



---

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 CANADIAN CONTENT .....	5
1.4 DEBRIEFINGS .....	5
1.5 USE OF AN E-PROCUREMENT SOLUTION (EPS).....	5
<b>PART 2 - SUPPLIER INSTRUCTIONS .....</b>	<b>6</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	6
2.2 SUBMISSION OF ARRANGEMENTS .....	6
2.3 FORMER PUBLIC SERVANT - NOTIFICATION.....	7
2.4 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - NOTIFICATION.....	7
2.5 ENQUIRIES - REQUEST FOR SUPPLY ARRANGEMENTS .....	7
2.6 APPLICABLE LAWS.....	7
2.7 BID CHALLENGE AND RECOURSE MECHANISMS.....	7
<b>PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS .....</b>	<b>8</b>
3.1 ARRANGEMENT PREPARATION INSTRUCTIONS.....	8
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>9</b>
4.1 EVALUATION PROCEDURES.....	9
4.2.1 BASIS OF SELECTION.....	9
<b>PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>10</b>
5.1 CERTIFICATIONS REQUIRED WITH THE ARRANGEMENT.....	10
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A SUPPLY ARRANGEMENT AND ADDITIONAL INFORMATION.....	11
<b>PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES.....</b>	<b>12</b>
<b>A. SUPPLY ARRANGEMENT.....</b>	<b>12</b>
6.1 ARRANGEMENT.....	12
6.2 SECURITY REQUIREMENTS .....	12
6.3 STANDARD CLAUSES AND CONDITIONS.....	12
6.4 TERM OF SUPPLY ARRANGEMENT .....	12
6.5 AUTHORITIES .....	13
6.6 IDENTIFIED USERS.....	13
6.7 ON-GOING OPPORTUNITY FOR QUALIFICATION.....	13
6.8 PRIORITY OF DOCUMENTS .....	14
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	14
6.10 APPLICABLE LAWS.....	15
6.11 TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS).....	15
6.12 INSURANCE - NO SPECIFIC REQUIREMENT.....	15
<b>B. BID SOLICITATION .....</b>	<b>15</b>
6.1 BID SOLICITATION DOCUMENTS.....	15
6.2 BID SOLICITATION PROCESS.....	16

Solicitation No. - N° de l'invitation  
EW478-211199/A  
Client Ref. No. - N° de réf. du client  
EW478-211199

Amd. No. - N° de la modif.  
File No. - N° du dossier  
WPG-0-43123

Buyer ID - Id de l'acheteur  
wpg016  
CCC No./N° CCC - FMS No./N° VME

---

<b>C. RESULTING CONTRACT CLAUSES .....</b>	<b>18</b>
6.1 GENERAL .....	18
<b>ANNEX "A" .....</b>	<b>19</b>
<b>REQUIREMENT .....</b>	<b>19</b>
<b>ANNEX "B" .....</b>	<b>20</b>
SUPPLIER'S CHECKLIST .....	20
<b>ANNEX "C" .....</b>	<b>21</b>
SUPPLY ARRANGEMENT USAGE REPORT .....	21

---

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement 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 arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
  - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
  - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
  - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

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

### **1.2 Summary**

- 1.2.1 This Supply Arrangement (SA) is an agreement between the SA Holder and Canada for the provision of lumber products. The scope of the goods covered by the SA are detailed in the attached Annex A – Requirement. The SA can be used by any Federal Government Department or Agency in Alberta, Saskatchewan or Manitoba.

The period of the SA will be for a three (3) year period.
- 1.2.2 The requirement covered by the bid solicitation of any resulting supply arrangement may be subject to a preference for Canadian goods and/or services or may be limited to Canadian goods and/or services.
- 1.2.3 The Request for Supply Arrangements (RFSA) is to establish supply arrangements for the delivery of the requirement detailed in the RFSA to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting supply arrangements.”

1.2.4 Two (2) streams of Supply Arrangements may be issued pursuant to this solicitation as follows:

1. Any supplier, including Aboriginal suppliers, wishing to submit an arrangement not pursuant to the Procurement Strategy for Aboriginal business (PSAB). For the purpose of the RFSA, this stream is titled "General" or "General Suppliers" or "General Stream". General Supplier must be able to provide the goods and/or services either across the Western Provinces (Alberta, Saskatchewan, Manitoba) or in at least one of the provinces.
  - i. Requirements in the general stream have three (3) tiers with separate instructions, as defined in Part 6 (B), Section 2 – Bid Solicitation of this RFSA:
    - a. **For requirements estimated below \$25,000.00 (applicable taxes included):**

The requirements is subject to the Government Contracts Regulations (GCRs).
    - b. **For requirements estimated at \$25,000.00 to below \$100,000.00 (applicable taxes included);**

If, and only if, the requirement covered by the bid solicitation of any resulting supply arrangement is administered by PWGSC, the requirement will be subject to a preference for Canadian goods and/or services or will be limited to Canadian goods and/or services.

