+/- 2")		
d	100% Cotton or Cotton/Polyester blend with maximum 40% polyester		
e	500-600gsm weight		
f	Vendor to provide standard colour options with bid submission. Final colour choice to be decided at time of call-up		
8.	Tea Towels (set of 6)		
a	Set of 6		
b	waffle kitchen towels		
c	Dimensions: 18"x28" (+/- 4")		
9.	Dish Cloths (set of 8)		
a	Set of 8		
b	waffle dish clothes		
c	Dimensions: 14"x14" (+/- 4")		
10.	Bath rug		
a	Dimensions: 20" (+/- 4") x 32" (+/- 8")		
b	Soft, Polyester, with non-slip rubber or equivalent backing		
c	800gsm weight (+/- 200gsm)		
d	Black, grey or off-white in colour		
Category B: Furniture			
1.	Table and Chair Set (5 pieces + leaf)		
a	Extendable, drop leaf or folding dining table		
b	4 solid wood chairs		
c	Dimensions without leaf: 30-36" w x 30" L x 29-30" h Dimensions with leaf: Total length 47-56" (+/- 2") is acceptable. 30-36" W x 29-30" H		
d	Weight Capacity: 250 lb. (+/- 10 lbs)		
e	Set colour: Black, espresso or dark grey		
2.	Sofa and Loveseat set		
a	Dimension, sofa: 36"h x 86"w x 37"d (+/- 4") Dimension, loveseat: 36"h x 68"w x 37"d (+/-		

	4")		
b	Durable, black faux leather		
c	Modern or contemporary aesthetic		
3.	Coffee Table / End Table Set (5 pieces)		
a	Coffee Table with 4 Nested Stools/ tables		
b	Laminated particle board or MDF		
c	Dimension: 24-36" w x 16-20" h		
d	Cherry, Espresso, Dark Grey in colour and/or Black metal frame		
4.	Television Stand		
a	Modern or contemporary aesthetic		
b	Minimum two open shelf design		
c	Dimensions: 38" x 22" x 14" (+/- 6")		
d	Laminated particle board or MDF in dark cherry wood look		
5.	Task Office Chair		
a	Seat width 18.5" (+/- 2") Seat depth 19.5" (+/- 2") Back width 21" (+/- 2") Back height 25" (+/- 2")		
b	Adjustable seat height: Minimum seat height 18" (+/- 2") Maximum seat height 22" (+/- 2")		
c	Breathable nylon mesh chair back		
d	Black nylon mesh fabric with black cushion seat		
e	4-5 Casters		
6.	Computer/Laptop Desk and Bookshelf		
a	Modern aesthetic		
b	Laminated MDF/particle board (desk and shelf surfaces), cherry wood look/colour		
c	Black steel tube frame		
d	Dimensions: Desk: 48" (+/-4") w x 22 (+/-2") x d x 32" h (+/- 2") Bookshelf : 36 (+/-10") w x 15 (+/-6") d x 44 h (+/- 12")		
e	Can assemble in multiple configurations		
Category C: Appliances			
1.	Television		
A	40-44" LED Flat Screen		
B	High Definition, 1080p		
C	HDMI, USB ports		
2.	washer/dryer, set		
a	washer/dryer w/side-by-side and stacking capability		
b	Energy star or equivalent		
c	Must be electric		
d	Washer: 24" front load, min 2.6cu ft. capacity, self-clean cycle or equivalent		
e	Dryer: 24" Front load, min 4cu ft capacity, vented & sensor dry, 12 cycles		
3.	Vacuum Cleaner		

