



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux
Canada

Voir dans le document/

See herein

NA

Québec

NA

**Request For a Standing Offer
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and
Government Services Canada, hereby requests a Standing Offer
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et
Services Gouvernementaux Canada, autorise par la présente,
une offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Oue
800, rue de La Gauchetière Ouest
7^e étage, suite 7300
Montréal
Québec
H5A 1L6

Title - Sujet RISO-CSC-Household Electrical Appli RISO-CSC-Household Electrical Appliances	
Solicitation No. - N° de l'invitation 21301-219754/C	Date 2021-05-14
Client Reference No. - N° de référence du client 21301-219754	GETS Ref. No. - N° de réf. de SEAG PW-\$MTA-625-16162
File No. - N° de dossier MTA-0-43154 (625)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2021-06-07 Heure Avancée de l'Est HAE	
Delivery Required - Livraison exigée Voir doc.	
Address Enquiries to: - Adresser toutes questions à: Lavoie, Corine	Buyer Id - Id de l'acheteur mta625
Telephone No. - N° de téléphone (514)207-4777 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: SERVICE CORRECTIONNEL DU CANADA Établissements variées Québec Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

This bid solicitation cancels and supersedes previous bid solicitation number 21301-219754/B dated February 26, 2021 with a closing of March 15, 2021 at 14:00 hrs EDT. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

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21301-219754//C
Client Ref. No. - N° de réf. du client
21301-219754

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-0-43154

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement, the Basis of Payment, Delivery Addresses, Security Requirements and any other annexes

1.2 Summary

- 1.2.1 Request for Regional Individual Standing Offer (RISO) to supply, on an as and when ordered basis, household electrical appliances for Correctional Service Canada, various Institutions (refer to Annex C for delivery addresses).

The Standing Offer will be from date of issuance for a period of two (2) years with the right to exercise the option to extend for a one (1) year period under the same terms and conditions.

1.3 Security Requirements

There are no security requirements associated with the requirement of the Standing Offer. However, please see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

1.4 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.

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

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

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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: 120 days

2.1.1 SACC Manual Clauses

[A3015T](#) (2014-06-26), Certifications – Bid
[M1004T](#) (2016-01-28), Condition of Material

2.2 Submission of Offers

Offers must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the RFSO:

PWGSC Québec Region Bid Receiving Unit

Only offers submitted using epost Connect service will be accepted. The Offeror must send an email requesting to open an epost Connect conversation to the following address:

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca

Note: Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instruction [2006](#), or to send offers through an epost Connect message if the Offeror is using its own licensing agreement for epost Connect.

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

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

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than **ten (10) calendar days** before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.4 Applicable Laws

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

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: Technical Offer
Section II: Financial Offer
Section II: Certifications

Offers transmitted by facsimile or hardcopy will not be accepted.

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the "**Annex B, Basis of Payment – Household Electrical Appliances**".

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

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Offerors must duly complete Annex B – Basis of payment - Household Electrical Appliances and join it with their bid.

4.1.2 Financial Evaluation

- 1- Offerors must submit prices for each year; meaning each year of the firm period as well as for the optional year (3 years total).
- 2- For financial evaluation purposes and if more than one bid is received, items with no price indicated will be given the highest price offered by an offeror for such articles/s. If all offerors fail to provide a price for a particular item, that item will be eliminated from the evaluation.
- 3- The estimated quantities of Annex B are provided solely as an estimation for the period of the standing offer and do not reflect the actual intended use or any commitment by the Crown. The standing offer issued will be limited to actual items ordered.

4- Standing offer with the lowest evaluated price will be determined as follows:

Total value of the unit prices quoted multiplied with the estimated quantities for each of the three years = Total evaluated price

4.1.2.2 Clause du Guide des CCUA

M0222T (2016-01-28), Évaluation du prix-soumissionnaires établis au Canada et à l'étranger :

- 1. Les offrants doivent proposer des prix fermes, les droits de douane et les taxes d'accise comprises, et les taxes applicables exclues.
- 2. Sauf lorsque la demande d'offres précise que les offrants doivent être présentés en dollars canadiens, les offres présentées en devises étrangères seront converties en dollars canadiens pour les besoins de l'évaluation. Pour les offres présentées en devises étrangères, le taux indiqué par la Banque du Canada à la date de clôture des offres, ou à une autre date précisée dans la demande d'offres, sera utilisé comme facteur de conversion.
- 3. Les offrants doivent proposer des prix rendu droits acquittés (DDP) selon les Incoterms 2010 pour les expéditions en provenance d'un entrepreneur commercial. Les offres seront évaluées sur une base DDP.

4.2 Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

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

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

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

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

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of 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.

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

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

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

The semiannual reporting periods are defined as follows:

First semiannual period: January 1 to June 30
Second semiannual period: July 1 to December 31

The data must be submitted to the Standing Offer Authority no later than **30 calendar days** after the end of the reporting period.

