



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Travaux publics et Services gouvernementaux
Canada

Voir dans le document/
See herein

NA
Québec
NA

Title - Sujet Services de buanderie pour le netto	
Solicitation No. - N° de l'invitation W3380-20SI25/A	Date 2021-01-15
Client Reference No. - N° de référence du client W3380-20SI25	GETS Ref. No. - N° de réf. de SEAG PW-\$MTA-225-16015
File No. - N° de dossier MTA-0-43230 (225)	CCC No./N° CCC - FMS No./N° VME

Solicitation Closes - L'invitation prend fin
at - à 02:00 PM Eastern Standard Time EST
on - le 2021-02-11 Heure Normale du l'Est HNE

Delivery Required - Livraison exigée

Voir doc.

Address Enquiries to: - Adresser toutes questions à: Dubé, Stéphane	Buyer Id - Id de l'acheteur mta225
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Telephone No. - N° de téléphone (514)603-9967 ()	FAX No. - N° de FAX () -
---	-------------------------------------

Destination - of Goods, Services, and Construction:

Destination - des biens, services et construction:

MINISTERE DE LA DEFENSE NATIONALE
H103 25 Chemin Grand-Bernier Sud
Garnison St-Jean
ST JEAN RICHELIEU
Québec
J0J1R0
Canada

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

**Request For a Standing Offer
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Oue
800, rue de La Gauchetière Ouest
7e étage, suite 7300
Montréal
Québec
H5A 1L6



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire		Delivery Req. Livraison Req.	Del. Offered Liv. offerte
						Destination	FOB/FAM Plant/Usine		
1	Services de buanderie pour le nett oyage	W3380	W3380	1	Lot	\$	\$	Voir doc.	

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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 Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

- 1.2.1 The Montreal and Saint-Jean Garrison clothing stores of 2 Canadian Division Support Group Technical Services and the Canadian Forces Leadership and Recruit School (CFLRS), on behalf of the Department of National Defence (DND), require the services of a company that is able to offer laundry services for the cleaning of a variety of items including, among other things, military clothing and camping equipment.

The period of the Standing offer will be from the date of issue until April 30, 2023 with the possibility of a one-year extension period, from May 1, 2023 until April 30, 2024.

- 1.2.2 The requirement is limited to Canadian goods and/or services
- 1.2.3 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7A -Standing Offer, and Part 7B - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification."

1.2.4 EPOST

For this RFSO offerors must 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 are no security requirements associated with the requirement of 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](#) ((2020-05-28), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.1.1 SACC Manual Clauses

[A3015T](#) (2014-06-26), Certifications – Bid

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 Québec 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.RQReceptionSoumissions-QRSupplyTendersReception.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](#) (2020-05-28), 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.

For more information on the use of Postel, please see the following link.

<https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epost-connect>

2.3 Former Public Servant – Competitive - offer

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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder 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 bid 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 Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs 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, Bidders agree that the successful Bidder'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 Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder 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 ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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.

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.

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 the Annex B – Basis of Payment.

Section III: Certifications

Offerors must submit their certifications and additional information required in Part 5.

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.

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.
- (c) The evaluation team will determine first if there are two or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

4.1.1 Financial Evaluation

- 1- Bidders must duly complete and attach to their proposal, Annex B - Basis of payment;
- 2- Tenderers are required to submit prices, according to one or both categories, for all years, ie for the first two years of the firm period and for the optional year (3 years in total);
- 3- Bidders must submit prices for all items from each region in Annex B;

4.2 Basis of Selection

An offer must meet the requirements of the request for standing offers to be declared responsive. Eligible offers with the lowest evaluated price will be recommended for issuance of a standing offer. Up to a maximum of two (2) standing offers may be issued, one for each location (Montreal and St-Jean-sur-Richelieu).

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) 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.

Canada will also have the right to terminate the Call-up for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Offeror must provide the Standing Offer Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

No security screening is required as there is no access to sensitive information or assets.

