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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; |
| 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, Garrison Petawawa, Real Property Operations Unit Detachment (RPOU DET) requires a three (3) year Standing Offer for the supply and delivery of ready-mix, site mix and pre-cast concrete products and associated materials on "an as and when requested" basis to Real Property Operations (RP Ops).

The period for the Standing Offer is from 17 September 2021 to 31 August 2024.

This Request for Standing Offer may result in the issuance of one (1) Regional Individual Standing Offer (RISO).

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 6.15 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](#) (2020-05-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days
Insert: 90 days

2.1.1 SACC Manual Clauses

SACC Manual Clause [M0019T](#) (2007-05-25), Firm Price and/or Rates

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.oreceptiondessousmissions-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 requirements will be deemed non-responsive and will receive no further consideration:

- a) Offerors must submit their financial bid in accordance with the Basis of Payment in Annex "B".
- b) Offerors must submit firm prices for all items listed in Annex "B", Basis of Payment.
- c) Offerors must submit firm unit price(s) for all items for all years listed in Annex "B" Basis of Payment – Pricing Basis "A".
- d) Offerors must provide a percentage (%) mark-up for all years listed in Annex "B" – Basis of Payment – Pricing Basis "B".
- e) The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.1.1.2 As stipulated in [2006](#) Standard Instructions, the quantity of goods specified in the RFSO are only an approximation of requirements given in good faith.

4.1.1.3 Financial Evaluation Criteria

For Pricing Basis A - The extended price for each year will be calculated by multiplying the total Yearly Estimated Usage by the Offeror's corresponding Firm Unit Price per Unit of Issue. The evaluated price for Pricing Basis A is the sum of the extended prices for Year 1, Year 2 and Year 3.

For Pricing Basis B - The extended price for each year will be calculated by multiplying the Yearly Estimated Value by the Offeror's Markup % and adding the value to the Yearly Estimated Value. The evaluated price for Pricing Basis B is the sum of the extended prices for Year 1, Year 2, and Year 3.

Example: $(\text{Markup \%} \times \text{Yearly Estimated Value}) + \text{Yearly Estimated Value}$

$$(5\% \times \$15,000.00) + \$15,000.00 = (\$750.00 + \$15,000.00) = \$15,750.00$$

The evaluated price of the offer will be the sum of the evaluated prices for both Pricing Basis (A and B).

4.1.1.4 Evaluation of Price - Offer

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

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4.2 Basis of Selection

4.2.1 Basis of Selection

A offer must comply with all requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price 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.

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

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

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 "C", 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: September 1 to November 30
- Second quarter: December 1 to February 28
- Third quarter: March 1 to May 31
- Fourth quarter: June 1 to August 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 September 17, 2021 to August 31, 2024.

6.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified in the call-up against the Standing Offer.

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

The Standing Offer Authority is:

Name: Sharon McCartney
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Ontario Region/Petawawa Procurement

Telephone: 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
Garrison Petawawa
RPOU (ON) DET PET
PO Box 9999, STN Main, Bldg S-111
Petawawa, Ontario
K8H 2X3

6.7 Call-up Procedures

Call-ups will be issued to the Standing Offer holder for products in accordance with Annex "A".

6.8 Call-up Instrument

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

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

or

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

6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$50,000.00 (Applicable Taxes included).

6.10 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) Annex C, Standing Offer Reporting Requirements; the Offeror's offer dated _____ **(to be inserted at issuance of Standing Offer)**.

6.11 Certifications and Additional Information

6.11.1 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.

6.12 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)**.

6.13 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. **(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

The period of the Contract is in accordance with the call-up against the Standing Offer.

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 Call-up, the Contractor will be paid a firm price, as specified in the call-up, calculated in accordance with the Basis of Payment in Annex "B". Customs duties are included and Applicable Taxes are extra.

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

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.

Each invoice must be supported by:

- a. The date;
- b. Name and address of the Consignee;
- c. DND's Call-up number and the Standing Offer number; and
- d. Description of the services.

2. Invoices must be distributed as follows:

- a. One (1) copy must be forwarded to the following address for certification and payment:

Department of National Defence
Garrison Petawawa
RPOU (ON) DET PET, Contracts Section
PO Box 9999, STN Main, Bldg S-111
Peteawawa, Ontario
K8H 2X3

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

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.

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- (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.

ANNEX "A"

