



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

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

See herein for bid submission  
instructions/  
Voir la présente pour les

instructions sur la présentation  
d'une soumission

NA

Ontario

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right  
of Canada, in accordance with the terms and conditions  
set out herein, referred to herein or attached hereto, the  
goods, services, and construction listed herein and on any  
attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la  
Reine du chef du Canada, aux conditions énoncées ou  
incluses par référence dans la présente et aux annexes  
ci-jointes, les biens, services et construction énumérés  
ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Clothing Rental & Cleaning Services Clothing rental and cleaning service	
<b>Solicitation No. - N° de l'invitation</b> W6854-210229/B	<b>Date</b> 2022-01-19
<b>Client Reference No. - N° de référence du client</b> W6854-210229	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-018-8175	
<b>File No. - N° de dossier</b> TOR-1-44021 (018)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Standard Time EST <b>on - le 2022-02-08</b> Heure Normale du l'Est HNE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Pan, Long	<b>Buyer Id - Id de l'acheteur</b> tor018
<b>Telephone No. - N° de téléphone</b> (416) 262-0724 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE CFB BORDEN 1000, BLDG P-154 RM. 217A 16 RAMILLIES ROAD BORDEN Ontario L0M1C0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
Ontario Region  
10th Floor, 4900 Yonge Street  
Toronto  
Ontario  
M2N 6A6

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Task Authorization Form 626 and any other annexes.

### **1.2 Summary**

- 1.2.1 Real Property Operations Unit Ontario Detachment Borden (RPOU (O) det. Borden) has a clothing rental and cleaning requirement. The clothes that need to be rented and cleaned are High Visibility Safety Apparel (HVSA) or enhanced visibility apparel, including pants, shirts, and coveralls. In addition, there is also a need to dry-clean RP Ops owned insulated bib overalls and work parkas. Clothing rental and laundry services will be on an "as and when requested basis" for an initial contract period of one year, and four option periods of one-year each.
- 1.2.2 This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **1.4 COVID-19 vaccination requirement**

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation 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.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

### **2.2 Submission of Bids**

Bids 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 bid solicitation:

#### **PWGSC Ontario Region Bid Receiving Unit**

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

[TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca)

Note: Bids 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 2003, or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

It is the Bidder'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 solicitation closing date.

Bids transmitted by facsimile or hardcopy to PWGSC will not be accepted.

### **2.3 Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

## Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:  
an individual;  
an individual who has incorporated;  
a partnership made of former public servants; or  
a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes ( ) No ( )

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:  
name of former public servant;  
date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? Yes ( ) No ( )

If so, the Bidder must provide the following information:

name of former public servant;  
conditions of the lump sum payment incentive;  
date of termination of employment;  
amount of lump sum payment;  
rate of pay on which lump sum payment is based;  
period of lump sum payment including start date, end date and number of weeks;  
number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## 2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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

## 2.6 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 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

The Bidder must submit its bid electronically in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Certifications
- Section IV: Additional Information

Bids transmitted by facsimile or hardcopy will not be accepted.

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

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) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGYSTAR, etc.)

#### **Section I: Technical Bid**

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

#### **Section II: Financial Bid**

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B.

#### **3.1.2 Electronic Payment of Invoices – Bid**

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

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

#### **3.1.3 Exchange Rate Fluctuation**

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C3011T (2013-11-06), Exchange Rate Fluctuation

### **Section III: Certifications**

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

### **Section IV: Additional Information**

Please refer to Annex 'F' to Part 5 of the bid solicitation - Additional Information

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

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

The Bidder must meet the mandatory evaluation criteria included in Annex "D".

#### **4.1.2 Financial Evaluation**

The Basis of Payment is to be submitted in a separate file titled Financial Offer, with the Offeror's Name, Solicitation Number. Prices in the Basis of Payment are not to include GST/HST and will be evaluated in Canadian dollars.

##### **4.1.2.1 Mandatory Financial Criteria**

- a) The Offeror must submit its offer in accordance with Annex B, Basis of Payment.
- b) The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.
- c) The total evaluated price will be the sum of all total extended prices, in Annex B - Basis of Payment, for all years (1 year firm and 4 options years). The extended prices are calculated by multiplying the estimated quantity (column a) by the firm unit price (column b).
- d) Prices must be provided for all line items.

