

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Travaux publics et Services gouvernementaux
Canada**

Voir dans le document/

See herein

NA

Québec

NA

Request For a Standing Offer Demande d'offre à commandes

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

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

Title - Sujet RMSO- Wood & Construction Products RMSO- Wood & Construction Products	
Solicitation No. - N° de l'invitation E6MON-220005/A	Date 2021-02-19
Client Reference No. - N° de référence du client E6MON-220005	GETS Ref. No. - N° de réf. de SEAG PW-\$MTA-625-16073
File No. - N° de dossier MTA-0-43294 (625)	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 2021-11-09 Heure Normale du l'Est HNE	
Delivery Required - Livraison exigée Voir doc.	
Address Enquiries to: - Adresser toutes questions à: Lavoie, Corine	Buyer Id - Id de l'acheteur mta625
Telephone No. - N° de téléphone (514)207-4777 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTÈRE DES SERVICES PUBLICS ET APPROVISIONNEMENT CANADA Tous les ministères et organismes fê Région du Québec, Canada Québec 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

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E6MON-220005

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-0-43294

Buyer ID - Id de l'acheteur
mta625
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided; |
| Part 6 | Security, 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 Public Works and Government Services Canada (PWGSC) is establishing a Regional Master Standing Offer (RMSO) for provisions upon request of wood and various construction material as detailed in Annex "B" for all Federal Departments and Organisations located in the following 2 regions:

- Montreal Metropolitan Community (including Drummondville, Cowansville, La Macaza, Joliette)
- Quebec Metropolitan Community (including Donnacona)

The duration of the RMSO is for a period of one (1) year divided into three (3) periods of four (4) months. An offer must be submitted before the closing date of each period as mentioned below.

Period	Closing Date	Duration of SO of four (4) months
First period	March 18, 2021, 14h00 (EDT)	April, May, June, and July 2021
Second period	July 13, 2021, 14h00 (EDT)	August, September, October, and November 2021
Third period	November 9, 2021, 14h00 (EST)	December 2021, January, February, and March 2022

1.2.2 To make administration of the Standing Offers easier, all Standing Offers issued subsequent to this solicitation will reflect a dollar value of "NIL". This does not limit the volume of business the Offeror may do with the Federal Government.

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

1.3 Debriefings

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

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

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

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

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.

2.1.1 **SACC Manual Clauses**

M1004T (2016-01-28), Condition of Material – Offer
B3000T (2006-06-16), Equivalent Products
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, or to send offers through an epost Connect message if the Offeror is using its own licensing agreement for epost Connect.

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

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

2.3 **Enquiries - Request for Standing Offers**

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

2.4 **Applicable Laws**

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

2.5 Bid Challenge and Recourse Mechanisms

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

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: Financial Offer
Section II: Certifications

Offers transmitted by facsimile or hardcopy will not be accepted.

Section I: Financial Offer

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

Annex "B", in Excel format, comprises the following worksheets:

- (a) **Calendar** – This page specifies the 3 closing dates for the periods related to the Request for Standing Offers.
- (b) **Tabs 1-5 (Wood, Molding, Cement, Building material, Discount)** – These pages contain the list of products for the period and must be completed and included with **each offer of each of the 3 periods**. This list of product is used by PWGSC for financial evaluation purposes.

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "D" 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 II: 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.

4.2 Financial Evaluation

4.2.1 Evaluation per period

Period	Closing Date	Duration of SO of four (4) months
First period	March 18, 2021, 14h00 (EDT)	April, May, June, and July 2021
Second period	July 13, 2021, 14h00 (EDT)	August, September, October, and November 2021
Third period	November 9, 2021, 14h00 (EST)	December 2021, January, February, and March 2022

- a) The evaluation of the tenders for a period will be based on the aggregate price obtained by multiplying the unit price with the estimated quantity for all products of categories Wood, Molding, Cement, Building material.
- b) The evaluation of bids will be done according to the requested formats, all items that do not respect the format requirements will be rejected from the offer.
- c) The offerors are not required to submit a price for all the items of Annex "B", but must submit prices for a minimum of 40% of the total items (147 of 367 items).

4.2.2 Estimated Usage

The estimated quantities of Annex "B" are provided solely as an estimation for the period of the standing offer and do not reflect the actual intended use or any commitment by the Crown. The standing offer issued will be limited to actual items ordered.

4.2.3 Non-applicable items

- a) Offerors are requested to indicate "NA" in Annex "B" – Basis of Payment, List of Products, for each item where there is to be no offer. If the Offeror leaves a blank price and/or format field, Canada will treat the price as "NA" for evaluation purposes.
- b) For financial evaluation purposes and if more than one bid is received, items with no price indicated will be given the highest price offered by an offeror for such article/s. If all offerors fail to provide a price for a particular item, that item will be eliminated from the evaluation.