Otherwise, the requirement is subject to the Government Contracts Regulations (GCRs) in a similar fashion to 2.1.i.a.
    - c. **For requirements estimated at \$100,000.00 to departmental contracting limit of \$400,00.00 (applicable taxes included):**

The requirement may be subject to the provisions of the World Trade Organization – Agreements on Government Procurement (WTO-ACP), the Canadian Free Trade Agreement (CFTA), the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canada-United United Kingdom Trade Continuity Agreement (Canada-UK TCA)

The departmental contracting limits are specified in the Treasury Board Secretariat's Contracting Policy, Appendix "C"- Treasury Board Contracts Directive, Part I.
    - d. **For requirements estimated above the departmental contracting limit of \$400,000.00 (applicable taxes included):**

The requirement is outside the scope of the supply arrangements. The requirement must be administered separately by a PWGSC Contracting Authority.
2. Aboriginal suppliers, wishing to submit an arrangement pursuant to the PSAB. For the purpose of the RFSA, this stream is titled "PSAB", "PSAB Suppliers", or "PSAB Stream". PSAB suppliers must be able to provide the goods and/or services either across the Western Provinces (Alberta, Saskatchewan, Manitoba) or in at least one of the provinces.
  - a. **For requirements estimated below \$25,000.00 (applicable taxes included):**

The requirements is subject to the Government Contracts Regulations (GCRs).

**b. For requirements estimated at \$25,000.00 to below \$400,000.00 (applicable taxes included);**

The requirement covered by the bid solicitation of any resulting supply arrangement will be subject to the set aside under the federal government Procurement Strategy for Aboriginal Business (PSAB).

- For more information Aboriginal business requirements of the Set-aside program for Aboriginal Business, see Annex 9.4 of the Supply Manual.
- This procurement is set aside from the international trade agreements under the provision each has for set-asides for small and minority businesses.
- Further to Article 800 of the CFTA

**c. For requirements estimated above the departmental contracting limit of \$400,000.00 (applicable taxes included):**

The requirement is outside the scope of the supply arrangements. The requirement must be administered separately by a PWGSC Contracting Authority.

1.2.5 This RFSA allows suppliers to use the epost Connect service provided by Canada Post Corporation to transmit their arrangement electronically. Suppliers must refer to Part 2 of the RFSA entitled Supplier Instructions and Part 3 of the RFSA entitled Arrangement Preparation Instructions for further information on using this method.

### 1.3 Canadian Content

The goods and/or services covered by the Supply Arrangement may be limited to Canadian goods as defined in clause [A3050T](#).

*SACC Manual* clause [A3050T](#) (2020-07-01) Canadian Content Definition

### 1.4 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

### 1.5 Use of 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 Supply Arrangement that is issued under this solicitation, refer to 6.12 Transition to an e-Procurement Solution (EPS).

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

## PART 2 - SUPPLIER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The [2008](#) (2020-05-28) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of [2008](#), Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: 60 days  
Insert: 90 days

### 2.2 Submission of Arrangements

Arrangements 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 RFSA:

#### **PWGSC Western Region Bid Receiving Unit**

**Suppliers are strongly encouraged to submit arrangements electronically using the Canada Post epost Connect application for the subject bid solicitation.** The Supplier must send an email requesting to open an epost Connect conversation to the following address:

[roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca](mailto:roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca)

**Note:** Arrangements 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 Instructions [2008](#), or to send arrangements through an epost Connect message if the Supplier is using its own licensing agreement for epost Connect.

It is the Supplier'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 Supply Arrangements closing date.

**Faxed arrangements will be accepted at 1-418-566-6167.**

**Hard copy (submitted in person or via mail/courier) arrangements will not be accepted for the subject bid solicitation.**

---

### **2.3 Former Public Servant - Notification**

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### **2.4 Federal Contractors Program for Employment Equity - Notification**

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

### **2.5 Enquiries - Request for Supply Arrangements**

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than 10 calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by Suppliers 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 Suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Suppliers. Enquiries not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

### **2.6 Applicable Laws**

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 Suppliers.