##### **4.1.2.2 Evaluation of Price**

*SACC Manual* Clause [A0220T \(2014-06-26\)](#), Evaluation of Price-Bid

### **4.2 Basis of Selection**

#### **4.2.1 Mandatory Technical Criteria**

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

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

### 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

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

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity 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 Bid

##### 5.1.2.1 COVID-19 Vaccination Requirement Certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

#### COVID-19 Vaccination Requirement Certification

I, \_\_\_\_\_ (*first and last name*), as the representative of  
\_\_\_\_\_ (*name of business*) pursuant to  
\_\_\_\_\_ (*insert solicitation number*), warrant and certify that all  
personnel that \_\_\_\_\_ (*name of business*) will provide on the  
resulting Contract who access federal government workplaces where they may come into contact with  
public servants will be:

(a) fully vaccinated against COVID-19; or

(b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada; or

(c) partially vaccinated against COVID-19 for a period of up to 10 weeks from the date of their first dose and subject to temporary measures that have been presented to and approved by Canada, immediately after which period the personnel will meet the conditions of (a) or (b) or will no longer access federal government workplaces where they may come into contact with public servants under this Contract;

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until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by \_\_\_\_\_ (*name of business*) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the \_\_\_\_\_ (*name of business*) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

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

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

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below is not a substitute for completing the mandatory certification above.

Initials: \_\_\_\_\_

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.

## **5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder 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 specified will render the bid 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-) (<http://www.tpsgc-pwgsc.gc.ca/ci->

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if/politique-policy-eng.html), the Bidder 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 - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder 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 \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/canada-esdc-labour/s website) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid list at the time of contract award.

## **PART 6 - RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### **6.1 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

#### **6.1.1 Task Authorization**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### **6.1.1.1 Task Authorization Process**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

Task Authorization Process:

1. The Technical Authority will provide the Contractor with a description of the task using the " DND 626, Task Authorization Form" specified in Annex C .
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within 2 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### **6.1.1.2 Task Authorization Limit**

The Technical Authority may authorize individual task authorizations up to a limit of \$5,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

##### **6.1.1.3 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

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"Minimum Contract Value" means 20%.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **6.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

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

The quarterly 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 Contracting Authority no later than 10 calendar days after the end of the reporting period.

#### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

##### **For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;

- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

**For all authorized tasks:**

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

**6.1.1.5 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by Real Property Operations Unit Ontario Detachment Borden. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

**6.2 Standard Clauses and Conditions**

All clauses and conditions identified in the Contract 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.

**6.2.1 General Conditions**

[2010C \(2021-12-02\)](#), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

**6.2.2 Compliance with on-site measures, standing orders, policies, and rules**

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

**6.2.3 Suspension of the Work**

1. The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract for a period of up to 180 days. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so. While such an order is in effect, the Contractor must not remove any part of the Work from any premises without first obtaining the written consent of the Contracting Authority. Within these 180 days, the Contracting Authority must either cancel the order or terminate the Contract, in whole or in part, under section 2010C 21 (2014-09-25) Default by the Contractor or 2010C 22 (2020-05-28) Termination for convenience\_of general conditions 2010C (2021-12-02) General Condition: Services (medium complexity).
2. When an order is made under subsection 1, unless the Contracting Authority terminates the Contract by reason of default by the Contractor or the Contractor abandons the Contract, the Contractor will be entitled to be paid its additional costs incurred as a result of the suspension plus a fair and reasonable profit.
3. When an order made under subsection 1 is cancelled, the Contractor must resume work in accordance with the Contract as soon as practicable. If the suspension has affected the Contractor's ability to meet any delivery date under the Contract, the date for performing the part of the Work affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the Contracting Authority, following consultation with the Contractor, is necessary for the Contractor to resume the Work. Any equitable adjustments will be made as necessary to any affected conditions of the Contract.

### **6.3 Security Requirements**

**6.3.1** There is no security requirement applicable to the Contract.

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from date of Contract award to November 30, 2022 inclusive.

#### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### **6.4.3 Delivery Points**

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

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Long Pan  
Title: Supply Team Leader  
Public Works and Government Services Canada  
Acquisitions Branch

Telephone: 416-262-0724  
E-mail address: long.pan@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

#### **6.5.2 Technical Authority**

The Technical Authority for the Contract is: *(To be provided at Contract award)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Solicitation No. - N° de l'invitation  
W6854-210229/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
TOR018

Client Ref. No. - N° de réf. du client  
W6854-210229

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

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

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

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### **6.5.3 Contractor's Representative**

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

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

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

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

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

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

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

### **6.6 Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2019-01 of the Treasury Board Secretariat of Canada.

### **6.7 Payment**

#### **6.7.1 Basis of Payment – Firm Unit Price(s) or Firm Lot Price – Task Authorizations**

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price(s) in accordance with the basis of payment, in Annex B, as specified in the authorized TA. 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

#### **6.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ (insert at contract award). Customs duties are included and Applicable Taxes are extra.