7.3.2.1 Reporting requirements

The offerors must provide their reports in accordance with the Standard Report below:

Regional Individual Standing Offer (RISO)

#21301-210754/____/MTA, household electrical appliances

Période du rapport : du _____ au _____

#	Description	Location	Number of Call-ups	Amount in dollar
1				\$
2				\$
			Montant total	\$

Signature : _____

Date (YYYY-MM-DD) : _____

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from _____ **(to be completed by Canada at the award)**

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **1 year period, from _____ to _____ (to be completed by Canada at the award)** and under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority **90 days** before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Corine Lavoie
Procurement Agent
Public Works and Government Services Canada
Acquisitions Branch
800, rue de la Gauchetière West, Suite 7300
Montréal, Québec H5A 1L6

Téléphone : (514) 207-4777
Courriel : corine.lavoie@tpsgc-pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority (to be completed by Canada at the award)

The Project Authority for the Standing Offer is:

Name: _____
Title: _____
Organization: _____
Address: _____

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

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

7.5.3 Offeror's Representative (to be completed by the bidder)

Name: _____
Title: _____
Organization: _____
Address: _____

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

7.6 Identified Users

Correctional Service Canada, various Institutions in the province of Quebec (refer to Annex C for delivery addresses).

7.7 Call-up Instrument

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

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

or

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

7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$25,000.00** (Applicable Taxes included).

7.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (Applicable Taxes excluded) *(will be indicated at contract award)* unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.10 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 2029 (2020-05-28), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract;
- e) Annex A, Requirement;
- f) Annex B, Basis of payment - Household electrical appliances;
- g) Annex C, Delivery addresses – Various institutions Correctional Service Canada;
- h) Annex D, Security Requirement Form;
- i) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable*).

7.11 Certifications and Additional Information

7.11.1 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.

7.12 Applicable Laws (to be completed by the bidder)

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 as specified by the Offeror in its offer, if applicable*).

7.13 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.

7.1 Requirement

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2029 (2020-05-28), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

Section 12 Interest on Overdue Accounts, of 2029 (2020-05-28), General Conditions - Goods or Services (Low Dollar Value) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Period of the Contract

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

7.3.2 Delivery Date

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

7.4 Payment

SACC Manual clause H1000C (2008-05-12), Single Payment

7.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in Annex B. Customs duties are included and Applicable Taxes are extra.

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

7.4.2 Limitation of Price

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

7.4.3 Electronic Payment of Invoices – Call-up

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

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

7.5 Invoicing Instructions

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.

7.6 Insurance

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

7.7 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](#)".

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7.8 SACC Manual clause

A9068C (2010-01-11), Government Site Regulations
B7500C (2006-06-16), Excess Goods
A2000C (2006/06/16), Foreign Nationals (Canadian Contractor)
A2001C (2006/06/16), Foreign Nationals (Foreign Contractor)
C2000C (2007/11/30), Taxes - Foreign-based Contractor
B1501C (2006-06-16), Electrical Equipment

ANNEX "A"

REQUIREMENT

Description:

This Regional Individual Standing Offer (RISO) request involves the provision, on an as and when ordered basis, various household electrical appliances listed in Annex B – Basis of payment.

- 1- All proposed items must meet all specifications of Annex B – Basis of payment.
- 2- All articles must have the EnerGuide label or ENERGY STAR certification.

Identified user:

Correctional Service Canada, various Institutions, refer to annex C for delivery addresses.

Delay:

Items must be delivered within 72 hours following confirmation of the call-up.

Security:

Please note that there might be a delay entering and exiting the institutions.

The client may require that a security investigation be made on the supplier's delivery staff.

Furthermore, the supplier shall ensure that his staff members carry a proof of identity at all times, or they will be denied access to the site.

The delivery vehicles may be searched when entering and exiting the institutions.

Quantities:

The estimated quantities for each of the required items can be found in Annex B – Basis of payment. No minimum quantity guaranteed. No minimum delivery will be accepted.

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ANNEX "B"

BASIS OF PAYMENT – HOUSEHOLD ELECTRICAL PAYMENT

See attachment

ANNEX "C"

DELIVERY ADDRESSES

All offerors must be able to deliver to all destinations listed below, all packaging, transportation and delivery costs included (on unit prices offered in Annex B).

