



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

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

See herein for bid submission  
instructions/

Voir la présente pour les  
instructions sur la présentation  
d'une soumission

NA  
Ontario

**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**

Address inquiries to the Standing Offer Authority @  
cynthia.lamorie@tpsgc-pwgsc.gc.ca

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada Supply  
and Services Operation  
Petawawa Procurement  
Building S-111, Rm C-114  
101 Menin Rd. Garrison Petawawa  
Petawawa  
Ontario  
K8H 2X3

<b>Title - Sujet</b> Chemicals, Swimming Pool Produits chimiques pour piscine	
<b>Solicitation No. - N° de l'invitation</b> W6889-210109/A	<b>Date</b> 2021-02-24
<b>Client Reference No. - N° de référence du client</b> W6889-21-0109	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PET-907-1664
<b>File No. - N° de dossier</b> PET-0-53024 (907)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Standard Time EST <b>on - le 2021-03-12</b> Heure Normale du l'Est HNE	
<b>Delivery Required - Livraison exigée</b> See Herein – Voir ci-inclus	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lamorie, Cindy	<b>Buyer Id - Id de l'acheteur</b> pet907
<b>Telephone No. - N° de téléphone</b> (613)401-3643 ( )	<b>FAX No. - N° de FAX</b> (613)687-6656
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> RP Ops Det Petawawa 101 Menin Road N Main - Bldg S-111 Petawawa, ON K8H 2X3	
<b>Security - Sécurité</b> 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**

<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b>	<b>Facsimile No. - N° de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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PET907  
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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
  - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

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

### **1.2 Summary**

- 1.2.1** For the Department of National Defence, establish a Regional Individual Standing Offer- RISO for the supply and delivery of various types of pool chemicals, water filtration products and other related materials on an "as and when requested" basis at Garrison Petawawa.

The period for making call-ups against the Standing Offer is from date of issue to 31 May 2024.

- 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 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.

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#### 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 6.12 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.

#### 2.2 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 Ontario 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.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.orreceptiondessoumissions-orbidreceiving.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 Offer

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the

question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

## 2.4 Applicable Laws

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

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

## 2.5 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".

##### 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 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 Mandatory Financial Criteria**

Any offer which fails to meet the following mandatory requirements will be deemed non-responsive and will receive no further consideration:

- a) Bidders must submit their financial bid in accordance with Annex "B" Basis of Payment in Canadian Funds.
- b) Pricing must be provided for all items and all pricing periods.

**4.1.2 Financial Evaluation**

**4.1.2.1 Evaluation of Price**

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

For Annex B, Pricing Basis "A" for each item the Offeror's Unit Prices will be multiplied by the corresponding estimated usage to arrive at an extended price.

For Annex B, Pricing Basis "B", the estimated usage for each year must be multiplied by the percentage mark-up of price of the Offeror to arrive at an extended price.

The evaluated price of an offer is the sum of the extended prices for all years and all items.

**4.2 Basis of Selection**

SACC Manual Clause M0069T (2007-05-25) Basis of Selection

**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.

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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.

#### **5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer**

##### **5.2.3.1 Board of Directors Certification**

In accordance with the [Ineligibility and Suspension Policy](#), Section 17, Bidders are required to provide a list of their Board of Directors as part of their bid. Bidders are requested to complete Annex "F" - Additional Certification Information 1. Board of Directors.

##### **5.2.3.2 Procurement Business Number (PBN)**

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) as part of their bid. Bidders are requested to complete Annex "F" - Additional Certification Information 2. Procurement Business Number (PBN). Suppliers may register for a PBN online at [Supplier Registration Information \(SRI\)](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

## **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **6.1 Offer**

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

#### **6.2 Security Requirements**

**6.2.1** There is no security requirement applicable to the Standing Offer.

#### **6.3 Standard Clauses and Conditions**

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

##### **6.3.1 General Conditions**

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

##### **6.3.2 Standing Offers Reporting**

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

The Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled Annex D. If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

#### **6.4 Term of Standing Offer**

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Amd. No. - N° de la modif.  
File No. - N° du dossier  
PET-0-53024

Buyer ID - Id de l'acheteur  
PET907  
CCC No./N° CCC - FMS No./N° VME

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#### 6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of issue to 31 May 2024 inclusive.