2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **6.7.3 Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

### **6.7.4 Electronic Payment of Invoices – Contract**

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);

### **6.8 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### **6.9 Certifications and Additional Information**

#### **6.9.1 Compliance**

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Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

## 6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_

## 6.11 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 Agreement;
- (b) the general conditions [2010C \(2021-12-02\), General Conditions - Services \(Medium Complexity\)](#);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the signed Task Authorizations (including all of its annexes, if any)
- (f) the Contractor's bid dated \_\_\_\_\_. *(to be inserted at contract award)*.

## 6.12 Insurance – No Specific Requirement

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

## 6.13 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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## ANNEX A

### STATEMENT OF WORK

#### 1. Objective

Real Property Operations Unit Ontario Detachment Borden (RPOU (O) det. Borden) has a clothing rental and cleaning requirement. The clothes that need to be rented and cleaned are High Visibility Safety Apparel (HVSA) or enhanced visibility apparel, including pants, shirts, and coveralls. In addition, there is also a need to dry-clean RP Ops owned insulated bib overalls and work parkas.

#### 2. Background

RP Ops Water and Sewer Facility located in Borden, Ontario has a Water and Sewer Team responsible for treating the base's fresh water and dealing with the waste water. Occasionally, the team works in areas with ongoing traffic and requires HVSA or enhanced visibility clothing for their safety. Due to potential contact with bacteria and chemicals, each member is provided clothing, and requires an estimated 11 pieces of each item of clothing listed herein. 11 sets allows for 6 sets onsite and 5 to be sent for cleaning per week, for the current team consisting of 10 employees.

#### 3. Requirement

##### 3.1 Scope

- 3.1.1 The contractor must provide all labour, tools, material, equipment, transportation and supervision for the rental and laundering of garments for the Water and Sewer Services employees located at 164 Cambrai Road (Building O-144), Borden, Ontario. The number of employees and garments may vary over the period of the contract.
- 3.1.2 The Contractor must provide the subsequent services, not limited to the following, on an "as and when requested" basis:
- a) Weekly scheduled pick-up and delivery of garments at the location stated in Section 3.4, unless otherwise specified; garments to be returned within seven (7) days of pick up.
  - b) Plan for bag turnover by leaving a bag to replace the one that has been picked up.
  - c) Clean garments using the usual commercial processes or any other patented process to remove dirt, grime, grease or any other type of dirt. Laundry is to be returned washed and neatly pressed with uniforms on hangers.
  - d) Provide Dry clean service for DND Owned Parkas and Bib-Overalls on an "as and when requested" basis.
  - e) All articles must be tracked for billing, each employee's name and number must be listed on the invoice.
  - f) Be responsible for replacing garments which are damaged, torn, frayed, and faded due to not being durable.
  - g) Inspection of all garments for rips, loose stitching and missing buttons and repairs done automatically.
  - h) Garments must be laundered so that there is no shrinkage or fading.
  - i) Provide garments for new staff as required in a timely manner.
  - j) Individual fitting/measurement to be done at the same location as pickup and delivery location described in Section 3.3.
  - k) Supply laundry bag stands and bags sufficiently large to cover the requirement.

- l) Items will not be added to inventory without the Technical Authority's permission.
- m) Items being returned will be documented and forwarded via e-mail prior to being picked up by the Contractor.
- n) No automatic LOSS charges will be applied to invoices without communication to the Technical Authority for notification of items not being returned.
- o) There will be no restriction on the time limit for credits to be issued for items that have incurred a LOSS charge.
- p) Should a Crown employee lose or damage a garment, Canada will be responsible for the replacement cost.

### 3.2 Constraints

3.2.1 No extra costs will be charged for change of sizing or alterations;

3.2.2 No extra costs for original setup or for new employees.

### 3.3 Deliverables

3.3.1 The pickup, delivery, and individual fitting location of the clothing is 164 Cambrai Road (Building O-144), Borden ON L0M 1C0.

3.3.2 Items 3.4.1 Short Sleeved Shirts, 3.4.2 Long Sleeved Shirts, 3.4.3 Work Pants, and 3.4.4 Coveralls will be rented and cleaned as requested. Dry clean service for DND Owned Parkas and Bib-Overalls must be provided as requested.

