



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	4
1.1 INTRODUCTION	4
1.2 SUMMARY	4
1.3 DEBRIEFINGS	5
1.4 ANTICIPATED MIGRATION TO AN E-PROCUREMENT SOLUTION (EPS).....	5
PART 2 - OFFEROR INSTRUCTIONS	6
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	6
2.2 SUBMISSION OF OFFERS	6
2.3 ENQUIRIES - REQUEST FOR STANDING OFFERS.....	6
2.4 APPLICABLE LAWS	7
2.5 BID CHALLENGE AND RECOURSE MECHANISMS	7
PART 3 - OFFER PREPARATION INSTRUCTIONS.....	8
3.1 OFFER PREPARATION INSTRUCTIONS.....	8
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	9
4.1 EVALUATION PROCEDURES	9
4.2 BASIS OF SELECTION.....	9
PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION	10
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER.....	10
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION.....	10
PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES	12
A. STANDING OFFER	12
6.1 OFFER	12
6.2 SECURITY REQUIREMENTS	12
6.3 STANDARD CLAUSES AND CONDITIONS.....	12
6.4 TERM OF STANDING OFFER.....	12
6.5 AUTHORITIES	13
6.6 IDENTIFIED USERS	13
6.7 CALL-UP INSTRUMENT	14
6.8 LIMITATION OF CALL-UPS.....	14
6.9 PRIORITY OF DOCUMENTS.....	14
6.10 CERTIFICATIONS AND ADDITIONAL INFORMATION	15
6.11 APPLICABLE LAWS	15
6.12 TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS).....	15
B. RESULTING CONTRACT CLAUSES	16
6.1 REQUIREMENT	16
6.2 STANDARD CLAUSES AND CONDITIONS.....	16
6.3 TERM OF CONTRACT	16
6.4 PAYMENT	16
6.5 INVOICING INSTRUCTIONS	17
6.6 INSURANCE	17
6.7 SACC MANUAL CLAUSES	17
6.8 DISPUTE RESOLUTION	18
6.9 INSPECTION AND ACCEPTANCE	18
6.10 SHIPPING INSTRUCTIONS - FREE ON BOARD DESTINATION	18

Solicitation No. - N° de l'invitation
W0107-21XC28/A
Client Ref. No. - N° de réf. du client
W0107-21XC28

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-0-53022

Buyer ID - Id de l'acheteur
pet908
CCC No./N° CCC - FMS No./N° VME

ANNEX "A"	19
REQUIREMENT	19
ANNEX "B"	23
BASIS OF PAYMENT	23
ANNEX "C"	25
STANDING OFFER REPORTING REQUIREMENTS	25
ANNEX "D"	26
PWGSC 924 CALL-UP AGAINST A STANDING OFFER TEMPLATE	26
ANNEX "E" TO PART 3 OF THE REQUEST FOR STANDING OFFERS	27
ELECTRONIC PAYMENT INSTRUMENTS	27
ANNEX "F"	28
ADDITIONAL CERTIFICATION INFORMATION	28

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 The Department of National Defence (DND), Garrison Petawawa requires a three (3) year Regional Individual Standing Offer (RISO) to be used by the numerous lodger and training units located in the Garrison Petawawa Area of Operation on an "as and when requested" basis for the supply, delivery and offloading of various packaged oils and greases, cutting, lubricating, and hydraulic products.

The period of the Standing Offer is from date of issuance to 31 March, 2024.

This Request for Standing Offer may result in the issuance of multiple Regional Individual Standing Offer (RISO).

- 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.

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 6.15 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) (<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](#) (202-05-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days

Insert: 90 days

2.1.1 SACC Manual Clauses

SACC Manual clause [B3000T](#) (2006-06-16), Equivalent Products

SACC Manual Clause [M1004T](#) (2016-01-28), Condition of Material - Offer

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.oreceptiondessaoumissions-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 Offers

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.

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

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 "E" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "E" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

SACC Manual clause [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.