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 are no security requirements in 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>) 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 Offer - Reporting

The Offeror must compile and maintain data on the goods, services or both provided to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for with a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements described in this section. If certain data is not available, the reason must be indicated in the report. If no goods or services have been provided during a given period, the Offeror must submit a report marked "Nil".

The breakdown of the quarters is as follows

- First Quarter: June 1 to August 31;
- Second Quarter: September 1 to November 30;
- Third Quarter: December 1 to February 28;
- Fourth Quarter: March 1 to May 31.

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The data must be submitted to the Standing Offer Authority within 15 calendar days after the end of the reference period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

Call-ups against this Standing Offer may be made from the date of issuance until April 30, 2023.

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 one additional 1 year period starting May 1, 2023 to April 30, 2024 and 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 **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: Stephane Dubé_
Title: Supply officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Supply and Compensation
Address: 800 de la Gauchetière Ouest, Portail Sud-est, Suite 7300, Montréal, Qc, H5A 1L6

Telephone: 514-603-9967
Facsimile: 514-496-3822
E-mail address: stephane.dube@tpsgc-pwgsc.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.

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7.5.2 Project Authority (will be identified when the standing offer is issued)

The Project Authority for the Standing Offer is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

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

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

7.5.3 Offeror's Representative

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

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: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: The Department of National Defense Canada; St-Hubert garrison, St-Jean garrison and Montreal garrison.

7.8 Call-up Instrument

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

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer

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

or

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

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25 000 (Applicable Taxes included).

7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (*amount will be indicated at the issuance of the standing offer*), (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 **months** before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

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 2029 (2020-05-28); General Conditions - Goods or Services (Low Dollar Value) shall apply to and form an integral part of the contract;;
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Washing process required for each item;
- h) Annex D, Special instructions;
- i) Annex E, Procedure for rolling chemical warfare suits;

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j) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer*: "as clarified on _____" **or** "as amended on _____" *and insert date(s) of clarification(s) or amendment(s) if applicable*).

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.

7.12.2 Federal Contractors Program for Employment Equity - Setting aside

The Offeror understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Offeror and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Standing Offer. If the AIEE becomes invalid, the name of the Offeror will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC may result in the setting aside of the Standing Offer.

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

[2029](#) (2020-05-28); General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

Section 12, Interest on Overdue Accounts, of [2029](#) (2020-05-28); General Conditions - Goods or Services (Low Dollar Value) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Period of the Contract

Delivery must be completed in accordance with details indicated at Annex A of 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 - 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 price as specified in Annex B. 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.

7.5.2 Single Payment

SACC Manual clause [H1000C](#) (2008-05-12), Single Payment

7.5.3 Inspection and Acceptance

The technical 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.

7.5.4 SACC Manual Clauses

[A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department
[A2000C](#) (2006-06-16), Foreign Nationals (Canadian Contractor)

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C0705C (2010-01-11), Discretionary Audit

C0711C (2008-05-12), Time Verification

7.5.5 Electronic Payment of Invoices – Call-up

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);

7.6 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" Item 6 of the general conditions 2029 (2020-05-28); General Conditions - Goods or Services (Low Dollar Value).

ANNEX "A" – STATEMENT OF WORK

1 INTRODUCTION

The Montreal and Saint-Jean Garrison clothing stores of 2 Canadian Division Support Group Technical Services and the Canadian Forces Leadership and Recruit School (CFLRS), on behalf of the Department of National Defence (DND), require the services of a company that is able to offer laundry services for the cleaning of a variety of items including, among other things, military clothing and camping equipment.

2 Background

As part of its individual clothing support activities, the Montreal and Saint-Jean Garrison clothing stores are required to provide their personnel with clean military clothing and camping equipment.

As for the CFLRS, its main mandate includes the training and education of recruits, including graduation ceremony parades. One component of the program involves training recruits to survive and fight effectively in an environment contaminated by the use of chemical and biological weapons. For that purpose and for simulation purposes, the school must provide its candidates with their own chemical warfare suits.

Given these contexts, everyone should have access to an external laundry service to help them achieve their objectives.