3.4 ITEMS	Required Characteristics
3.4.1 <b>Short Sleeved Shirts</b>	<ul style="list-style-type: none"><li>a. High Visibility Safety Apparel* or Enhanced Visibility Apparel**;</li><li>b. 100% Polyester;</li><li>c. T-Shirt colours: Orange, Lime, Yellow, Black or Blue;</li><li>d. Available Sizes: Small (S), Medium (M), Large (L), Extra Large (XL), Double Extra Large (XXL), and Triple Extra Large (XXXL);</li><li>e. At a minimum, men's or unisex sizes.</li></ul>
3.4.2 <b>Long Sleeved Shirt</b>	<ul style="list-style-type: none"><li>a. High Visibility Safety Apparel or Enhanced Visibility Apparel;</li><li>b. 100% Polyester;</li><li>c. T-Shirt colours: Orange, Lime, Yellow, Black or Blue;</li><li>d. Available Sizes: Small (S), Medium (M), Large (L), Extra Large (XL), Double Extra Large (XXL), and Triple Extra Large (XXXL).</li><li>e. At a minimum, men's or unisex sizes.</li></ul>

<b>3.4.3 Work Pants</b>	<ul style="list-style-type: none"><li>a. High Visibility Safety Apparel or Enhanced-Visibility Apparel;</li><li>b. Combination of 55-70% Polyester and 30-45% Cotton;</li><li>c. Black, Blue, or Grey;</li><li>d. May be unisex or gender-specific;</li><li>e. Must have the following range of sizes available:<ul style="list-style-type: none"><li>i. Waist: between 30 and 48 inches</li><li>ii. Inseam: between 30 to 34 inches</li></ul></li><li>f. At a minimum, men's or unisex sizes.</li></ul>
<b>3.4.4 Coveralls</b>	<ul style="list-style-type: none"><li>a. High Visibility Safety Apparel or Enhanced Visibility Apparel;</li><li>b. Combination of 55-70% Polyester and 30-45% Cotton;</li><li>c. Black, Blue or Grey;</li><li>d. Available Sizes: Small (S), Medium (M), Large (L), Extra Large (XL), Double Extra Large (XXL), and Triple Extra Large (XXXL).</li></ul>

\*High Visibility Safety Apparel is defined as the following:

Where the Performance and Physical Characteristics Requirements of a garment indicates a requirement to be "high visibility", the garment must be commercially marketed with high visibility, reflective markings appropriate for working at work sites where high visibility of workers is important, such as construction sites, moving vehicle sites, or low lighting conditions.

Supporting evidence regarding the level of visibility and reflectiveness should be available in the form of certification to a specified standard such as the Canadian Standard Association's (CSA) CSA-Z96 High Visibility Safety Apparel.

\*\*Enhanced Visibility is defined as the following:

Where the Performance and Physical Characteristics Requirements of a garment indicates a requirement to have enhanced visibility, the garment must have reflective markings appropriate for working at work sites where high visibility of workers is important, such as construction sites, moving vehicle sites, or low lighting conditions.

**APPENDIX 1 TO ANNEX A: REQUIREMENT EXAMPLES**

*The images below are for reference only. Proposed products are not required to be the same as the images provided as examples.*

ITEM	EXAMPLES
<b>3.4.1 Short Sleeved Shirts</b>	 <p data-bbox="911 1014 1089 1045"><b>*Or Equivalent</b></p>
<b>3.4.2 Long Sleeved Shirt</b>	 <p data-bbox="911 1591 1089 1623"><b>*Or Equivalent</b></p>

**3.4.3 Work Pants**

**Vented:**



**\*Or Equivalent**

**3.4.4 Coveralls**



**\*Or Equivalent**

**ANNEX B****BASIS OF PAYMENT****1. Instructions:**

- 1.1 Bidders must submit firm unit pricing in Canadian funds including Canadian customs duties, excise taxes, transportation included, DDP Destination. Applicable Taxes are extra, if applicable.
- 1.2 *For evaluation purposes, a bid price analysis will be performed using firm unit prices from Annex B – Basis of Payment and estimated quantities listed in column (a) Estimated Quantity.*
- 1.3 Items may be unisex or gender-specific, but price must be the same.

**Note:** *The estimated quantities are based on previous history and forecast usage and are for evaluation purposes only. Upon contract award, all wording in italics will be deleted.*

**2. INITIAL CONTRACT PERIOD: Contract award to November 30, 2022 – Year 1**

<b>2.1 Rental of uniforms for Water and Sewer Staff</b>				
ITEM	Unit	<i>Estimated Quantity (a)</i>	Price per unit per month (b)	<i>Extended Price (a) x (b)</i>
2.1.1 Short Sleeved Shirts	EACH	110	\$	\$
2.1.2 Long Sleeved Shirt	EACH	110	\$	\$
2.1.3 Work Pants	EACH	110	\$	\$
2.1.4 Coveralls	EACH	110	\$	\$
<b>Section 2.1 – Extended Price (A) - Estimated Monthly Total Laundry Cost</b>				\$