### **2.7 Bid Challenge and Recourse Mechanisms**

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

- (b) Canada encourages suppliers 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) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

### PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

#### 3.1 Arrangement Preparation Instructions

The Supplier **is strongly encouraged to** submit its arrangement electronically in accordance with section 08 of the 2008 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The arrangement must be gathered per section and separated as follows:

Section I: Technical Arrangement

Section II: Financial Arrangement

Section III: Certifications

Section IV: Additional Information

**Faxed arrangements will be accepted at 1-418-566-6167.**

**Hard copy (submitted in person or via mail/courier) arrangements will not be accepted for the subject bid solicitation.**

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

Canada requests that suppliers follow the format instructions described below in the preparation of hard copy of their arrangement:

- use 8.5 x 11 inch (216 mm x 279 mm) paper;
- use a numbering system that corresponds to the RFSA.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](#) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, suppliers should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

## **Section I: Technical Arrangement**

In the technical arrangement, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

## **Section II: Certifications**

Suppliers must submit the certifications and additional information required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

The supplier certifies they have the financial and technical ability to provide lumber products as detailed herein.

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date

#### **4.2.1 Basis of Selection**

To be declared responsive, an arrangement must:

- a. comply with all the requirements of the Request for Supply Arrangements; and
- b. meet all mandatory technical evaluation criteria

Arrangements not meeting (a) or (b) above will be declared non-responsive.

#### **4.2.1 Supply Arrangements - Multiple**

All responsive arrangements will be issued a Supply Arrangement and added to the applicable SA holder list (General list or PSAB list).

---

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

The Supply Arrangement Authority will have the right to ask for additional information to verify the Supplier's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Supply Arrangement Authority will render the arrangement non-responsive, or constitute a default under the Contract.

### 5.1 Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all suppliers must provide with their arrangement, **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.

#### 5.1.2 Additional Certifications Required with the Arrangement

##### 5.1.2.1 Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business see [Annex 9.4](#), of the *Supply Manual*.
2. The Supplier:
  - i. certifies that it meets, and will continue to meet throughout the duration of the Arrangement, the requirements described in the above-mentioned annex.
  - ii. agrees that any subcontractor it engages under the Arrangement must satisfy the requirements described in the above-mentioned annex.
  - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Supplier must check one applicable box below:  
 The Supplier is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.  
  
 The Supplier is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

4. The Supplier must check one applicable box below:  
( ) The Aboriginal business has fewer than six full-time employees.  
  
( ) The Aboriginal business has six or more full-time employees.
5. The Supplier must, upon request by Canada, provide all information and evidence supporting this certification. The Supplier must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Supplier must provide all reasonably required facilities for any audits.
6. By submitting an arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.

If requested by the Supply Arrangement Authority, the Supplier must provide the following certification for each owner and employee who is Aboriginal:

1. I am \_\_\_\_\_ (*insert "an owner" and/or "a full-time employee"*) of \_\_\_\_\_ (*insert name of business*), and an Aboriginal person, as defined in [Annex 9.4](#) of the *Supply Manual*, entitled "Requirements for the Set-aside Program for Aboriginal Business".

2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Printed name of owner and/or employee

\_\_\_\_\_  
Signature of owner and/or employee

\_\_\_\_\_  
Date

## 5.2 Certifications Precedent to the Issuance of a Supply Arrangement and Additional Information

The certifications and additional information listed below should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier 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 arrangement 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 Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

---

## **PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES**

### **A. SUPPLY ARRANGEMENT**

#### **6.1 Arrangement**

The Supply Arrangement covers the Work described in the Requirement at Annex A")

#### **6.2 Security Requirements**

**6.2.1** There is no security requirement applicable to the Supply Arrangement.

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

All clauses and conditions identified in the Supply Arrangement 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**

[2020](#) (2020-07-01) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

##### **6.3.2 Supply Arrangement Reporting**

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex "C". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Supply Arrangement Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Supply Arrangement Authority no later than 15 calendar days after the end of the reporting period.

#### **6.4 Term of Supply Arrangement**

##### **6.4.1 Period of the Supply Arrangement**

The period for awarding contracts under the Supply Arrangement is from date of issuance to June 30, 2024.