4.1.1 Financial Evaluation

4.1.1.1 Mandatory Financial Criteria

Any offer which fails to meet the following mandatory financial criteria will be deemed non-responsive for the line item and will receive no further consideration:

- a) Offerors must submit their financial bid in accordance with the Basis of Payment in Annex "B" for the line item that they are interested in submitting an offer on; and
- b) Offerors must provide firm unit price(s) for any or all line items listed in Annex "B" Basis of Payment that they are interested in submitting an offer on.

4.1.1.2 Returnable Drums

- a) For any line item which is shipped in a Returnable Drums, a Returnable Drum Deposit/Credit must be indicated in Annex "B", Basis of Payment.

Returnable Drum Deposit/Credit will not be evaluated.

4.1.1.3 As stipulated in 2006 Standard Instructions, the quantity of goods specified in the RFSO are only an approximation of requirements given in good faith.

4.1.2 Evaluation of Price

Offers will be evaluated based on the lowest evaluated price on an item by item basis for the prices detailed in Annex "B" Basis of Payment.

The evaluated price on a line item basis will be the estimated yearly usage multiplied by the firm unit price.

Where a offeror is declared to have the lowest evaluated price for multiple items they will be recommended for issuance of Regional Individual Standing Offers (RISO) for those items.

SACC Manual Clause M0220T (2016-01-28), Evaluation of Price – Offer

4.2 Basis of Selection

4.2.1 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price on an item by item basis will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

Solicitation No. - N° de l'invitation
W0107-21XC28/A
Client Ref. No. - N° de réf. du client
W0107-21XC28

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-0-53022

Buyer ID - Id de l'acheteur
pet908
CCC No./N° CCC - FMS No./N° VME

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 "C", entitled "Standing Offer Reporting Requirements. 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

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of issuance to 31 March, 2024.

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: Sharon McCartney
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Ontario Region/Petawawa Acquisition
Cellphone: 613-217-2807
E-mail address: Sharon.McCartney@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

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.

6.5.3 Offeror's Representative(*to be completed by the offeror*):

Name and telephone number of the person responsible for:

General Enquires:

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

Delivery Follow-up:

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

6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence (DND), Garrison Petawawa.

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 \$100,000.00 (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; and
- g) the Offeror's offer dated _____ **(to be inserted at issuance of Standing Offer).**

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 _____ (**insert the name of the province or territory**).

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, 2010A (2020-05-28), General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards. **(This clause will be inserted if payment by credit cards is accepted by the Offeror, otherwise it will be deleted).**

6.3 Term of Contract

6.3.1 Period of the Contract

6.3.2 Delivery Date

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

6.4 Payment

6.4.1 Basis of Payment

6.4.1.1 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 firm unit price(s), as specified in Annex "B" - Basis of Payment. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

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.
2. The following must be followed when submitting invoices:
 - a) The invoices must be in sequence with the table in Annex "B" - Basis of Payment, showing the item number, description, unit of issue, quantity, unit price, extended price, sub-total, GST/HST and total;
 - b) The invoice must identify the call-up number;
 - c) The invoice must identify the consignee address where the goods were delivered; and
 - d) Each call-up and consignee point must be invoiced separately.
3. 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.