a	Upright, corded vacuum		
b	1000w (+/-200w)		
c	Flexible/swivel head		
d	Anti-Allergen, HEPA filter system		
e	With dirt/debris canister (no bags)		
f	to include wide upholstery tool, 12" crevice tool, dusting brush		
4.	Iron		
a	Stainless Steel Soleplate		
b	multi-position		
c	auto shut-off		
d	min steam capabilities to include spray of mist, blast of steam, vertical steam		
e	Min 1200 watts		
f	anti-drip		
g	self-clean		
5.	Electric Kettle		
a	Compact electric, 1L capacity		
b	BPA-free		
c	Stainless steel heating element		
d	Black or stainless steel exterior finish		
6.	Coffee Maker		
a	12-cup		
b	basket filter style		
c	Black or stainless steel exterior finish		
d	auto-stop		
e	removable/washable filter basket		
f	Digital display		
7.	Toaster		
a	2-wide slice		
b	Stainless steel exterior finish		
c	Cancel button		
d	Adjustable time/shade settings		
8.	Microwave		
a	Counter-top		
b	Min opening 18"w x 10" h		
c	Energy-star or equivalent		
d	1200 Watt		
9.	Fridge		
a	18 cu ft (+/-2 cu ft) refrigerator/freezer		
b	Dimensions: must fit in a standard 30" wide opening. 66" h x 32" d		
b	Adjustable temperature controls		
c	No ice maker, no water dispenser		
d	Energy star rated, or equivalent		
e	Stainless steel finish		
10.	Lamp Set, floor (2) and table (1) (Set of 3)		
a	Two (2) floor standing lamps, with thin metal stem and round pedestal base, dimensions: 60" h (+/- 4")		
b	One (1), matching, table lamp, with thin metal stem and round pedestal base, dimensions: 14"h (+/- 4")		

c	Electric cord and switch		
d	Including fabric drum shaped shade, white or off-white in colour		
e	Brushed nickel or black metal stem and base		
f	Led bulb included		
11.	Table Lamp (Bedroom) (Set of 2)		
a	Dimensions: 8" x 12" x 9" with shade (+/- 4"), each		
b	Base colour, black or brushed nickel		
c	Switch type, in-line rocker		
d	Cylindrical/drum, white or off white shade		
e	Led bulb included, each		
Category D: Miscellaneous			
1.	Bedroom garbage can		
a	White plastic, 12" h x 10" w (+/- 2")		
2.	Clothes Hangers (Package of 10)		
a	Plastic, white or Blue		
3.	Toilet brush and holder		
a	White, plastic base/holder with toilet brush		
4.	Bathroom Garbage Can		
a	5L pedal bin		
b	Stainless steel		
c	(cylinder-style), round		
5.	Shower curtain, hooks		
a	Waterproof material, white or off white		
b	Hardware set, rings/hooks, plastic or metal		
6.	Cutting Board		
a	Rectangular, dimensions: 10 x 12 (+/- 2")		
b	Durable wood		
7.	Oven Mitts (Pair)		
a	Fire/heat Resistant		
b	Silicon and/or cotton		
c	Non slip gripping surface		
d	7"w x 13"l (+/- 2")		
8.	Pot Holder Set (4 pieces)		
a	Heat resistant silicon, grey		
b	Multi-purpose		
c	7"w x 7"l (+/-2") x 1.25"h		
9.	Paper Towel Holder		
a	metal, upright, counter-sitting		
10.	Sugar Bowl/Creamer Set		
a	Basic glass table-top sugar dispenser		
11.	Wine Glass Set (4)		
a	16-18oz capacity, each		
12.	Coffee Mug Set (4-6)		
a	11-13oz porcelain, ea		
b	Handle		
13.	Water Glass Set (8-12)		
a	Mixed Set		
b	4-6 x 13oz (+/- 2oz) and		
c	4-6 x 16oz (+/- 2oz)		