Solicitation No. - N° de l'invitation  
EW478-211199/A  
Client Ref. No. - N° de réf. du client  
EW478-211199

Amd. No. - N° de la modif.  
File No. - N° du dossier  
WPG-0-43123

Buyer ID - Id de l'acheteur  
wpg016  
CCC No./N° CCC - FMS No./N° VME

---

## 6.5 Authorities

### 6.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Marlene Hall  
Procurement Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Western Region  
269 Main Street  
Winnipeg, Manitoba

Telephone: 431-374-5838  
E-mail address: [marlene.hall@tpsgc-pwgsc.gc.ca](mailto:marlene.hall@tpsgc-pwgsc.gc.ca)

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

### 6.5.2 Supplier's Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 6.6 Identified Users

The Identified Users include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the [Financial Administration Act](#), R.S.C., 1985, c. F-11 in the provinces of Alberta, Saskatchewan or Manitoba.

## 6.7 On-going Opportunity for Qualification

A Notice will be posted continuously until January 31, 2024 on the Government Electronic Tendering Service (GETS) to allow new Suppliers to become qualified. Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

---

## 6.8 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 articles of the Supply Arrangement;
- (b) the general conditions 2020 (2020-07-01), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex A, Requirement;
- (d) Annex B, Supplier's Checklist;
- (e) the Supplier's arrangement dated \_\_\_\_\_.

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Supplier in its arrangement or precedent to issuance of the Supply Arrangement (SA), and the ongoing cooperation in providing additional information are conditions of issuance of the SA and failure to comply will constitute the Supplier in default. Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA.

### 6.9.2 Canadian Content Certification

1. The Contractor warrants that the certification of Canadian Content submitted by the Contractor is accurate and complete, and that the goods, services or both to be provided under the Contract are in accordance with the definition contained in clause A3050T.
2. The Contractor must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Contractor must not, without obtaining before the written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

### 6.9.3 Aboriginal Business Certification

1. The Contractor warrants that its certification of compliance is accurate and complete and in accordance with the "Requirements for the Set-aside Program for Aboriginal Business" detailed in Annex 9.4 of the *Supply Manual*.
2. The Contractor must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Contractor must obtain the written consent of the Contracting Authority before disposing of any such records or documentation before the expiration of six years after final payment under the Contract, or until settlement of all outstanding claims and disputes, under the Contract, whichever is later. All such records and documentation

---

must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audits.

3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

## 6.10 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

## 6.11 Transition to an e-Procurement Solution (EPS)

During the period of the Supply Arrangement, Canada may transition to an EPS for more efficient processing and management of individual contracts for any or all of the SA'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 Supplier with at least a three-month notice to allow for any measures necessary for the integration of the Supply Arrangement into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Supplier chooses not to provide the supply arrangement of their goods or services through the e-procurement solution, the Supply Arrangement may be set aside by Canada.

## 6.12 Insurance – No Specific Requirement

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

## B. BID SOLICITATION

### 6.1 Bid Solicitation Documents

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Simple, for low dollar value requirements;
- Medium Complexity (MC) for medium complexity requirements.

A copy of the standard procurement template(s) can be requested by suppliers from the Supply Arrangement Authority or the Contracting Authority, as applicable.

**Note:** References to the HC, MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) a complete description of the Work to be performed;
- (b) [2003](#), Standard Instructions - Goods or Services - Competitive Requirements; **OR** [2004](#), Standard Instructions - Goods or Services - Non-competitive Requirements;

" Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions 2003 or 2004 incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the Ineligibility and Suspension Policy. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of directors."

- (c) bid preparation instructions;
- (d) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (e) evaluation procedures and basis of selection;
- (f) certifications;
- **Integrity Provisions - Declaration of Convicted Offences;**
  - **Set-aside for Aboriginal business (PSAB Suppliers Only).**
- (g) conditions of the resulting contract.

## 6.2 Bid Solicitation Process

**6.2.1** Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

**6.2.2** The bid solicitation will be sent directly to Suppliers.

The following forms must be used for the first page of the bid solicitation document and the first page of the resulting contract document. These forms are available on the [Electronic Forms Catalogue \(http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search\\_for\\_forms-e.html\)](http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html) website

PWGSC-TPSGC 9400-3, Bid Solicitation  
PWGSC-TPSGC 9400-4, Contract

## 6.3 Streams

### 6.3.1 General Stream

Any supplier, including Aboriginal suppliers, wishing to submit an arrangement not pursuant to the Procurement Strategy for Aboriginal Business (PSAB). For the purpose of the RFSA, this stream is titled "General" or "General Suppliers" or "General Stream". General suppliers must be able to provide the goods and/or services either across the Western Provinces (Alberta, Saskatchewan, Manitoba) or in at least one of the provinces.