6.6 Insurance

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

6.7 SACC Manual Clauses

SACC Manual clause [A9062C](#) (2011-05-16), Canadian Forces Site Regulations
SACC Manual clause [B7500C](#) (2006-06-16), Excess Goods
SACC Manual clause [D0018C](#) (2007-11-30), Delivery and Unloading
SACC Manual clause [D2025C](#) (2017-08-17), Wood packaging materials
SACC Manual clause [D3010C](#) (2016-01-28), Delivery of Dangerous Goods/Hazardous Products
SACC Manual clause [D3014C](#) (2007-11-30), Transportation of Dangerous Goods/Hazardous Products
SACC Manual clause [D3015C](#) (2014-09-25), Dangerous Goods/Hazardous Products – Labelling and Packaging compliance
SACC Manual clause [D5510C](#) (2017-08-17), Quality Assurance Authority (DND) - Canadian-based Contractor
SACC Manual clause [D5515C](#) (2010-01-11), Quality Assurance Authority (DND)- Foreign-based and U S –based Contractor
SACC Manual clause [D5540C](#) (2019-05-30), ISO 9001:2015 - Quality Management Systems - Requirements (Quality Assurance Code Q)
SACC Manual clause [D5545C](#) (2019-05-30), ISO 9001:2015 - Quality Management Systems - Requirements (Quality Assurance Code C)
SACC Manual clause [D5604C](#) (2008-12-12), Release Documents (DND) - Foreign - based Contractor
SACC Manual clause [D5605C](#) (2010-01-11), Release Documents (DND) - United States - based Contractor

SACC Manual clause [D5606C](#) (2017-11-28), Release Documents (DND) - Canadian-based Contractor
SACC Manual clause [D6010C](#) (2007-11-30), Palletization

6.8 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](#)".

6.9 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

6.10 Shipping Instructions - Free on Board Destination

FOB Destination Department of National Defence, Garrison Petawawa including all delivery charges and customs duties and Applicable Taxes.

ANNEX "A"

REQUIREMENT

POL PRODUCTS

1.0 Introduction

The Department of National Defence (DND), Garrison Petawawa requires a three (3) year Regional Individual Standing Offer (RISO) to be used by the numerous lodger and training units located in the Garrison Petawawa Area of Operation on an "as and when requested" basis for the supply, delivery and offloading of various packaged oils and greases, cutting, lubricating, and hydraulic products for the period of the Standing Offer.

2.0 Requirement

The following various packaged oils and greases, cutting, lubricating, and hydraulic products are required on an "as and when requested" basis:

Item #	NSN (if applicable)	Description	Brand Name	Specification/ Standard (if applicable)	Unit Size	Unit of Issue
Oils						
1		Oil, 0W40			1 Litre	Container
2		Oil, 5W20, Synthetic			1 Litre	Container
3	9150-21-898-1460	Oil, 5W30			1 Litre	Container
4	9150-21-898-1596	Oil, 5W30			205 Litres	Drum
5		Oil, 10W			1 Litre	Container
6		Oil, 10W			20 Litres	Pail
7	9150-21-865-6591	Oil, 10W30			1 Litre	Container
8	9150-21-886-4861	Oil, 10W30			205 Litres	Drum
9		Oil, 10W30, Synthetic			1 Litre	Container
10		Oil, 10W40, Synthetic			1 Litre	Container
11	9150-20-003-9643	Oil, 15W40			1 Litre	Container
12	9150-20-003-9646	Oil, 15W40			20 Litres	Pail
13	9150-20-003-9647	Oil, 15W40			205 Litres	Drum
14		Oil, 15W40, Synthetic			20 Litres	Pail
15		Oil, 20W50, Synthetic			1 Litre	Container
16	9150-21-578-0009	Oil, ISO AW32			20 Litres	Pail
17	9150-21-578-0013	Oil, ISO AW32			205 Litres	Drum
18	9150-21-865-6598	Oil, SAE 10			1 Litre	Container
19	9150-21-865-6601	Oil, SAE 30			1 Litre	Container
20		Oil, 2 Stroke, Synthetic			1 Litre	Container
21	9150-21-876-4983	Oil, 2 Stroke			1 Litre	Container
22	9150-01-035-5390	Gear Oil, 75W90, Synthetic			1 Litre	Container
23	9150-21-898-1598	Gear Oil, 75W90, Synthetic			20 Litres	Pail
24		Gear Oil, 75W90, Synthetic			205 Litres	Drum
25	9150-01-035-5392	Gear Oil, 80W90			1 Litre	Container
26	9150-01-035-5393	Gear Oil, 80W90			20 Litres	Pail
27	9150-01-035-5394	Gear Oil, 80W90			205 Litres	Drum