3 Objective

Have quick access to a laundry service, ***on an "as and when requested" basis.***

4 Description of tasks

The offeror must provide laundry services to perform the tasks described below, which are assigned by the project manager or their representative. The tasks **include but are not limited to the following:**

- The offeror must pick up the items to be cleaned at the addresses listed in the "Place of work" section.
- The offeror must, at the time of pick-up, accept the count previously carried out by the project manager or their representative by signing the tracking form provided for that purpose.
- The offeror must, when returning to its facilities, perform its own count of the items that were collected. That must be done within forty-eight (48) hours of the pick-up. If there is a discrepancy in the quantities indicated on the tracking form, the offeror must notify the project manager or their representative within the 48-hour time frame. Otherwise, the count performed by the project manager or their representative will be considered final.
- The offeror must wash, dry and fold the items in accordance with the special procedures and instructions described below.
- The offeror must deliver the washed, dried and folded items to the addresses listed in the "Place of work" section.
- Upon return of the cleaned items, the offeror must, with the project manager or their representative, perform a count of the cleaned items.

5 Responsibilities of the offeror

- The offeror must provide labour, all equipment required for washing and drying, all necessary cleaning products and transportation.
- The offeror must provide the necessary personnel to load and unload the truck during pick-up and delivery.

6 Deliverables

All of the items listed below must be returned in good condition, clean, free of stains and dirt, and be delivered completely dry, free of moisture, free of odours, and folded as mentioned in the "Special instructions" section.

7 Compliance

- When the cleaned items are returned, the project manager or their representative shall perform quality control within forty-eight (48) hours of delivery.

The following points will be checked:

- General condition:
 - Were the cleaned items damaged?
 - Cleanliness:
 - Are the cleaned items free of stains?
 - Are the cleaned items free of dirt?
 - Are the cleaned items completely dry?
 - Do the cleaned items smell good?
- Items that have been deemed non-compliant with the above-mentioned checkpoints will be rejected by the project manager or their representative. Corrective action must be taken by the offeror, at no additional cost, and completed within twenty-four hours of the offeror being notified of the non-compliance.
 - Items missing and/or damaged by the washing or drying process must either be replaced by the offeror or reimbursed by the offeror, according to industry rates.
 - Missing buttons or broken zippers are not considered to be damaged items.

8 Constraints

- The offeror ***must*** have a delivery truck that can dock at a loading dock or that is equipped with a hydraulic platform.
- The offeror must have a vehicle with the capacity to transport 5 to 20 cardboard containers (Tri-Wall) measuring 48"L x 40"W x 28"H.

9 **Pick-up and delivery**

- The offeror must pick up the items within 48 hours of receiving the call-up, or as otherwise specified by the project manager or their representative.
- The offeror must deliver the cleaned items within seven business days of pick-up, or as otherwise specified by the project manager or their representative.

10 **Place of work**

Pick-ups and deliveries must be made between 0800 hrs and 1200 hrs and between 1300 hrs and 1500 hrs on business days, at the time agreed upon with the project manager or their representative.

The offeror must pick up and deliver the items to the following addresses:

- **Saint-Jean Garrison Clothing Store**
SCTM/CMTT loading dock
Hangar H-103
25 Grand-Bernier Road South
Saint-Jean-sur-Richelieu, Quebec
J0J 1R0
- **Montreal Garrison**
Clothing – Building 11N
6769 Notre-Dame Street East
Montreal, Quebec
H1N 2E9
- **Canadian Forces Leadership and Recruit School**
Mega loading dock and Hangar H-104
25 Grand Bernier Road South
Saint-Jean-sur-Richelieu, Quebec
J0L 1R0

11 **Equipment and information provided**

Montreal and Saint-Jean Garrisons

The military clothing and camping equipment to be cleaned are sent in lidded cardboard Tri-Wall boxes measuring 48"L x 40"W x 28"H. The Tri-Wall boxes are secured and placed on wooden pallets. A label is affixed to each Tri-Wall box, clearly indicating the type of military clothing and/or camping equipment it contains as well as the precise quantities of each item (see photo below).