Requirements in the general stream have three (3) tiers with separate instructions.

---

### **6.3.1.1 For requirements estimated below \$25,000.00 (applicable taxes included)**

The Identified User, in accordance with their delegated authority, will issue a Request for Proposal (RFP) using template Low Dollar Value Bid Solicitation and Resulting Contract Template (Simple) to one or more SA holders offering services in the geographical area where the services are required. Bidders must be provided with a minimum of five (5) business days in which to respond to the Request for Proposal.

### **6.3.1.2 For requirements estimated at \$25,000.00 to below \$100,000.00 (applicable taxes included)**

The Identified User, in accordance with their delegated authority, will issue a Request for Proposal (RFP) using template Medium complexity bid solicitation and Resulting Contract template (MC) to a minimum of three (3) SA Holders who can perform the services in the geographical location. Bidders must be provided with a minimum of then (10) calendar days to respond to the Request for Proposal.

For PSPC Contracting Authorities only: this requirement is subject to a preference for Canadian goods and/or services or will be limited to Canadian goods and/or services.

### **6.3.1.3 For requirements estimated at \$100,000.00 to departmental contracting limit of \$400,00.00 (applicable taxes included)**

The Identified User, in accordance with their delegated authority, will issue a Request for Proposal (RFP) using template Medium Complexity Bid Solicitation and Resulting Contract Template (MC) to all SA Holders who can perform services in the geographical location. Proposed financial security will not be required from bidders. Bidders must be provided with a minimum of fifteen (15) calendar days to respond to the Request for Proposal. The Identified User must publish a Notice of Proposed Procurement (NPP) on the Government Electronic Tendering System (GETS) for the full extend of the tendering period as per 4.75.20 of the Supply Manual.

### **6.3.1.4 For requirements estimated above the departmental contracting limit of \$400,000.00 (applicable taxes included):**

The requirement is outside the scope of the supply arrangements. The requirement must be administered separately by a PWGSC Contracting Authority.

## **6.3.2 PSAB Stream**

Any supplier, including Aboriginal suppliers, wishing to submit an arrangement pursuant to the PSAB. For the purpose of the RFSA, this stream is titled "PSAB", "PSAB Suppliers", or "PSAB Stream". PSAB suppliers must be able to provide the goods and/or services either across the Western Provinces (Alberta, Saskatchewan, Manitoba) or in at least one of the provinces.

Requirements in the PSAB Stream have two (2) tiers with separate instructions.

### **6.3.2.1 For requirements estimated below \$25,000.00 (applicable taxes included):**

The Identified User, in accordance with their delegated authorities, will issue a request for Proposal (RFP) using template Low Dollar Value Bid Solicitation and Resulting Contract Template (Simple) to one or more SA Holders that are certified Aboriginal businesses offering services in the geographical area where the services are being performed. Bidder(s) must be provided with a minimum of five (5) business days in which to respond to the request for Proposal.

**6.3.2.2 For requirements estimated at \$25,000.00 to the departmental contracting limit of \$400,000.00 (applicable taxes included);**

The Identified User, in accordance with their delegated authority, will issue a Request for Proposal (RFP) using template Medium Complexity Bid Solicitation and Resulting Contract Template (MC) to a minimum of three (3) SA Holders that are certified Aboriginal businesses who can perform the services in the geographical location. If there are less than three (3) SA Holders that are certified Aboriginal businesses, the Identified Users will proceed with inviting all the SA Holder(s) that are certified Aboriginal businesses offering the services within the geographical location. Bidders must be provided with a minimum of ten (10) calendar days to respond to the Request for Proposal.

**6.3.2.3 For requirements estimated above the departmental contracting limit of \$400,000.00 (applicable taxes included):**

The requirement is outside the scope of the supply arrangements. The requirement must be administered separately by a PWGSC Contracting Authority.

**C. RESULTING CONTRACT CLAUSES**

**6.1 General**

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

- (a) **Simple** (for low dollar value requirements), general conditions [2029](#) will apply to the resulting contract;
- (b) **MC** (for medium complexity requirements), general conditions 2020 will apply to the resulting contract;

A copy of the template(s) can be provided upon request by contacting the Strategic Policy Integration Division by sending a query to [TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca).