<b>2.2 Laundry of uniforms for Water and Sewer Staff</b>				
ITEM	Unit	<i>Estimated Quantity (a)</i>	Price per unit per month (b)	<i>Extended Price (a) x (b)</i>
2.2.1 Short Sleeved Shirts	EACH	110	\$	\$
2.2.2 Long Sleeved Shirt	EACH	110	\$	\$
2.2.3 Work Pants	EACH	110	\$	\$
2.2.4 Coveralls	EACH	110	\$	\$
2.2.5 Work Parkas with High Visibility markings and Insulated Bib Overalls	EACH	10	\$	\$
<b>Section 2.2 – Extended Price (B) Estimated Monthly Total Laundry Cost</b>				\$

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<b>2.3 Replacement Fees</b>	Unit	Estimated Quantity (a)	Price Per Unit (b)	Extended Price (a) x (b)
Item lost or Damaged Beyond Repair: Short Sleeved Shirt	EACH	5		\$
Item lost or Damaged Beyond Repair: Long Sleeved Shirt	EACH	5		\$
Item lost or Damaged Beyond Repair: Work Pants	EACH	5		\$
Item lost or Damaged Beyond Repair: Coveralls	EACH	5		\$
<b>Section 2.3 – Extended Price (C) - Estimated Total</b>				\$

**TOTAL EXTENDED PRICE – YEAR 1 (A+B+C) = \$**

**3. OPTION PERIOD 1: December 1, 2022 to November 30, 2023 – Year 2**

<b>3.1 Rental of uniforms for Water and Sewer Staff</b>				
ITEM	Unit	Estimated Quantity (a)	Price per unit per month (b)	Extended Price (a) x (b)
3.1.1 Short Sleeved Shirts	EACH	110	\$	\$
3.1.2 Long Sleeved Shirt	EACH	110	\$	\$
3.1.3 Work Pants	EACH	110	\$	\$
3.1.4 Coveralls	EACH	110	\$	\$
<b>Section 3.1 – Extended Price (A) - Estimated Monthly Total Laundry Cost</b>				\$

<b>3.2 Laundry of uniforms for Water and Sewer Staff</b>				
ITEM	Unit	Estimated Quantity (a)	Price per unit per month (b)	Extended Price (a) x (b)
3.2.1. Short Sleeved Shirts	EACH	110	\$	\$
3.2.2 Long Sleeved Shirt	EACH	110	\$	\$
3.2.3 Work Pants	EACH	110	\$	\$
3.2.4 Coveralls	EACH	110	\$	\$
3.2.5 Work Parkas with High Visibility markings and Insulated Bib Overalls	EACH	10	\$	\$
<b>Section 3.2 – Extended Price (B) - Estimated Monthly Total Laundry Cost</b>				\$

	Unit	Estimated Quantity (a)	Price Per Unit (b)	Extended Price (a) x (b)
<b>3.3 Replacement Fees</b>				
Item lost or Damaged Beyond Repair: Short Sleeved Shirt	EACH	5		\$
Item lost or Damaged Beyond Repair: Long Sleeved Shirt	EACH	5		\$
Item lost or Damaged Beyond Repair: Work Pants	EACH	5		\$
Item lost or Damaged Beyond Repair: Coveralls	EACH	5		\$
<b>Section 3.3 – Extended Price (C) - Estimated Total</b>				\$

**TOTAL EXTENDED PRICE – YEAR 2 (A+B+C) = \$**

**4. OPTION PERIOD 2: December 1, 2023 to November 30, 2024 – Year 3**

<b>4.1 Rental of uniforms for Water and Sewer Staff</b>				
ITEM	Unit	Estimated Quantity (a)	Price per unit per month (b)	Extended Price (a) x (b)
4.1.1. Short Sleeved Shirts	EACH	110	\$	\$
4.1.2 Long Sleeved Shirt	EACH	110	\$	\$
4.1.3 Work Pants	EACH	110	\$	\$
4.1.4 Coveralls	EACH	110	\$	\$
<b>Section 4.1 – Extended Price (A) - Estimated Monthly Total Laundry Cost</b>				\$

<b>4.2 Laundry of uniforms for Water and Sewer Staff</b>				
ITEM	Unit	Estimated Quantity (a)	Price per unit per month (b)	Extended Price (a) x (b)
4.2.1. Short Sleeved Shirts	EACH	110	\$	\$
4.2.2 Long Sleeved Shirt	EACH	110	\$	\$
4.2.3 Work Pants	EACH	110	\$	\$
4.2.4 Coveralls	EACH	110	\$	\$
4.2.5 Work Parkas with High Visibility markings and Insulated Bib Overalls	EACH	10	\$	\$
<b>Section 4.2 – Extended Price (B) - Estimated Monthly Total Laundry Cost</b>				\$