REQUIREMENT

Requirement for Ready Mix, Site Mix and Pre-Cast Concrete Products

- 1) Identification
 - a) The requirement is to supply and deliver Ready Mix, Site Mix and Pre-Cast Concrete products to Real property Operations (RP Ops) Garrison Petawawa on an "as and when" requested basis.
- 2) Standards
 - a) Canadian Standards Association (CSA)
 - b) Underwriters' Laboratories of Canada (ULC)
 - c) Canadian General Standard Board (CGSB)
 - d) Ontario Ministry of Transportation (MTO)
- 3) General Requirements
 - a) Supply and delivery of Ready Mix, Site Mix and Pre-Cast Concrete products for Real Property Operations (RP Ops) Garrison Petawawa on an "as and when" requested basis.
 - b) Access to the site is subject to troop movements and other regulations as laid down by the Commander and/or the Project Authority (PA). All possible steps will be taken to provide the Contractor with access to all areas at all times.
 - c) The Contractor must note that all deliveries will be accepted during the time of 0730 to 1130 and 1230 to 1530 Monday to Friday unless otherwise directed by the PA.
 - d) Transportation charges must be included in the pricing with the exception of specialty items where additional costs must be pre-approved by the PA.
 - e) RP Ops will verify all orders within 72 hours and report deficiencies to the supplier.
 - f) Items deemed an urgent requirement must be delivered to RP Ops within twenty four (24) hours of the time of call up. Urgent requirements will be identified at the time of call-up.
 - g) The Contractor must be capable of supplying and delivering the items listed in Annex "B" of the pricing basis within three (3) days of the time of call up.
 - h) Special order items not listed in Annex "B" of the pricing basis must be delivered within the agreed upon time between the PA and the Contractor.
 - i) All packaging must be labelled with "Attention RP Ops Tool Crib". Orders must be filled and packaged according to their related call-up document and must be accompanied by a packing slip. All packing slips must denote the work order number and the requisition number.
 - j) Deliveries will not be accepted without appropriate Material Safety Data Sheets (MSDS) and product labels that are Workplace Hazardous Material Information System (WHMIS) compliant.
 - k) There will be a requirement to forward deliver materials to workshops and work sites. The packing slip must be signed and approved by RP Ops warehouse staff prior to any forward delivery.

-
- l) Ready mix concrete type, quantity and strength will be prescribed in the scope at the time of the call-up.
 - m) Additional requirements for ready mix concrete such as retarders, accelerators, colouring and superplasticizers will be prescribed in the scope at the time of the call-up.
 - n) There is a requirement for bulk delivery of pavement patch by the tonne, bag and pallet.
 - o) There is a requirement for the supply and delivery of various dimensions of rebar, wire mesh and associated wire.
 - p) There is a requirement for various types and quantities of mortar sand, gravel, and ready mix bagged Portland cement.
 - q) The Contractor is responsible to collect and remove pallets used in the delivery of their products, at no charge to RP Ops.
 - r) In the event the Contractor receives an order that results in an "under load" the contractor may invoice in addition to the order, the one-time lot price, in accordance with Annex "B" pricing basis.
 - s) Annex "B" Pricing Basis "B" is to be utilized for the supply and delivery of related materials and specialty items not listed in Annex "B" Pricing basis "A".
 - t) Offloading will be the responsibility of the Contractor; there are no offloading facilities.

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ANNEX "B"

BASIS OF PAYMENT

All prices are firm, all-inclusive, unit prices in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included. Applicable Taxes must be shown as a separate item on the invoices.

Pricing Period

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

Period 1 - is from 17 September, 2021 to 31 August, 2022.

Period 2 - is from 1 September, 2022 to 31 August, 2023.

Period 3 - is from 1 September, 2023 to 31 August, 2024.

Pricing Basis "A"						
Item	Description	Unit of Issue	Estimated Usage	Unit Price Year 1	Unit Price Year 2	Unit Price Year 3
1	Concrete premixed, 5076 PSI/35 MPA, ¾ inch/19.0 mm stone, 3 inch/80mm slump with 5-8% air entrainment	M³	20			
2	Concrete premixed, 4641 PSI/32 MPA, ¾ inch/19.0 mm stone, 3 inch/80 mm slump with 5-8% air entrainment	M³	50			
3	Concrete premixed, 4351 PSI/30 MPA, ¾ inch/19.0 mm stone, 3 inch/80 mm slump with 5-8% air entrainment	M³	10			
4	Additional charge for winter heat to be utilized from 1 November to 15 April each year	M³	5			
5	Additional charge for retarding admixtures when requested during hot weather concreting	M³	5			
6	Additional charge for set accelerators when requested during cold weather concreting (non-chloride)	M³	5			
7	Additional charge for superplasticizers when requested for hard to access and complex formwork applications	M³	5			
8	Bulk Pavement Patch	Tonne	40			
9	Pavement Patch 22.7 kg/50 lb	Bag	220			
10	Portland Cement 36.30 kg/80 lb	Bag	20			
11	Type "S" Masonry Cement 30 kg/66.14 lb	Bag	10			
12	Rebar 15 mil - 6 m length	Metre	100			
13	Pallet charge: All pallets used for the delivery of products to the consignee must be returned to the contractor. Pallets not returned within 1 month after delivery to the consignee will be charged one time rate of \$_____ per pallet on the next month's invoice. The contractor is responsible for the pick-up of empty pallets at no charge to the customer.	Each	10			
14	The contractor will be paid a lot price of \$_____ for each underload deliver of orders less than 3 cubic metres on items 1-8 only in pricing basis "A"	Lot	2			
Pricing Basis "B"						
Item	Description	Estimated Usage	Mark UP % Year 1	Mark UP % Year 2	Mark UP % Year 3	
1	Additional Items available from the Contractor not included in Pricing Basis "A" will be charged in accordance with the Contractor's cost plus a percentage mark-up.	\$15,000.00				

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ANNEX "D"

PWGCSC 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	
Ship to - Expédier à		Consignee Code Code destinataire		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 the 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 LVERS à la demande	
Supplier - Fournisseur		Postal Code Code postal			
Procurement Business No. (PBN) Numéro d'entreprise - approvisionnement (NEA)					
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		Requisition 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			Delivery required by - Livraison requise le		
Name - Nom			Telephone No. - N° de téléphone		
(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)		

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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)

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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.