**Note:** References to the HC, MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

---

**ANNEX "A"**  
**REQUIREMENT**

For the supply and delivery of Rough Cut Lumber, Dimensional Lumber, Hardwood, Plywood and/or any related basic wood products for various Federal Government departments or agencies in Alberta, Saskatchewan and Manitoba in accordance with specifications detailed in the Request for Proposals issued against this agreement. A sample of the requirements is as follows:

1. Quality of Lumber – Dimensional
  - a. All dimensional lumber must be of finished quality
  - b. Lumber must be bark and stain free
  - c. Lumber must be kiln dried – when required
  - d. Lumber is to be Grade 2 or better, unless stated otherwise
2. Quality of Lumber – Rough Cut
  - a. All Rough Cut must be of quality
  - b. Lumber must be bark free
  - c. Lumber must be kiln dried – when required
3. Grade Marking
  - a. All lumber supplied is to be stamped showing the grade, species and name of the grading agency authorized to grade mark lumber in Canada by the Canadian Lumber Standards Accreditation Board (CLSAB).
4. IPPC (International Plan Protection Convention) Certification
  - a. Requirements may be requested to be IPPC Certified. The products must bear the correct IPPC certification symbol or come with the appropriate paperwork to designate that the lumber being supplied meets this certification.
5. Hardwoods/Plywoods
  - a. Hardwoods – C2, A2, shop grade, frame grade, G1S and G2S
  - b. Product to be free of surface damage such as chipping and water stains
  - c. All product to be wrapped and tarped to ensure product arrives in specified condition
  - d. Itemized packing slip to accompany shipment
  - e. The following list of products is a sample only and not meant to be all inclusive of the product required

Hardwoods:

Oak, 4/4, 5/4, 6/4  
Birch, 4/4, 5/4, 6/4  
Ash, 5/4, 6/4, 8/4  
Ash, 1" frame grade

Plywoods:

Oak, V.C., 1/4", 1/2", 3/4"  
Birch, V.C., 1/4", 1/2", 3/4"  
Baltic Birch, 1/2"

Solicitation No. - N° de l'invitation  
EW478-211199/A  
Client Ref. No. - N° de réf. du client  
EW478-211199

Amd. No. - N° de la modif.  
File No. - N° du dossier  
WPG-0-43123

Buyer ID - Id de l'acheteur  
wpg016  
CCC No./N° CCC - FMS No./N° VME

---

**ANNEX "B"**

**SUPPLIER'S CHECKLIST**

The following information is requested in order to manage RFP's issued against the Supply Arrangement. The information may be used to sort suppliers in the SA Holder List.

The selections made will identify how SA Holder lists are compiled for each particular product. Suppliers may not receive all RFPs depending upon how they have indicated their capabilities for the categories listed.

1. Which of the following locations are you able to supply lumber products:

- a. Departments located in Alberta                     Yes             No
- b. Departments located in Saskatchewan             Yes             No
- c. Departments located in Manitoba                     Yes             No

2. During Stage 2, Request for Proposals (RFPs) may be disturbed by E-Mail:

accept            Please provide email address: \_\_\_\_\_

decline            Please provide a fax number: \_\_\_\_\_

Solicitation No. - N° de l'invitation  
 EW478-211199/A  
 Client Ref. No. - N° de réf. du client  
 EW478-211199

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 WPG-0-43123

Buyer ID - Id de l'acheteur  
 wpg016  
 CCC No./N° CCC - FMS No./N° VME

**ANNEX "C"**

**SUPPLY ARRANGEMENT USAGE REPORT**

**Send Report to:**

Email: TPSGC.ROPAequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca  
 Facsimile: 204-983-7796

**Quarterly Usage Report Schedule:**

Period of:	Report Due no later than:
April 01 – June 30	July 15
July 01 – September 30	October 15
October 01 – December 31	January 15
January 01 - March 31	April 15

**Each usage Report is to be comprised of:**

**a) Completed Contracts:**

The Supplier hereby offers to provide information on completed Contract as per the format below:

<b>Supply Arrangement:</b> EW478-211199	<b>Start Date of SA:</b>	<b>End Date of SA:</b>
<b>Total Value to Date (\$):</b>  <b>Total Value for Reporting Period (\$):</b>	<b>Start Reporting Date:</b>	<b>End Reporting Date:</b>

Invoice No.	Description/Location	Date of Contract Award	Date of Completion	Total Value of Contract

**Nil Report:**

( ) We have not done any business with the Federal Government for this period.

Prepared by: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_