4.2.4 Evaluated Price

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

1. Offerors must submit firm prices, customs duties and excise taxes included, and Applicable Taxes excluded.
2. Unless the offer specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the offer closing date, or on another date specified in the offer, will be applied as a conversion factor to the offers submitted in foreign currency.
3. Offerors must provide prices Delivered Duty Paid (DDP) Incoterms 2010 for shipments from a commercial contractor. Offers will be assessed on a DDP basis.

4.3 Basis of Selection

SACC Manual Clause [M0069T](#) (2007-05-25), Basis of Selection

NOTE:

- a) Evaluation of price will be based on an aggregate basis per region and Canada reserves the right to award up to 2 standing offers (one per region).
- b) A supplier can obtain a standing offer for one or both regions indicated in Annex "A".

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/programs/employment-equity/federal-contractor-program.html#s4) 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. For resulting contract from Correctional Services Canada (CSC), see Annex "C".

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. However, for resulting contracts from Correctional Services Canada (CSC), see Annex "C", it is an example of a request for access to a CSC establishment as a reference only.

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.2 Standing Offers Reporting

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

The Offeror must provide this data in accordance with the reporting requirements. An Excel document, with all the details, will be sent when the Standing Offer will be issued. 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 to the Standing Offer Authority no later than **15 calendar days** after the end of the reporting period.

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Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-0-43294

Buyer ID - Id de l'acheteur
mta625
CCC No./N° CCC - FMS No./N° VME

The data must be submitted on a quarterly basis as follows:

First Period: from April 1, 2021 to July 31, 2021;
Second Period: from August 1, 2021 to November 30, 2021;
Third Period: from December 1, 2021 to March 31, 2022.

***** Send reports by e-mail to the following address *****

TPSGC.RQOCPRMTL-QRRMSOMTL.PWGSC@tpsgc-pwgsc.gc.ca

and cc to :

corine.lavoie@tpsgc-pwgsc.gc.ca

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer (to be completed at the time of issue of the RMSO)

The period for making call-ups against the Standing Offer is from _____ to _____.

7.4.2 Delivery Points

Regular delivery: Delivery must be made **within three (3) working days** after receipt of an order/call-up.

Non-Regular delivery: Delivery must be made **within five (5) working days** after receipt of an order/call-up.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Corine Lavoie
Title: Acting Procurement Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address : 800, rue de la Gauchetière West, Suite 7300
Montréal, Québec H5A 1L6

Téléphone : (514) 207-4777
Courriel : corine.lavoie@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.

7.5.2 Offeror's Representative *(to be completed by the Offeror)*

General enquiries

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

Delivery follow-up

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer are all Federal Departments and Organisations located in the following 2 regions:

- Montreal Metropolitan Community (including Drummondville, Cowansville, La Macaza, Joliette)
- Quebec Metropolitan Community (including Donnacona)

7.7 Call-up Instrument

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

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

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;

- total value of the call-up;
- point of delivery;
- confirmation that funds are available under section 32 of the Financial Administration Act;
- confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$40,000.00** (Applicable Taxes included).

MINIMUM ORDER OF 1,500.00\$ WILL BE REQUIRED FOR LOCATIONS OUTSIDE OF THE QUEBEC OR MONTREAL METROPOLITAN COMMUNITIES.

7.9 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2020-05-28), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Access to a Correctional Service Canada (CSC) establishment;
- h) 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*).

7.10 Certifications and Additional Information

7.10.1 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.

7.11 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.

7.12 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 (2018-06-21), General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Period of the Contract

Les besoins doivent être exécutés conformément à la commande subséquente à l'offre à commandes.

7.3.2 Delivery Date

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

7.4 Payment

7.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit 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.

7.4.2 Limitation of Expenditure

SACC Manual clause [C6000C](#) (2011-05-16) Limitation of Price

7.4.3 Single Payment

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

7.4.4 SACC Manual Clauses

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

7.4.5 Electronic Payment of Invoices – Call-up

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

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.

2. Invoices must be distributed as follows:

a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.7 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

7.8 **SACC Manual Clauses**

[A2000C](#) (2006-06-16), Foreign Nationals (Canadian Contractor)

[A2001C](#) (2006-06-16), Foreign Nationals (Foreign Contractor)

[B2004C](#) (2006-06-16), Lumber - Grade Marking

[B7500C](#) (2006-06-16), Excess Goods

[D0018C](#) (2007-11-30), Delivery and Unloading

[A9062C](#) (2011-05-16), Canadian Forces Site Regulations

[A9068C](#) (2010-01-11), Government Site Regulations

7.9 **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

1.0 Description:

This Regional Master Standing Offer (RMSO) consists of supplying wood and various construction material on an as and when ordered basis.

2.0 Identified Users:

All Federal Departments and Organisations located in the following regions:

- Montreal Metropolitan Community (including Drummondville, Cowansville, La Macaza, Joliette)
- Quebec Metropolitan Community (including Donnacona)

3.0 Period of Standing Offer:

From April 1, 2020 to March 31, 2021, divided into three (3) periods of four (4) months each. An offer must be submitted for each period as mentioned below.