14.	Salt/Pepper shakers (Pair)		
a	basic glass shaker set		
15.	Water Pitcher		
a	Clear plastic or glass		
b	BPA-free		
c	Min 60oz		
16.	Kitchen Garbage Can		
a	15L pedal bin		
b	stainless steel		
17.	Can Opener (manual)		
a	Stainless cutting blade		
b	Capable of opening all can sizes		
c	Turning knob		
d	Rubber-grip handle		
18.	Cork Screw		
a	Folding		
b	Durable metal construction		
19.	Tea Pot		
a	Basic, white, ceramic or porcelain		
b	Minimum 1L capacity		
20.	Ironing Board		
a	T-Leg style lightweight steel frame,		
b	48"w x 13"d x 26.8-35.4" h		
c	Height adjustable to min 35.4"		
d	padded surface		
21.	Ironing Board Cover, over-sized		
a	Oversized (18" x 48")		
b	double-layer pad		
c	fitted nose		
d	elastic bound edges		
e	under-board strap		
22.	Iron & Ironing Board Holder		
a	Adjustable to fit all size Irons,		
b	mounts directly to door or wall		
23.	Cutlery Set (6 of each)		
a	6 x butter knives		
b	6 x forks		
c	6 x tea spoons		
d	6 x soup spoons		
Category E: Blinds			
1.	Window Blind (Patio Door)		
a	Single door – 28" x 72"		
b	Vertical, adjustment in two directions for light control and privacy		
c	Smooth, washable vinyl or equivalent		
d	Vendor to provide links to standard colour options with their bid submission. Final colour choice to be decided at time of call-up.		
2.	Window Blind		
a	Blinds need to be either custom sized or adjustable to fit the actual opening. Windows may be 24-48" in W and 24-48" in H		

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b	Vertical, adjustment in two directions for light control and privacy		
c	Smooth, washable vinyl or equivalent		
d	Vendor to provide links to standard colour options with their bid submission. Final colour choice to be decided at time of call-up.		

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ANNEX B - BASIS OF PAYMENT

- Bidders/Offerors must submit their financial offer using the financial evaluation table below.
- Bidders/Offerors must submit firm all-inclusive pricing for **all items** within the category they wish to submit a bid for. Bidders/Offerors must submit pricing for both Standing Offer Year 1 and Standing Offer Year 2. The responsive bid with the lowest evaluated aggregate price will be recommended for award of a Standing Offer, for that category.
- Pricing must be in Canadian dollars, applicable taxes excluded, delivered duty paid (DDP) Comox BC Canada V0R 2K0, shipping charges, Canadian customs duties, and excise taxes included.
- The estimated quantities below are for evaluation purposes only.
- No other charges will be accepted.

Item #	Item Description	Unit	Estimated Year 1 Usage	Firm Unit Prices Year 1	Estimated Year 2 Usage	Firm Unit Prices Year 2	Extended Totals (A x B) + (C x D)
Category A: Linens, Bedding etc.							
1.	Mattress Cover, Size Double	Each	96	\$	12	\$	\$
2.	Pillow, Fire Resistant (set of 2)	Lot	96	\$	12	\$	\$
3.	Bedding/Linen sheet set, double (4 pieces)	Lot	192	\$	12	\$	\$
4.	Fleece Blanket	Each	96	\$	12	\$	\$
5.	Comforter/duvet	Each	96	\$	12	\$	\$
6.	Comforter/duvet cover	Each	96	\$	12	\$	\$
7.	Bath Towel, Set (6 pieces)	Lot	144	\$	10	\$	\$
8.	Tea Towels (set of 6)	Lot	4	\$	1	\$	\$
9.	Dish Cloths (set of 8)	Lot	4	\$	1	\$	\$
10.	Bath rug	Each	96	\$	6	\$	\$
Category B: Furniture							
1.	Table and Chairs Set (5 pieces + leaf)	Lot	48	\$	2	\$	\$
2.	Sofa and Loveseat set	Lot	48	\$	2	\$	\$
3.	Coffee Table / End Table Set (5 pieces)	Lot	48	\$	2	\$	\$
4.	Television Stand	Each	4	\$	2	\$	\$
5.	Task Office Chair	Each	96	\$	12	\$	\$