Solicitation No. - N° de l'invitation
W0107-21XC28/A
Client Ref. No. - N° de réf. du client
W0107-21XC28

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-0-53022

Buyer ID - Id de l'acheteur
pet908
CCC No./N° CCC - FMS No./N° VME

Item #	NSN (if applicable)	Description	Brand Name	Specification/ Standard (if applicable)	Unit Size	Unit of Issue
Hydraulic Fluids						
28	9150-00-935-9809	Hydraulic Fluid	Brayco Mirconic 783 or Royco 783	MIL-PRF-6083	20 Litres	Pail
29	9150-00-935-9810	Hydraulic Fluid	Royco 783	MIL-PRF-6083	205 Litres	Drum
30	9150-00-252-6383	Hydraulic Fluid	Brayco Mirconic 756 or Royco 756	MIL-PRF-5606	946 Millilitres	Container
31	9150-00-223-4134	Hydraulic Fluid	Brayco Mirconic 756 or Royco 756	MIL-PRF-5606	3.78 Litres	Container
32	9150-00-265-9408	Hydraulic Fluid	Brayco Mirconic 756 or Royco 756	MIL-PRF-5606	205 Litres	Drum
33		Hydraulic Fluid	Brayco 783	MIL-PRF-6083G	205 Litres	Drum
Greases						
34	9150-00-687-4241	Grease, Synthetic	Royco 46	MIL-L-46000C	946 Millilitres	Container
35		Grease, Assembly, Lubriplate			397 Grams	Tube
36		Grease, Die-Electric	Permatex 22064		85 Grams	Tube
37	9150-01-197-7693	Grease, Automotive And Artillery		MIL-PRF-10924	397 Grams	Cartridge
38	9150-01-197-7692	Grease, Automotive And Artillery	Braycote 610	MIL-PRF-10924	20 Litres	Pail
39		Grease, Automotive And Artillery		MIL-PRF-10924	54.5 Kilograms	Pail
40	9150-21-878-1823	Grease, General Purpose			397 Grams	Cartridge
41		Grease, Bearing			15.9 Kilograms	Pail
Transmission Fluids						
42		Transmission Fluid, Synthetic	Transynd		18.9 Litres	Container
43	9150-20-002-4779	Transmission Fluid, Synthetic	TES 295		205 Litres	Drum
44		Automatic Transmission Fluid, Dextron III			1 Litre	Container
45	9150-21-883-3325	Automatic Transmission Fluid, Dextron III			20 Litres	Pail
46	9150-21-883-3326	Automatic Transmission Fluid, Dextron III			205 Litres	Drum
47		Automatic Transmission Fluid, Dextron IV			1 Litre	Container
48		Automatic Transmission Fluid, Dextron IV			20 Litres	Pail
Coolants						
49		Coolant, 50/50			4 Litres	Container
50		Coolant, 50/50			205 Litres	Drum
51		Coolant, Green Concentrate			205 Litres	Drum
52		Coolant, Shell Rotella, Red			3.78 Litres	Container
53		Coolant, Dexcool			3.78 Litres	Container
54		Coolant, RV antifreeze			3.78 Litres	Container
55		Coolant, RV antifreeze			205 Litres	Drum

Solicitation No. - N° de l'invitation
W0107-21XC28/A
Client Ref. No. - N° de réf. du client
W0107-21XC28