	Unit	Estimated Quantity (a)	Price Per Unit (b)	Extended Price (a) x (b)
<b>4.3 Replacement Fees</b>				
Item lost or Damaged Beyond Repair: Short Sleeved Shirt	EACH	5		\$
Item lost or Damaged Beyond Repair: Long Sleeved Shirt	EACH	5		\$
Item lost or Damaged Beyond Repair: Work Pants	EACH	5		\$
Item lost or Damaged Beyond Repair: Coveralls	EACH	5		\$
<b>Section 4.3 – Extended Price (C) - Estimated Total</b>				\$

**TOTAL EXTENDED PRICE – YEAR 3 (A+B+C) = \$**

**5. OPTION PERIOD 3: December 1, 2024 to November 30, 2025 – Year 4**

<b>5.1 Rental of uniforms for Water and Sewer Staff</b>				
ITEM	Unit	Estimated Quantity (a)	Price per unit per month (b)	Extended Price (a) x (b)
5.1.1. Short Sleeved Shirts	EACH	110	\$	\$
5.1.2 Long Sleeved Shirt	EACH	110	\$	\$
5.1.3 Work Pants*	EACH	110	\$	\$
5.1.4 Coveralls	EACH	110	\$	\$
<b>Section 5.1 – Extended Price (A) - Estimated Monthly Total Laundry Cost</b>				\$

<b>5.2 Laundry of uniforms for Water and Sewer Staff</b>				
ITEM	Unit	Estimated Quantity (a)	Price per unit per month (b)	Extended Price (a) x (b)
5.2.1 Short Sleeved Shirts	EACH	110	\$	\$
5.2.2 Long Sleeved Shirt	EACH	110	\$	\$
5.2.3 Work Pants	EACH	110	\$	\$
5.2.4 Coveralls	EACH	110	\$	\$
5.2.5 Work Parkas with High Visibility markings and Insulated Bib Overalls	EACH	10	\$	\$
<b>Section 5.2 – Extended Price (B) - Estimated Monthly Total Laundry Cost</b>				\$

	Unit	Estimated Quantity (a)	Price Per Unit (b)	Extended Price (a) x (b)
<b>5.3 Replacement Fees</b>				
Item lost or Damaged Beyond Repair: Short Sleeved Shirt	EACH	5		\$
Item lost or Damaged Beyond Repair: Long Sleeved Shirt	EACH	5		\$
Item lost or Damaged Beyond Repair: Work Pants	EACH	5		\$
Item lost or Damaged Beyond Repair: Coveralls	EACH	5		\$
<b>Section 5.3 – Extended Price (C) - Estimated Total</b>				\$

**TOTAL EXTENDED PRICE – YEAR 4 (A+B+C) = \$**

**6. OPTION PERIOD 4: December 1, 2025 to November 30, 2026 – Year 5**

<b>6.1 Rental of uniforms for Water and Sewer Staff</b>				
ITEM	Unit	Estimated Quantity (a)	Price per unit per month (b)	Extended Price (a) x (b)
6.1.1 Short Sleeved Shirts	EACH	110	\$	\$
6.1.2 Long Sleeved Shirt	EACH	110	\$	\$
6.1.3 Work Pants*	EACH	110	\$	\$
6.1.4 Coveralls	EACH	110	\$	\$
<b>Section 6.1 – Extended Price (A) - Estimated Monthly Total Laundry Cost</b>				\$

<b>6.2 Laundry of uniforms for Water and Sewer Staff</b>				
ITEM	Unit	Estimated Quantity (a)	Price per unit per month (b)	Extended Price (a) x (b)
6.2.1 Short Sleeved Shirts	EACH	110	\$	\$
6.2.2 Long Sleeved Shirt	EACH	110	\$	\$
6.2.3 Work Pants	EACH	110	\$	\$
6.2.4 Coveralls	EACH	110	\$	\$
6.2.5 Work Parkas with High Visibility markings and Insulated Bib Overalls	EACH	10	\$	\$
<b>Section 6.2 – Extended Price (B) - Estimated Monthly Total Laundry Cost</b>				\$

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	Unit	<i>Estimated Quantity</i> (a)	Price Per Unit (b)	<i>Extended Price</i> (a) x (b)
<b>6.3 Replacement Fees</b>				
Item lost or Damaged Beyond Repair: Short Sleeved Shirt	EACH	5		\$
Item lost or Damaged Beyond Repair: Long Sleeved Shirt	EACH	5		\$
Item lost or Damaged Beyond Repair: Work Pants	EACH	5		\$
Item lost or Damaged Beyond Repair: Coveralls	EACH	5		\$
<b>Section 6.3 – Extended Price (C) - Estimated Total</b>				\$