#### 6.4.2 Delivery Points

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

#### 6.5 Authorities

##### 6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Cindy Lamorie  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: Bldg S-111, Garrison Petawawa

Telephone: 613-401-3643  
Facsimile: 613-687-6656  
E-mail address: [cynthia.lamorie@pwgsc-tpsgc.gc.ca](mailto:cynthia.lamorie@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.

##### 6.5.2 Project Authority [PWGSC will fill out at time of award]

The Project Authority for the Standing Offer is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

##### 6.5.3 Offeror's Representative [Note to Offerors: Please fill out required information]

Name and telephone number of the person responsible for:

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

Procurement Business Number: \_\_\_\_\_

## 6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is Real Properties Operations, Garrison Petawawa, Ontario.

## 6.7 Call-up Instrument

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

## 6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (Applicable Taxes included).

## 6.9 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010A](#) (2020-05-28) General Conditions - Goods (Medium Complexity)
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;

- g) the Offeror's offer dated \_\_\_\_\_ (*Note to Offerors: Canada will insert information at time of issuance*)

## **6.10 Certifications and Additional Information**

### **6.10.1 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.

### **6.11 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 \_\_\_\_\_. [Note to Offerors: If applicable, Canada will enter the name of the province or territory indicated by the Offeror in its offer.]

### **6.12 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.

### **6.1 Requirement**

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

### **6.2 Standard Clauses and Conditions**

#### **6.2.1 General Conditions**

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

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

### **6.3 Term of Contract**

#### **6.3.1 Period of the Contract**

### 6.3.2 Delivery Date

Delivery must be made within five (5) calendar days from receipt of a call-up against the Standing Offer.

### 6.4 Payment

#### 6.4.1 Basis of Payment

In consideration of the Offeror satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm unit price(s) 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 interpretation of the Work, unless they are approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### 6.4.2 Limitation of Price

*SACC Manual* clause [C6000C](#) (2017-08-17) Limitation of Price

#### 6.4.3 Single Payment

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

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

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

- a. Visa Acquisition Card;
- 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)

### 6.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
  - a) Invoices will be complete and forwarded to the Technical Authority within 14 days of the delivery of the goods and must contain the following:
    - i) The date;
    - ii) Name and address of the Consignee;
    - iii) Call-up number and Standing Offer number;
    - iv) Description of the quantity and type of product or materials;
    - v) Bldg number and or location of delivery; and
    - vi) Material cost and mark up in accordance with the pricing basis.
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.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 6.6 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirement

## 6.7 SACC Manual Clauses

SACC Manual clause [B7500C](#) (2006-06-16) Excess Goods  
SACC Manual clause [D2001C](#) (2007-11-30) Labelling  
SACC Manual clause [D0018C](#) (2007-11-30) Delivery & Unloading  
SACC Manual clause [A9062C](#) (2010-01-11) Canadian Forces Site Regulations

## 6.8 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.

## 6.9 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) Identification**

- a) This requirement is for the supply and delivery of various types of pool chemicals, water filtration products and other related materials for Real Property Operations Unit (RPOU) Det Petawawa, in accordance with this specification.

#### **2) Standards**

- a) Canadian Standards Association (CSA)
- b) Underwriters' Laboratories of Canada (ULC)
- c) American National Standard Institute (ANSI)

#### **3) Site Access**

- a) Access to Garrison Petawawa is subject to security restrictions, troop movements, and other regulations as directed by the Commander. All possible steps will be taken to provide the Contractor or supplier with access to the delivery area at all times however Department of National Defence (DND) activity may require some closure of the areas at times.

#### **4) General**

- a) The Contractor will be advised of the personnel authorized to request pool chemical and water filtration products on this standing offer. Material delivered at the request of unauthorized person(s) shall be done at the Contractors risk with regard to non-payment. The end user is considered an unauthorized person;
- b) All product and material requests will be confirmed with a properly completed, signed and authorized PWGSC-942 Call Up Against a Standing Offer;
- c) The supplier must not supply or deliver any products or materials without being in receipt of the authorized PWGSC-942 Call Up documents; and
- d) A clear description of the products will be provided to the supplier on the call up against the standing offer.