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-0-53022

Buyer ID - Id de l'acheteur
pet908
CCC No./N° CCC - FMS No./N° VME

Item #	NSN (if applicable)	Description	Brand Name	Specification/ Standard (if applicable)	Unit Size	Unit of Issue
Part Cleaners						
56		Degreaser	Bio Circle 55-A 007		20 Litres	Pail
57		Degreaser	Bio Circle 53-G 128		208 Litres	Drum
58		Degreaser	Walter Air Force, AF-PL 53-C-557		20 Litres	Pail
59		Degreaser	Walter Air Force, AF-PL 53-C-558		205 Litres	Drum
60		Degreaser	Ozzy Juice, SW4		20 Litres	Pail
Miscellaneous Vehicle Cleaners, Fluids, Oils, Greases and Lubricants						
61		Brake Cleaner	Kleen-Flo 313		390 Grams	Container
62	6850-20-009-4098	Brake Cleaner	Kleen-Flo 323, Brake Kleen		20 Litres	Pail
63	6850-20-009-3835	Brake Cleaner	Kleen-Flo 325		672 Grams	Container
64		Brake Lubricant	Kleen-Flo 331, Eze-Slide		170 Grams	Tube
65	6850-21-AAL-2936	Gas Line Antifreeze	Kleen-Flo 409		150 Millilitres	Container
66		Battery Cleaner	Kleen-Flo 445		210 Grams	Container
67	9150-20-A06-3750	Brake Fluid, Dot 3	Kleen-Flo 528		1 Litre	Container
68	9150-20-002-5863	Brake Fluid, Dot 4			350 Millilitres	Container
69	9150-20-A0E-5614	Brake Fluid, Dot 5	Kleen-Flo 535		350 Millilitres	Container
70		Power Steering Fluid	Kleen-Flo 586		1 Litre	Container
71		Lock De-Icer	Kleen-Flo 615		35 Millilitres	Container
72	6850-21-AAL-2944	Starting Fluid	Kleen-Flo 730		211 Grams	Container
73		Fuel Stabilizer	Kleen-Flo 790		350 Millilitres	Container
74		Carburetor and Automatic Choke Cleaner	Kleen-Flo 820		404 Grams	Container
75	6850-21-AAL-2946	Engine Degreaser	Kleen-Flo 824		454 Grams	Container
76		Air Intake Cleaner	Kleen-Flo 837		418 Grams	Container
77		Diesel Fuel Conditioner	Kleen-Flo 993		1 Litre	Container
78		Threadlocker, Blue	Loctite 242, Threadlocker, Blue		50 Millilitres	Container
79		Anti-seize, Silver	Loctite 76764		454 Grams	Container
80		Anti-seize, Copper	Loctite 51007		454 Grams	Container
81		Engine Compression Cleaner	Turco 5884		18.9 Litres	Pail
82		Power Steering Fluid			325 Millilitres	Container
83		Gasket Remover	CRC 75021		340 Grams	Container
84		Battery Protector	CRC 75097		312 Grams	Container
85		Diesel Exhaust Fluid			3.78 Litres	Container
86		Diesel Exhaust Fluid			9.45 Litres	Container
87		Diesel Exhaust Fluid			205 Litres	Drum
88	6850-21-885-0863	Windshield Washer Fluid, -40°C			3.78 Litres	Container
89	6850-21-885-0864	Windshield Washer Fluid, -40°C			205 Litres	Drum

3.0 Returnable Drums

Returnable drums will be identified by either embossing them with the company name, symbol, crest or hallmark, by metal nameplate attached to the drum, by stenciling, or by some other acceptable means. Closure on drums shipped will be over sealed with "tri-sure" or "rieke" seals.

Upon return to the contractor, if there is a discrepancy in quantities and/or condition of the returned drums, the contractor is to quarantine the drums. DND invokes the right to send an inspector for confirmation or send their concurrence to proceed.

4.0 Packaging

Environmentally friendly recycled and recyclable packaging materials must be utilized for all deliveries.

Any plastic used to wrap pallets must be recyclable.

Deliveries should be made in hybrid vehicles if the Contractor has hybrid vehicles in their fleet.

5.0 Delivery

5.1 Regular Orders

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

5.2 Emergency Orders

Delivery must be made within twenty-four (24) hours from receipt of a call-up against the Standing Offer.

5.3 Delivery Dates and Times

Deliveries must be made Monday to Friday (excluding any holidays) between 8:00 a.m. and 3:00 p.m. (EST Ontario), to the delivery location listed on the call-up against the Standing Offer.