**TOTAL EXTENDED PRICE – YEAR 5 (A+B+C) = \$**

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**ANNEX C**

**DND 626 TASK AUTHORIZATION FORM**

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**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

<p>All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.</p>		<p>Contract no. - N° du contrat</p>
		<p>Task no. - N° de la tâche</p>
<p>Amendment no. - N° de la modification</p>	<p>Increase/Decrease - Augmentation/Réduction</p>	<p>Previous value - Valeur précédente</p>
<p>To - À</p>	<p><b>TO THE CONTRACTOR</b> You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b> Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
<p>Delivery location - Expédiez à</p>		
<p>Delivery/Completion date - Date de livraison/d'achèvement</p>	<p>Date _____ for the Department of National Defence pour le ministère de la Défense nationale</p>	
<p>Contract item no. N° d'article du contrat</p>	<p>Services</p>	<p>Cost Prix</p>
		<p><b>GST/HST TPS/TVH</b></p>
		<p><b>Total</b></p>
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. <b>NE S'APPLIQUE QU'ÀUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

DND 626 (01-05)

Design: Forms Management 993-4050  
Conception: Gestion des formulaires 993-4062

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### Instructions for completing DND 626 - Task Authorization

**Contract no.**

Enter the PWGSC contract number in full.

**Task no.**

Enter the sequential Task number.

**Amendment no.**

Enter the amendment number when the original Task is amended to change the scope or the value.

**Increase/Decrease**

Enter the increase or decrease total dollar amount including taxes.

**Previous value**

Enter the previous total dollar amount including taxes.

**To**

Name of the contractor.

**Delivery location**

Location where the work will be completed, if other than the contractor's location.

**Delivery/Completion date**

Completion date for the task.

**for the Department of National Defence**

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

**Services**

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

**Cost**

The cost of the Task broken out into the individual costed items in **Services**.

**GST/HST**

The GST/HST cost as appropriate.

**Total**

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

**Applicable only to PWGSC contracts**

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

**Note:**

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

### Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

**N° du contrat**

Inscrivez le numéro du contrat de TPSGC en entier.

**N° de la tâche**

Inscrivez le numéro de tâche séquentiel.

**N° de la modification**

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

**Augmentation/Réduction**

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

**Valeur précédente**

Inscrivez le montant total précédent, y compris les taxes.

**À**

Nom de l'entrepreneur.

**Expédié à**

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

**Date de livraison/d'achèvement**

Date d'achèvement de la tâche.

**pour le ministère de la Défense nationale**

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

**Services**

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliqueront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

**Prix**

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

**TPS/TVH**

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

**Total**

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

**Ne s'applique qu'aux contrats de TPSGC**

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débuter les travaux.

**Nota :**

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

**Annex D**

**Technical Evaluation**

**1. Mandatory Technical Criteria**

**Instructions:**

- 1.1 The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Bidders must provide the necessary documentation to support compliance with the requirements, including technical data sheets, specifications, brochures and/or other relevant technical documentation describing the goods and services offered and demonstrating compliancy.
- 1.2 Failure to meet any of the mandatory technical criteria will render the bid non-responsive and it will be given no further consideration.
- 1.3 Where references are required, the provided information may be verified with the Bidder's reference to confirm its accuracy. If the information verification does not match the requirements, then the Bid may be declared non responsive.
- 1.4 The Bidder must either provide a reference to their technical proposal where information can be found that clearly shows how the requirement is met by the proposed solution, or provide a description of how the requirement is met.
- 1.6 At a minimum, men's or unisex sizes are required.

No.	Mandatory Technical Criteria	Page # (Identify page number in proposal where the information can be found)
M1	<p><b>Bidder's Experience</b></p> <p>To demonstrate experience, the Bidder must provide details of one Contract that took place within the last 15 years as of bid closing.</p> <p>The contract must be worth a minimum of \$5,000.00 per year that includes laundry cleaning and clothing rental services of a minimum of 10 uniforms per month.</p> <p>The following details must be included:</p> <ul style="list-style-type: none"> <li>a) Name of customer or organization;</li> <li>b) Reference Contact Information :               <ul style="list-style-type: none"> <li>i. Name and Title;</li> <li>ii. Telephone Number and/or E-mail Address;</li> </ul> </li> <li>c) Length of contract;</li> <li>d) Contract Value;</li> <li>e) Amount of clothes rented per month;</li> <li>f) Brief description of work under the contract.</li> </ul>	

For **M2 to M5**, the bidder must provide the following:

- a) One technical data sheet per each item for a total of 4 sheets. Each technical data sheet must describe the characteristics of its related item.
- b) A minimum of **one** colour picture for each item.

The bidder must propose a maximum of one product per item.