Canadian Forces Leadership and Recruit School

Chemical warfare suits are sent in containers as shown below.

The various textile items, for their part, are sent in laundry bags, by item category and sorted by size for the gloves.

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**ANNEX "B" - BASIS OF PAYMENT
(included)**

ANNEX "C" - WASHING PROCESS REQUIRED FOR EACH ITEM

Item #	Photo of item	Description	Item category	Composition Type(s) of fabric
Washing and drying in a rotating drum				
1		Combat pants in light fabric	Clothing	Cotton Nylon
2		Combat jacket in light fabric	Clothing	Cotton Nylon
8		Pants (polar fleece)	Clothing	Cotton Nylon Miscellaneous
9		Top (polar fleece)	Clothing	Cotton Nylon Miscellaneous

Item #	Photo of item	Description	Item category	Composition Type(s) of fabric
Washing and drying in a rotating drum (continued)				
10		Sun hat	Clothing	Cotton
15		Green combat tuque	Clothing	Wool
19		Flannel	Camping equipment	Miscellaneous
26		Chemical warfare suit *See "Special Instructions" section.	Clothing	Exterior: CADPAT material Interior: Carbon Fibre
30		White gloves	Clothing	Cotton

Item #	Photo of item	Description	Item category	Composition Type(s) of fabric
Washing and air drying				
3		Rain coat	Clothing	Nylon Rubber
4		Rain pants	Clothing	Nylon Rubber
5		Mortar gloves (pair)	Clothing	Miscellaneous
13		Insulating neck warmer, lightweight, green	Clothing	Miscellaneous

Item #	Photo of item	Description	Item category	Composition Type(s) of fabric
Washing and air drying (continued)				
14		Thermal balaclava, lightweight, green	Clothing	Miscellaneous
20		Sleeping bag cover Gore-Tex BIVY	Camping equipment	Nylon Canvas Rubber
22		Ground sheet	Camping equipment	Nylon Rubber
23		Tent lining	Camping equipment	Nylon

Item #	Photo of item	Description	Item category	Composition Type(s) of fabric
24		Bag pockets	Camping equipment	Cotton Nylon

Item #	Photo of item	Description	Item category	Composition Type(s) of fabric
Washing, starching, pressing and folding				
28		White tablecloth	Miscellaneous	Cotton Polyester
29		Blue tablecloth	Miscellaneous	Cotton Polyester
Dry cleaning				
16		Sleeping bag, outdoor	Camping equipment	Cotton Nylon Miscellaneous
17		Sleeping bag, indoor	Camping equipment	Cotton Miscellaneous
18		"CHINOOK" sleeping bag	Camping equipment	Cotton Miscellaneous

Item #	Photo of item	Description	Item category	Composition Type(s) of fabric
Dry cleaning (continued)				
21		Sleeping bag, commercial model, anti-allergenic	Camping equipment	Cotton Nylon Miscellaneous
25		Sleeping bag protector (case)	Camping equipment	Nylon
Dry cleaning and re-shaping				
11		Coat, combat, ICE	Clothing	Canvas
12		Pants, combat, ICE	Clothing	Canvas

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Item #	Photo of item	Description	Item category	Composition Type(s) of fabric
Dry cleaning and fitness (continued)				
6		Parka	Clothing	Canvas
7		Parka pants	Clothing	Canvas
27		Rucksack/backpack	Camping equipment	Cotton Nylon Leather

ANNEX "D" : SPECIAL INSTRUCTIONS

Items 3 and 4

Pants and rain coats are washed in cold water with mild soap and then hung up to dry.

Items 16, 17, 18 and 21

The items identified above are folded in half lengthwise;
They are rolled from the feet to the head;
They are attached with plastic straps (2), with one strap at each end.

Item 19

The flannel items are folded so as to have only one fold on one side;
They are grouped in packages of five;
They are attached with plastic straps (2), with one strap at each end.

Item 20

They are folded so as to have only one fold on one side;
They are attached with plastic straps (2), with one strap at each end.