CSC DELIVERY – Various Institution	
Delivery addresses	Delivery times & special instruction
Federal Training Center (Site 600) 600, Montée St-François Laval (Québec) H7C 1S5	Monday and Tuesday From 8:30 to 11:0 am
Federal Training Center (Site 6099) 6099, boulevard Lévesque Laval (Québec) H7C 1P1	Monday to Friday From 8:00 to 11:00 am NOTE: Maximum height of delivery vehicle at the Federal Training Center site 6099 is 11'4"
Archambault Institution (min) 244, Montée Gagnon Ste-Anne-des-Plaines (Québec) J0N 1H0	Monday to Friday From 7:00 to 11:30 am
Archambault Institution (med) 242, Montée Gagnon Ste-Anne-des-Plaines (Québec) J0N 1H0	Monday to Friday From 8:30 to 11:00 am and From 1:00 to 3:00 pm
Joliette Institution 400, rue Marsolais Joliette, Québec J6E 8V4	Monday to Friday From 8:00 to 11:30 am and from 1:00 to 3:30 pm
La Macaza Institution 321, Chemin de l'Aéroport La Macaza, Québec J0T 1R0	Tuesday to Thursday From 8:30 to 11:00 am and from 1:30 to 3:00 pm Friday From 8:30 to 11:00 am
Cowansville Institution 400, avenue Fordyce, C.P. 5000 Cowansville (Québec) J2K 3N7	Monday to Friday From 8:00 to 11:30 am and from 1:00 to 3:30 pm

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Port-Cartier Institution 1, Chemin de l'Aéroport Port-Cartier, Québec G5B 2W2	Monday to Friday From 8:00 to 11:30 am and from 1:00 to 3:30 pm
CCC Martineau 10 345, boul. St-Laurent Montréal (Québec) H3L 2P1	Monday to Friday From 9h00 to 16h00
CCC Ogilvy 435, rue Ogilvy Montréal (Québec) H3N 1M3	Monday to Friday From 9h00 to 16h00
CCC Sherbrooke 2190, Sherbrooke Est Montréal (Québec) H2K 1C7	Monday to Friday From 9h00 to 16h00
CCC Hochelaga 6905, rue Hochelaga Montréal (Québec) H1N 1Y9	Monday to Friday From 9h00 to 16h00
CCC Marcel-Caron 825, rue Kirouac Québec (Québec) G1N 2J7	Monday to Friday From 9h00 to 16h00
CCC Laferrière 202, rue St-Georges St-Jérôme (Québec) J7Z 4Z9	Monday to Friday From 9h00 to 16h00
Donnacona Institution 1537, Route 138 Donnacona (Québec) G3M 1C9	Monday to Friday From 8h00 à 11h00 From 13h00 à 15h30
Collège du Personnel Training Center 6099 Boul. Lévesque Est Laval (Québec) H7C 1N7	Monday to Friday From 9h00 to 16h00


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ANNEX "D"

SECURITY REQUIREMENT FORM

	Service correctionnel Canada	Correctional Service Canada	Protected B once completed Put away on file ► 3170-12
Request to access a federal institution			
<u>PERSONAL INFORMATION</u>			
Surname: _____		Full name: _____	
Date of birth (YY-MM-DD): _____		Sex: M <input type="checkbox"/> F <input type="checkbox"/>	
Height: _____	Weight: _____	Eye color: _____	Hair color: _____
Street: _____		City: _____	
Province: _____		Postal code: _____	
Tel. Number: Home: (____) _____		Cellular: (____) _____	
<u>GENERAL INFORMATION</u>			
Have you ever been found guilty of a criminal offence or do you have any pending charges?			
No <input type="checkbox"/> Yes <input type="checkbox"/> If so, which? _____			
Do you know personally anyone incarcerated in a federal or provincial institution?			
No <input type="checkbox"/> Yes <input type="checkbox"/> If so, what is the name? _____			
Are you registered as an inmate's visitor or have you ever visited an inmate?			
No <input type="checkbox"/> Yes <input type="checkbox"/> If so, what is the name? _____			
Have you made a similar request for access in the last two years?			
No <input type="checkbox"/> Yes <input type="checkbox"/> If so, for which institution? _____			
What is the reason for your request to access a federal institution? _____			

Name of your employer / educational institution? _____			
Name of the employee responsible for the visit: _____			
Privacy act statement <small>Personal information about you is collected under the authority of the <i>Corrections and Conditional Release Act</i> in order to authorize your access to a federal institution. This information is collected, with no obligation on your part, and held in the Security Clearance System (SCS); however, if you refuse to comply with any security verifications, your access privileges will be refused. The information that you provide cannot be disclosed to other persons without your consent, EXCEPT where disclosure would be justified pursuant to one of the paragraphs of subsection 8(2) of the Privacy Act. Access may be denied for submitting false information. The institution reserves the right to refuse access to the applicant before, upon arrival or during the visit.</small> <small>I hereby authorize the Correctional Service of Canada to conduct any investigation it deems necessary to allow my access to their institution. I agree that the Correctional Service of Canada cannot be held accountable for any harm suffered in the course of my activities unless this harm is directly attributable to the negligence of one or more employees of the Service.</small>			
Applicant signature: _____		Date: _____	
Signature of employee responsible for the visit: _____		Date: _____	
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ANNEX "E" to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

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

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ANNEX « F »

COMPLETE LIST OF COMPANY BOARD OF DIRECTORS

NOTE TO BIDDERS

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

PBN (PROCUREMENT BUSINESS NUMBER): _____