5.4 Delivery Point(s)

Department of National Defence
Garrison Petawawa
Attn: Lodger/Training Unit (as listed on the call-up against the Standing Offer)
Street Address (as listed on the call-up against the Standing Offer)
Petawawa, ON
K8H 2X3

ANNEX "B"

BASIS OF PAYMENT

All prices are firm unit price(s), all-inclusive, in Canadian dollars, FOB destination (Department of National Defence, Garrison Petawawa), including delivery charges, environmental handling charges, all customs duties and excise taxes included, applicable taxes extra.

Applicable Taxes are not included in the pricing and are to be shown separately on invoices.

Pricing Period

The period of the Standing Offer is divided into three pricing periods:

Period 1 - is from date of issuance to March 31, 2022.

Period 2 - is from April 1, 2022 to March 31, 2023.

Period 3 - is from April 1, 2023 to March 31, 2024.

Firm Unit Price Adjustment

The firm unit price during Period 1, from date of issuance to March 31, 2022, will be the price offered at the issuance of the Standing Offer.

The firm unit price during Period 2, from April 1, 2022 to March 31, 2023 and Period 3, from April 1, 2023 to March 31, 2024, will be the unit price adjustment calculation using data obtained from Statistics Canada, [Table 18-10-0004-01](#), Consumer Price Index, monthly, not seasonally adjusted - Energy (The special aggregate "energy" includes: "electricity", "natural gas", "fuel oil and other fuels", "gasoline", and "fuel, parts and accessories for recreational vehicles").

Firm Unit Price Adjustment Calculation

The firm unit price adjustment will be calculated in accordance with the following formula, rounded to the nearest two decimal places:

Firm Unit Price for Period 2 = (Price during Period 1) x (increase or decrease of the average CPI monthly, not seasonally adjusted - Energy for the 12 months ending December 2021).

Firm Unit Price for Period 3 = (Price during Period 3) x (increase or decrease of the average CPI monthly, not seasonally adjusted - Energy for the 12 months ending December 2022).

Discontinuation of Adjustment Indices

If any of the official Government Economic Price Adjustment Indices set out in the Contract are discontinued, the parties should immediately thereafter agree to establish replacement Indices or formulate adjustments consistent with those set forth in the Standing Offer.

Solicitation No. - N° de l'invitation
W0107-21XC28/A
Client Ref. No. - N° de réf. du client
W0107-21XC28

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-0-53022

Buyer ID - Id de l'acheteur
pet908
CCC No./N° CCC - FMS No./N° VME

Returnable Drums

The Returnable Drum Deposit/Credit must be of equal value and include prepaid freight to the contractor.

The Returnable Drum Deposit/Credit will be an additional separate charge associated with the line item over and above the firm unit price for that line item.

ANNEX "B", BASIS OF PAYMENT - SEE ELECTRONIC ATTACHMENT 1

Note to Offerors:

All text in italics in this Annex will be removed from the resulting Standing Offer.

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 each Pricing Period and are an estimate of the requirement made in good faith. The Standing Offer will be limited to the actual items ordered.

Applicable Taxes:

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

Solicitation No. - N° de l'invitation
W0107-21XC28/A
Client Ref. No. - N° de réf. du client
W0107-21XC28

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-0-53022

Buyer ID - Id de l'acheteur
pet908
CCC No./N° CCC - FMS No./N° VME

ANNEX "D"

