

CANADIAN HERITAGE**REQUEST FOR STANDING OFFER**

REQUEST NUMBER: 10211511

TITLE OF PROJECT: Rental of Truck or Trailer Mounted LED video walls

REQUEST DATE: August 29, 2022

CLOSING DATE AND TIME: October 21, 2022, at 2:00 p.m., EDT

ADDRESS ALL ENQUIRIES: Nicole Sabourin
Procurement and Contract Specialist
Contracting and Materiel Management Directorate
Canadian Heritage
Tel: (819) 271-7204
E-mail: contrats-contracting@pch.gc.ca

The Department of Canadian Heritage has a requirement for the above services to be carried out in accordance with the Statement of Work attached hereto as Annex "A". The services are to be performed during the period commencing upon the date of award of the contract and are to be completed by November 30, 2025, as detailed in the Statement of Work. Canada reserves the right to extend the period of the Standing Offer for an additional two (2) one (1) year periods.

If you are interested in undertaking this project, submit your bid by **2 p.m. EDT: October 21, 2022**, by using the following accepted submission method:

IMPORTANT: Submission via e-mail

Please, note that because of the present circumstances associated with the COVID-19 virus, PCH will exceptionally only accept offers by e-mail. Offers transmitted by facsimile or mail to PCH will not be accepted.

The PCH e-mail server cannot accept any e-mail transmission that is 14 MB or plus. It is the responsibility of the Offeror to assure that their complete e-mail offer be delivered to PCH by the specified date and time. Indicate the title of the Request for Standing Offers (RFSO) in the e-mail object, the e-mail address is the following:

Contrats/Contracting (PCH)
contrats-contracting@pch.gc.ca
RFSO : 10211511
Attention : Nicole Sabourin

If due to e-mail or document size issues it is necessary to send documents using more than one e-mail, this is acceptable, but they must be referenced to each other. Offers that arrive after the specified date and time will not be accepted. Offerors are encouraged to keep a confirmation that the e-mail was sent and delivered.

Offerors submitting a proposal are also requested to complete the Offer of Services attached at Annex "D".

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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:

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|--------|---|
| 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 and Attachments include the Statement of Work, the Mandatory Evaluation Criteria, the Basis of Payment, the Offer of Services Form, the Security Requirements Check List, the Insurance Requirements, the 942 Form - Call-up against a Standing Offer and the Attachment 1 to Annex "C" Rental Periods.

1.2 Summary

The Department of Canadian Heritage (PCH) is looking for up to eight (8) suppliers to provide Truck or Trailer Mounted LED Video Walls under Standing Offer Agreements for various events and celebrations held in the National Capital Region (NCR). The Standing Offer is to be awarded for a period of approximately three (3) years with the option of extending them for up to two (2) additional one (1) year periods. This may include events that recur year to year or one-off special events that occur on an as required basis.

Up to two (2) Standing Offers may be issued for each of the four (4) categories, as detailed in the Statement of Work at Annex "A".

The requirement is subject to the provisions of the following trade agreements:

- World Trade Organization-Agreement on Government Procurement (WTO-AGP)

- Comprehensive Economic and Trade Agreement (CETA)
- Canadian Free Trade Agreement (CFTA)
- North American Free Trade Agreement (NAFTA)
- Canada-Chile Free Trade Agreement (CCFTA)
- Canada-Colombia Free Trade Agreement
- Canada-Peru Free Trade Agreement (CPFTA)
- Canada-Panama Free Trade Agreement
- Canada-Korea Free Trade Agreement (CKFTA)
- Canada-Honduras Free Trade Agreement

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

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 Other Information

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$26,400 for goods and \$105,700 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services or to determine if your concerns are within the Ombudsman's mandate, please see the Procurement Ombudsman Regulations or visit the OPO website.

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](#) (2022-03-29) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.2 Submission of Offers

Offers must be submitted only to Canadian Heritage (PCH) electronically via email to contrats-contracting@pch.gc.ca by the date and the time indicated on page 1 of the Request for Standing Offer.

Due to the nature of the Request for Standing Offer, offers transmitted by facsimile 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 FPS, 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,

"fee abatement formula" means the formula applied in the determination of the maximum fee payable during the one-year fee abatement period when the successful bidder is a former public servant in receipt of a pension paid under the Public Service Superannuation Act.

"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:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. 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 FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. 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: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? Yes () No ()

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) business 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.

2.5 Applicable Laws

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

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

2.6 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

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

Please note that because of the present circumstances associated with the COVID-19 virus, PCH will exceptionally only accept offers/proposals by e-mail at contrats-contracting@pch.gc.ca. Offers transmitted by facsimile or mail to PCH will not be accepted.