#### **5) Deliveries**

- a) Supply and deliver pool chemicals, water filtration products and other related materials to Garrison Petawawa on an as and when requested basis;
- b) The supplier must note that all deliveries will be accepted only during the time of 0730 to 1130 and 1230 to 1500 Monday to Friday unless otherwise directed;
- c) A packing slip must accompany each delivery and be presented to the RPOU Tool Crib in building S-111 upon arrival. Orders may be forwarded to building P-118;
- d) Packing slips must denote the work order number, requisition number, the shipping date, quantities, units, and product numbers must accompany each delivery;

- 
- e) Packages must be labelled "Real Property Operations Unit (RPOU) Det Petawawa Tool Crib";
  - f) Deliveries of products will not be accepted without clear and legible product label identification, current MSDS sheet, and must be WHMIS compliant;
  - g) Product packaging must be new, not recycled, clean, sufficient and appropriate for the safe handling and security of the type of product, throughout the shipping process and final acceptance;
  - h) RPOU will not be responsible for return to the supplier of any packaging or containers;
  - i) In the event equipment or accessories are back ordered; items must be delivered with as little time delay as possible and as agreed upon by the Project Authority (PA);
  - j) Orders must be FOB destination at building P-118 pool mechanical room exterior access door;
  - k) RPOU Det Petawawa tool crib personnel will verify the quantity and quality of all deliveries within forty-eight (48) hours and report deficiencies if any, to the supplier;
  - l) The Contractor must be capable of supplying, to RPOU Det Petawawa, all items listed at Annex A within five (5) days of the time of call-up;
  - m) All special order items must be delivered within a timeframe as agreed upon at the time of call-up. Special order items are items that cannot be found in Annex A; and
  - n) There may be a requirement for urgent deliveries from time to time. Urgent items will be identified at the time of call-up and delivered within five (5) business days of the time of call-up.

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## **ANNEX "B"**

### **BASIS OF PAYMENT**

#### ***Estimated Usages:***

*The estimated usages provided are for the sole purpose of establishing an evaluation tool and are based only on best estimate and in no way reflect the actual usages expected or any commitment on the part of the Crown. The quantities as stated herein reflect the expected usage for one year and are an estimate of the requirement made in good faith. The Standing Offer will be limited to the actual items ordered.*

#### ***Applicable Taxes***

*HST must not be included in the unit prices (but will be added as a separate item to any invoice issued).*

#### **Pricing:**

Prices must be quoted as per the unit of issue stated below. All prices are firm, all-inclusive, unit prices in Canadian dollars, FOB Destination, Canadian customs duties and excise taxes included, HST excluded. HST is not included in the unit prices but will be added as a separate item to any invoice issued.

**Year 1 – Date of Issue to 31 May 2022;**

**Year 2 – 1 June 2022 to 31 May 2023;**

**Year 3 – 1 June 2023 to 31 May 2024.**

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**Annex B – Basis of Payment  
Pricing Basis "A"**

ITEM	DESCRIPTION	ACCEPTABLE RANGE	UOI	EST USAGE	Firm Unit Price Year 1 Date of issue – 31 May 2022	Firm Unit Price Year 2 1 June 2022 – 31 May 2023	Firm Unit Price Year 1 1 June 2023 – 31 May 2024	Volume of Product Offered BIDDERS: Complete this column (Not to be evaluated)
1.	SODIUM HYPOCHLORITE (BULK LIQUID CHLORINE), 12 % D	MIN 20L – MAX 25L PKG	Litre	8000	\$ /per litre	\$ /per litre	\$ /per litre	
2.	SODIUM BISULPHATE ACID	MIN 20KG – MAX 25KG PKG	KG	3000	\$ /per KG	\$ /per KG	\$ /per KG	
3.	SODIUM BICARBONATE (REFINED) DP/USP QUALITY MEDIUM GRANULAR GRADE	MIN 20KG – MAX 25KG PKG	KG	2000	\$ /per KG	\$ /per KG	\$ /per KG	
4.	CALCIUM CHLORIDE (FLAKE 77%)	MIN 20KG – MAX 25 KG PKG	KG	1500	\$ /per KG	\$ /per KG	\$ /per KG	
5.	SODIUM SULFITE SYNTHETIC ANHYDROUS	MIN 20 KG – MAX 25KG PKG	KG	125	\$ /per KG	\$ /per KG	\$ /per KG	
6.	HTH CHLORINE SHOCK (GRANULAR CHLORINE)	MIN 20KG – MAX 30KG PKG	KG	300	\$ /per KG	\$ /per KG	\$ /per KG	