PWGC 924 CALL-UP AGAINST A STANDING OFFER TEMPLATE

Public Works and Government Services Canada Travaux publics et Services gouvernementaux Canada		Clear Data - Effacer l'information	
Call-up Against a Standing Offer Commande subséquente à une offre à commandes			
To the supplier: The standing offer identified below is accepted as follows: You are required to supply the goods or services, or both, shown below at the prices or on the pricing basis stated and in accordance with the other conditions stated in the standing offer. Only goods or services, or both, included in the standing offer will be supplied in this call-up against the standing offer.			
Au fournisseur: L'offre à commandes indiquée ci-dessous est acceptée selon les modalités suivantes : Vous devez fournir les biens ou les services, ou les deux, indiqués ci-dessous selon les prix ou la base de tarification établie, et conformément avec les autres conditions stipulées dans l'offre à commandes. Seuls les biens ou les services, ou les deux, inclus dans l'offre à commandes seront fournis dans la commande subséquente à l'offre à commandes.			
Security: The call-up includes security provisions. Sécurité : La demande comprend des exigences en matière de sécurité.			
<input type="checkbox"/> NO NON <input type="checkbox"/> YES OUI		If YES, attach a SRCL to the call-up Si OUI, joindre une LVERG à la demande	
Invoices must be sent in accordance with - Les factures doivent être envoyées selon :			
<input type="checkbox"/> The detailed instructions in the standing offer Les instructions détaillées dans l'offre à commandes			
<input type="checkbox"/> The address shown in the "ship to" block L'adresse indiquée dans la case « Expédier à »			
<input type="checkbox"/> Special instructions below Les instructions particulières ci-dessous			
Each shipment must be accompanied by a packing or delivery slip. All invoices, bills of lading and packing slips must show the following reference numbers.			
Chaque expédition doit être accompagnée d'un bordereau d'emballage ou de livraison. Les factures, connaissements et bordereaux d'emballage doivent tous porter les numéros de référence suivants.			
Standing Offer No. - N° de l'offre à commandes		Financial Code(s) - Code financier(s)	
Regulation No. - N° de demande Order. Off. - Bur. dem. YY - AA		Serial No. - N° de série	
Client Reference No. (optional) N° de référence du client (facultatif)			
The representative of the identified User signing the call-up form must indicate his or her physical address. This address will constitute the address most connected with the supply and will determine, where applicable, the place of supply for this procurement. Le représentant de l'utilisateur désigné qui signe le formulaire de commande subséquente doit indiquer son adresse municipale, qui constituera l'adresse la plus associée à l'approvisionnement et qui déterminera, le cas échéant, le lieu d'approvisionnement pour cette commande.			
Amendment No. N° de modification		Previous Value (\$) Valeur précédente (\$)	
Value of increase or decrease (\$) Valeur de l'augmentation ou diminution (\$)		Total estimated expenditures or revised Total des dépenses estimatives ou révisées	
Item No. N° de l'article	NATO Stock No. / Item Description N° de nomenclature de l'OTAN / Description de l'article	U. of I. U. de d.	Quantity Quantité
			Unit Price Prix unitaire (\$)
			Extended Price Prix calculé (\$)
Special instructions - instructions particulières			
Total			
For further information, call - Pour renseignements supplémentaires, contacter			
Name - Nom		Telephone No. - N° de téléphone	
Delivery required by - Livraison requise le (YYYY-MM-DD)		(AAAA-MM-JJ)	
For internal purposes only - Pour usage interne seulement			
Approved for the Minister - Approuvé pour le Ministre			
Pursuant to subsection 32(1) of the Financial Administration Act, funds are available. En vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques, des fonds sont disponibles.			
Signature (Mandatory - Obligatoire)		Date (YYYY-MM-DD - AAAA-MM-JJ)	
Signature (Mandatory - Obligatoire)		Date (YYYY-MM-DD - AAAA-MM-JJ)	

Canada

PWGC-TPSGC 942 (01/2014)

Solicitation No. - N° de l'invitation
W0107-21XC28/A
Client Ref. No. - N° de réf. du client
W0107-21XC28

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-0-53022

Buyer ID - Id de l'acheteur
pet908
CCC No./N° CCC - FMS No./N° VME

ANNEX “E” to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

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

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

Solicitation No. - N° de l'invitation
W0107-21XC28/A
Client Ref. No. - N° de réf. du client
W0107-21XC28

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-0-53022

Buyer ID - Id de l'acheteur
pet908
CCC No./N° CCC - FMS No./N° VME

ANNEX “F”

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 Standing Offer issue. Bidders are requested to provide this information in their bid.

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

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 Standing Offer issue.

Procurement Business Number - _____

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.