6.	Computer/Laptop Desk and Bookshelf	Lot	96	\$	12	\$	\$
Category C: Appliances							
1.	Television	Each	4	\$	1	\$	\$
2.	Washer/Dryer Set	Lot	4	\$	1	\$	\$
3.	Vacuum Cleaner	Each	4	\$	1	\$	\$
4.	Iron	Each	4	\$	1	\$	\$
5.	Electric Kettle	Each	4	\$	1	\$	\$
6.	Coffee Maker	Each	4	\$	1	\$	\$
7.	Toaster	Each	4	\$	1	\$	\$
8.	Microwave	Each	4	\$	1	\$	\$
9.	Fridge	Each	4	\$	1	\$	\$
10.	Lamp Set, Floor and table (set of 3)	Lot	48	\$	2	\$	\$
11.	Table Lamp (bedroom) (set of 2)	Lot	96	\$	12	\$	\$
Category D: Miscellaneous							
1.	Bedroom garbage can	Each	96	\$	12	\$	\$
2.	Clothes Hangers (Package of 10)	Lot	96	\$	12	\$	\$
3.	Toilet brush and holder	Each	96	\$	6	\$	\$
4.	Bathroom Garbage Can	Each	96	\$	6	\$	\$
5.	Shower curtain, hooks	Lot	96	\$	6	\$	\$
6.	Cutting Board	Each	4	\$	1	\$	\$
7.	Oven Mitts (pair)	Lot	4	\$	1	\$	\$
8.	Pot Holder set (4 pieces)	Lot	4	\$	1	\$	\$
9.	Paper Towel Holder	Each	4	\$	1	\$	\$
10.	Sugar Bowl/Creamer set	Lot	4	\$	1	\$	\$
11.	Wine Glass Set (4)	Lot	4	\$	1	\$	\$
12.	Coffee Mug Set (4-6)	Lot	4	\$	1	\$	\$
13.	Water Glass Set (8-12)	Lot	4	\$	1	\$	\$
14.	Salt/Pepper shakers (Pair)	Lot	4	\$	1	\$	\$
15.	Water Pitcher	Each	4	\$	1	\$	\$
16.	Kitchen Garbage Can	Each	4	\$	1	\$	\$
17.	Can Opener (manual)	Each	4	\$	1	\$	\$
18.	Cork Screw	Each	4	\$	1	\$	\$
19.	Tea Pot	Each	4	\$	1	\$	\$
20.	Ironing Board	Each	4	\$	1	\$	\$
21.	Ironing Board Cover, over-sized	Each	4	\$	1	\$	\$
22.	Iron & Ironing Board Holder	Each	4	\$	1	\$	\$

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23.	Cutlery Set (6 of each)	Lot	4	\$	1	\$	\$
Category E: Blinds							
1.	Window Blind (Patio Door)	Each	48	\$	4	\$	\$
2.	Window Blind	Each	96	\$	8	\$	\$

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ANNEX C

STANDING OFFER REPORTING

TO: Kelsey Locke
Standing Offer Authority
Public Services and Procurement Canada
401 - 1230 Government Street
Victoria, BC V8W 3X4
Canada

Telephone: 250-507-2482
Email: kelsey.locke@pwgsc-tpsgc.gc.ca

FROM: _____

Telephone: ____-____-____
Email _____

Date: _____

STANDING OFFER No. _____			
REPORTING PERIOD: From _____ to _____ (Year ____ Quarter ____)			
Call up #	Date	Short Description of Services provided + Site location*	Total Amount Invoiced for the Reporting Period (Before Applicable Taxes)
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
(A) Total Dollar Value Call-ups for this reporting period:			\$
+ (B) Total from previous reporting periods:			\$
= Total Expended to date			\$

Number of individual call-ups processed for this reporting period	
---	--

***Please include copy of call-ups and related invoices with your report.**
Refer to section 7.3.2 of Part 7A for detail of minimum reporting requirements

Name and title of person authorized to sign on behalf of Offeror/Contractor (type or print)

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ANNEX D

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);