Period	Closing Date	Duration of SO of four (4) months
First period	March 18, 2021, 14h00 (EDT)	April, May, June, and July 2021
Second period	July 13, 2021, 14h00 (EDT)	August, September, October, and November 2021
Third period	November 9, 2021, 14h00 (EST)	December 2021, January, February, and March 2022

4.0 Delivery and Delay:

Regular delivery: Delivery must be made **within three (3) working days** after receipt of an order/call-up.

Non-Regular delivery: Delivery must be made **within five (5) working days** after receipt of an order/call-up.

5.0 Applies only to the institutions of Correctional Service Canada

NIL security screening required as there is no access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the institution/site as and where required by Correctional Service Canada personnel or those authorized by CSC to do so on its behalf.

Contractor personnel shall submit to a Canadian Police Information Centre (CIPC) verification of identity/information by CSC, and must adhere to institutional requirement for the conduct of searches prior to admittance to the institution/site. CSC reserves the right to deny access to any institution/site or a part of the site of any Contractor personnel, at any time.

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E6MON-220005

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Buyer ID - Id de l'acheteur
mta625
CCC No./N° CCC - FMS No./N° VME

The supplier shall ensure that its delivery staff carry proof of identity at all times, or they will be denied access to the site.

The delivery vehicles may be subjected to a search when entering and exiting the institutions.

6.0 Quantities:

The estimated quantities for each of the required items can be found in Annex "B" – Basis of Payment – List of Products.

No minimum quantity is guaranteed.

No minimum for delivery will be accepted.

Exception: Minimum order of 1,500.00\$ will be required for locations outside of the Quebec or Montreal Metropolitan Communities.

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ANNEX "B"

BASIS OF PAYMENT – LIST OF PRODUCTS

***EXCEL SPREADSHEET
PROVIDED AS EN ELECTRONIC ATTACHMENT***

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ANNEX "C"

FORM TO ACCESS A CORRECTIONAL SERVICE CANADA (CSC) ESTABLISHMENT

This form is intentionally left blank.

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Service correctionnel
Canada

Correctional Service
Canada

Protected B once completed
Put away on file ► 3170-12

Request to access a federal institution

PERSONAL INFORMATION

Surname: _____ Full name: _____
Date of birth (YY-MM-DD): _____ Sex: M ☐ F ☐
Height: _____ Weight: _____ Eye color: _____ Hair color: _____
Street: _____ City: _____
Province: _____ Postal code: _____
Tel. Number: Home: (____) _____ Cellular: (____) _____

GENERAL INFORMATION

Have you ever been found guilty of a criminal offence or do you have any pending charges?

No ☐ Yes ☐ If so, which? _____

Do you know personally anyone incarcerated in a federal or provincial institution?

No ☐ Yes ☐ If so, what is the name? _____

Are you registered as an inmate's visitor or have you ever visited an inmate?

No ☐ Yes ☐ If so, what is the name? _____

Have you made a similar request for access in the last two years?

No ☐ Yes ☐ If so, for which institution? _____

What is the reason for your request to access a federal institution? _____

Name of your employer / educational institution? _____

Name of the employee responsible for the visit: _____

Privacy act statement

Personal information about you is collected under the authority of the *Corrections and Conditional Release Act* in order to authorize your access to a federal institution. This information is collected, with no obligation on your part, and held in the Security Clearance System (SCS); however, if you refuse to comply with any security verifications, your access privileges will be refused. The information that you provide cannot be disclosed to other persons without your consent, EXCEPT where disclosure would be justified pursuant to one of the paragraphs of subsection 8(2) of the Privacy Act. Access may be denied for submitting false information. The institution reserves the right to refuse access to the applicant before, upon arrival or during the visit.

I hereby authorize the Correctional Service of Canada to conduct any investigation it deems necessary to allow my access to their institution. I agree that the Correctional Service of Canada cannot be held accountable for any harm suffered in the course of my activities unless this harm is directly attributable to the negligence of one or more employees of the Service.

Applicant signature: _____ Date: _____

Signature of employee responsible for the visit: _____ Date: _____

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Service correctionnel
Canada

Correctional Service
Canada

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RESERVED FOR THE PREVENTIVE SECURITY DEPARTMENT

Institution: _____

Access to the institution granted: No ☐ Yes ☐

Name of Security intelligence officer: _____ Date: _____

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ANNEX “D” to PART 3 OF THE REQUEST FOR STANDING OFFERS
ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);
- ☐ Large Value Transfer System (LVTS) (Over \$25M)

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ANNEX “ E ”

COMPLETE LIST OF COMPANY BOARD OF DIRECTORS

NOTE TO BIDDERS

WRITE ALL DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

PBN (PROCUREMENT BUSINESS NUMBER): _____