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ITEM	DESCRIPTION	ACCEPTABLE RANGE	UOI	EST USAGE	Firm Unit Price Year 1 Date of issue – 31 May 2022	Firm Unit Price Year 2 1 June 2022 – 31 May 2023	Firm Unit Price Year 1 1 June 2023 – 31 May 2024	Volume of Product Offered BIDDERS: Complete this column (Not to be evaluated)
7.	36.5% MURIATIC ACID SOLUTION	N/A	LITRE	40	\$ /per litre	\$ /per litre	\$ /per litre	
8.	TAYLOR TESTING REAGENTS, R-0001 to R-0012	N/A	60 ML	10	\$ /per 60 ML	\$ /per 60 ML	\$ /per 60 ML	
9.	SODIUM HYPOCHLORITE (CERTIFIED FOR DRINKING WATER) (NSF)	MIN 4L – MAX 20L PKG	Litre	200	\$ /per litre	\$ /per litre	\$ /per litre	
10.	DISTILLED WATER,	MIN 1L – MAX 3.78L	Litre	76	\$ /per litre	\$ /per litre	\$ /per litre	
11.	SILICA SAND 20/40	MIN 25 LB – MAX 50 LB PKG	Lb	250	\$ /per lb	\$ /per lb	\$ /per lb	
12.	WATER SOFTENER NUGGET	MIN 10KG – MAX 20KG PKG	KG	2400	\$ /per KG	\$ /per KG	\$ /per KG	
13.	DPD FREE CHLORINE REAGENT POWER PILLOWS 25 ML	N/A	PK/100	50	\$ /per PK/100	\$ /per PK/100	\$ /per PK/100	
14.	DPD TOTAL CHLORINE REAGENT POWER PILLOWS 25 ML	N/A	PK/100	50	\$ /per PK/100	\$ /per PK/100	\$ /per PK/100	
15.	FLOATING LIFT STATION DEGREASER	MIN 2 GAL – MAX 5 GAL	Pail	10	\$ /per Gal	\$ /per Gal	\$ /per Gal	
16.	SODIUM THIOSULFATE XIT	MIN 20KG – MAX 25 KG PKG	KG	250	\$ /per KG	\$ /per KG	\$ /per KG	
17.	HTH SUPER 3" CHLORIMATING TABLETS	MIN 20KG – MAX 25KG PKG	KG	50	\$ /per KG	\$ /per KG	\$ /per KG	

Note to Offerors: To arrive at a firm unit price for each line item at award, the firm unit price for each line item will be multiplied by the volume of product offered.

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**PRICING BASIS "B" - For Items not listed above**

Description	Estimated Usage	Firm Mark-up Price (Percentage) Year 1 Date of issue – 31 May 2022	Firm Mark-up Price (Percentage) Year 2 1 June 2022 – 31 May 2023	Firm Mark-up Price (Percentage) Year 3 1 June 2023 – 31 May 2024
Material at contractors cost plus mark-up of _____%	\$2000	%	%	%

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**ANNEX "C"**

**PERIODIC USAGE REPORT FORM**

As a requirement of this Request for Standing Offer, a report shall be submitted as follows:

Return to:

Public Works and Government Services Canada	(613) 687-6656	<a href="mailto:cynthia.lamorie@pwgsc-tpsgc.gc.ca">cynthia.lamorie@pwgsc-tpsgc.gc.ca</a>
<i>Name</i>	<i>Fax</i>	<i>E - Mail</i>

At: Public Works and Government Services Canada  
Acquisitions Branch Ontario Region  
101 Menin Rd. Garrison Petawawa  
Building S-111, Rm C-114  
Petawawa, Ontario  
K8H 2X3

**REPORT ON THE VOLUME OF BUSINESS**

SUPPLIER:

REPORT FOR THE PERIOD ENDING:

Description of Work	Call up #	Total Billing

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

**PREPARED BY:**

*NAME:*

*SIGNATURE:*

*TELEPHONE NO.:*

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## **ANNEX "D" to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

*As indicated in Part 3, clause 3.1.2, the Offeror must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.*

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

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

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## **ANNEX "E"**

### **ADDITIONAL CERTIFICATION INFORMATION**

#### **1. Board of Directors**

In accordance with the [Ineligibility and Suspension Policy](#), Section 17, Bidders are required to provide a list of their Board of Directors before contract award. Bidders are requested to provide this information in their bid.

Director Name/Position - \_\_\_\_\_

#### **2. Procurement Business Number (PBN)**

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) before Contract award.

Procurement Business Number - \_\_\_\_\_

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.