**Note to bidders:** For each required item, **only one proposed item will be evaluated**. If more than one item is proposed, only the first one will be evaluated as it appears in the bid.

Should the first proposed product for the item be deemed non-compliant, no consideration will be given to the additional products.

<b>M2</b>	<p><b>Short Sleeved Shirts</b></p> <ul style="list-style-type: none"> <li>a) High Visibility Safety Apparel* or Enhanced Visibility Apparel**;</li> <li>b) 100% Polyester;</li> <li>c) Must be one of the following colours: Orange, Lime, Yellow, Black or Blue;</li> <li>d) The following sizes must be available: <ul style="list-style-type: none"> <li>i. Small (S),</li> <li>ii. Medium (M),</li> <li>iii. Large (L),</li> <li>iv. Extra Large (XL),</li> <li>v. Double Extra Large (XXL), and</li> <li>vi. Triple Extra Large (XXXL).</li> </ul> </li> </ul>	
<b>M3</b>	<p><b>Long Sleeved Shirts</b></p> <ul style="list-style-type: none"> <li>a) High Visibility Safety Apparel or Enhanced Visibility Apparel;</li> <li>b) 100% Polyester;</li> <li>c) Must be one of the following colours: Orange, Lime, Yellow, Black or Blue;</li> <li>d) The following sizes must be available: <ul style="list-style-type: none"> <li>i. Small (S),</li> <li>ii. Medium (M),</li> <li>iii. Large (L),</li> <li>iv. Extra Large (XL),</li> <li>v. Double Extra Large (XXL), and</li> <li>vi. Triple Extra Large (XXXL).</li> </ul> </li> </ul>	
<b>M4</b>	<p><b>Work Pants</b></p>	

	<ul style="list-style-type: none"> <li>a) High Visibility Safety Apparel or Enhanced Visibility Apparel;</li> <li>b) Combination of 55-70% Polyester and 30-45% Cotton;</li> <li>c) Must be one of the following colours: Black, Blue, or Grey;</li> <li>d) May be unisex or gender-specific;</li> <li>e) Must have sizes available in the following range of measurements: <ul style="list-style-type: none"> <li>i. Waist: between 30 and 48 inches</li> <li>ii. Inseam: between 30 to 34 inches</li> </ul> </li> </ul>	
<p><b>M5</b></p>	<p><b>Coveralls</b></p> <ul style="list-style-type: none"> <li>a) High Visibility Safety Apparel or Enhanced Visibility Apparel;</li> <li>b) Combination of 55-70% Polyester and 30-45% Cotton;</li> <li>c) Must be one of the following colours: Black, Blue or Grey;</li> <li>d) The following sizes must be available : <ul style="list-style-type: none"> <li>i. Small (S),</li> <li>ii. Medium (M),</li> <li>iii. Large (L),</li> <li>iv. Extra Large (XL),</li> <li>v. Double Extra Large (XXL), and</li> <li>vi. Triple Extra Large (XXXL)</li> </ul> </li> </ul>	

*\*High Visibility Safety Apparel is defined as the following:*

*Where the Performance and Physical Characteristics Requirements of a garment indicates a requirement to be "high visibility", the garment must be commercially marketed with high visibility, reflective markings appropriate for working at work sites where high visibility of workers is important, such as construction sites, moving vehicle sites, or low lighting conditions.*

*Supporting evidence regarding the level of visibility and reflectiveness should be available in the form of certification to a specified standard such as the Canadian Standard Association's (CSA) CSA-Z96 High Visibility Safety Apparel.*

*\*\*Enhanced Visibility is defined as the following:*

*Where the Performance and Physical Characteristics Requirements of a garment indicates a requirement to have enhanced visibility, the garment must have reflective markings appropriate for working at work sites where high visibility of workers is important, such as construction sites, moving vehicle sites, or low lighting conditions.*

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**ANNEX E to PART 3 OF THE BID SOLICITATION**

**ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder 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);

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**ANNEX 'F' to PART 5 of the Bid Solicitation**  
**ADDITIONAL CERTIFICATIONS**

**1. Board of Directors**

In accordance with Part 5 - Certifications and Additional Information, Article 5.2.1, Integrity Provisions – Required Documentation, the required documentation which needs to be provided is a complete list of names of all individuals who are currently directors of the Offeror before contract award. Offeror's are requested to provide this information in their bid.

Director Name - \_\_\_\_\_ Title: \_\_\_\_\_

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

In accordance with Section 02, Procurement Business Number of the [2006](#) (2019-03-04) Standard Instructions – Request for Standing Offers - Goods or Services - Competitive Requirements, Suppliers are required to have a Procurement Business Number (PBN) before contract award. Offeror are requested to provide their PBN with their bid.

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

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