Item 22

They are folded so as to have only one fold on one side;
They are attached by plastic straps (2), with one strap at each end.

Item 26

The suits are used exclusively for military training and are not contaminated with any chemical and/or biological agents.

The contractor must never dry clean chemical warfare suits. The contractor must machine wash them in hot or cold water with a detergent containing bleach. The concentration of detergent in the water shall not exceed 0.3%. Drying must be done in a tumble dryer at a minimum temperature of 90°C for fifteen (15) to thirty (30) minutes. Drip drying is also acceptable at the same temperature.

****See folding instructions for this item in Annex C.***

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Items 28 and 29

The tablecloths must be returned in the same state as when they were picked up, that is to say, in the laundry bags, sorted by colour, and folded.

Item 30

The gloves must be returned in the same state as when they were picked up, that is to say, they must be returned in the laundry bags, sorted by size.

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TRI-WALL BULK CARGO CONTAINERS USED DURING PICK-UP AND DELIVERY IN ORDER TO MEET THE NEEDS OF THE MONTREAL AND SAINT-JEAN GARRISONS.



* The military clothing and camping equipment to be cleaned are packed and transported in 48"L x 40"W x 28"H cardboard Tri-Wall boxes with lids. The containers are secured and placed on wooden pallets as shown in the photo above.

**The clean military clothing and camping equipment are returned by the offeror in the same manner, in lidded DND Tri-Wall boxes that have been packaged and placed on DND pallets.

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**CONTAINERS USED FOR THE PICK-UP AND DELIVERY OF CHEMICAL WARFARE SUITS FROM
THE CANADIAN FORCES LEADERSHIP AND RECRUIT SCHOOL**



ANNEX "E" - PROCEDURE FOR ROLLING CHEMICAL WARFARE UNITS

1. Close all zippers;
2. Attach the Velcro strips at the ankles on the front (1 x 1);
3. Attach the Velcro strips at the wrists (do not tighten);
4. Attach the plastic belt buckle; and
5. Extend the straps above the hood.
(See photos 1, 2 and 3).

Photo 1



Photo 2



Photo 3



6. Place the suit flat on the floor or on a table.
The two inside seams of the legs will be facing each other and the suit will flat with the zipper facing up.
(See photo 1)

7. Pinch the two seams together as well as the main Velcro under the hood, lift the suit to fold it in half and put it back down with the size number of the suit face down. (See photos 4, 5 and 6)

Photo 4



Photo 5



Photo 6



8. Make sure that the legs are flat;
9. Fold the two sleeves over the central part of the body of the suit;
10. Roll up the straps and put them in the hood; and
11. Fold the hood over the sleeves.
(See photos 7 and 8)

Photo 7



Photo 8



12. When you are ready to roll the suit, the width of the rolled suit must not be wider than the width of the bottom of the pants to avoid stretching the elastic of the right leg too much and breaking it.
(See photo 9)

13. Fold the left leg on the roll, then take the elastic from the right leg and stretch it across the leg, under the number of the suit size.
(See photos 9, 10, 11 and 12).

Photo 9



Photo 10



Photo 11



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14. The folding in now complete.

Photo 12



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ANNEX "F" – ELECTRONIC PAYMENT INSTRUMENT

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);

ANNEX "H" - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Offeror, by submitting the present information to the Standing Offer Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare an offer non-responsive, or may set-aside a Standing Offer, or will declare a contractor in default, if a certification is found to be untrue, whether during the offer evaluation period, during the Standing Offer period, or during the contract period. Canada will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with any request or requirement imposed by Canada may render the Offer non-responsive, may result in the Standing Offer set-aside or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the RFSO closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Offeror certifies having no work force in Canada.
- A2. The Offeror certifies being a public sector employer.
- A3. The Offeror certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Offeror certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Offeror has a combined workforce in Canada of 100 or more employees; and

- A5.1 The Offeror certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.
- OR**
- A5.2. The Offeror certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to issuance of a standing offer, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Offeror is not a Joint Venture.

OR

- B2. The Offeror is a Joint venture and each member of the Joint Venture must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)