3.1.1 Submission via e-mail

IMPORTANT: The PCH e-mail server cannot accept any e-mail transmission that is 14 MB or more. It is the responsibility of the Offeror/Bidder to assure that their complete e-mail offer be delivered to PCH by the specified date and time. If due to e-mail or document size issues it is necessary to send documents using more than one e-mail, this is acceptable, but they must be referenced to each other. Offers/proposals that arrive after the specified date and time will not be accepted.

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

- Section I: Mandatory Evaluation Criteria
- Section II: Financial Offer
- Section III: Certifications
- Section IV: Additional Information

Canada requests that offerors follow the format instructions described below in the preparation of their offer:

- (a) use a numbering system that corresponds to the RFSO

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, Offerors 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: Mandatory Evaluation Criteria

In their mandatory 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 Annex C, "Basis of Payment". Offerors must submit daily and weekly rates for each of the categories for which they are submitting an Offer. Categories are defined in the Statement of Work at Annex "A".

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 mandatory technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine if there are two or more offers with a valid Canadian Content certification with the offers coming from two or more Offerors that are not affiliated within the meaning used in the *Competition Act*, R.S.C., 1985, c. C-34. In that event, only those offers with a valid certification will be eligible to be issued a standing offer; otherwise, all offers will be eligible. If at any point in the evaluation process it is found, whether by determination of invalidity of certifications, determination that offers are non-responsive or withdrawal of offers by Offerors, that there are no longer two (2) or more responsive offers with a valid certification, then all responsive offers will be eligible to be issued a standing offer. Canada may conduct the validation of Canadian content certifications at any time in the evaluation process including doing so concurrently with other steps.

4.1.1 Mandatory Evaluation Criteria

Each offer will be reviewed to determine whether it meets the mandatory requirements of the Request for Standing Offer. Any element of the Request for Standing Offer that is identified specifically with the words “must” or “mandatory” is a mandatory requirement. Offers that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified. The Mandatory evaluation criteria are described in **Annex “A” – Statement of Work and Annex “B” - Mandatory Evaluation Criteria**.

4.1.2 Financial Evaluation

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

LOWEST EVALUATED PRICES

4.2.1 To be declared responsive, an Offer must:

- (a) Comply with all the requirements of the Request for Standing Offer; and
- (b) Meet the mandatory technical criteria in Annex “A” and Annex “B”.
- (c) Offers not meeting (a) or (b) will be declared non-responsive. The two (2) responsive offers for each of the four (4) categories of truck or trailer mounted LED video walls described in the Statement of Work at Annex “A” with the lowest evaluated prices will be recommended for issuance of a Standing Offer. The evaluated price is based on a typical requirement for each of the four (4) categories. Each of the typical requirements is described in Annex “A” – Statement of Work for the Purpose of the Financial Evaluation. Offerors are advised to read the Explanatory Notes for completing their Financial Proposal at Attachment 1 to Annex “C” when preparing their financial proposal.

4.2.2 Offerors should note that all contracts are subject to PCH's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Notwithstanding that an Offeror may have been recommended for Standing Offer award, issuance

of any Standing Offer will be contingent upon internal approval. If such approval is not given, no Standing Offer will be awarded.

- 4.2.3** An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory evaluation criteria to be declared responsive. The two (2) responsive offers with the lowest evaluated price per category will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

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

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

PART 6 – SECURITY AND INSURANCE REQUIREMENTS

6.1 Security Requirements

6.1.1 Before issuance of a standing offer, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
- (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer; and
- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

6.1.2 Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

6.1.3 For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex "F".

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

7.2.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer:

7.2.1.1 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)

7.2.1.2 The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **Reliability Status**, granted or approved by CISD/PWGSC

7.2.1.3 Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC

7.2.1.4 The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex "E".
- (b) Industrial Security Manual (Latest Edition)

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 (2022-01-28) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

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 the Date of Award to November 30, 2025.

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 two (2) one (1) year periods, from December 1, 2025, to November 30, 2027, 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 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:

Nicole Sabourin
Procurement and Contract Specialist
Canadian Heritage
Contracting and Materiel Management Directorate
15 Eddy Street, 9th Floor
Gatineau, QC K1A 0M5
Tel: (819) 271-7204
E-mail: contrats-contracting@pch.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

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

7.5.3 Technical Authority

The Technical Authority will be identified at time of issuance of a Call-up against the Standing Offer.

7.5.4 Offeror's Representative

To be determined at issuance of the Standing Offer

7.6 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.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: **Canadian Heritage (PCH)**.

7.8 Call-up Procedures

- a) Each Call-up results in a separate contract between Canada and the Offeror.
- b) The Offeror acknowledges that no costs incurred before the receipt of a signed Call-up can be charged to this Standing Offer or any Call-ups made against it.
- c) The Offeror acknowledges and agrees that the terms and conditions set out in the Resulting Contract Clauses that form part of this Standing Offer apply to every Call-up made under this SO.
- d) **Multiple SOs:** The Offeror acknowledges that multiple SOs will be issued for this requirement. Call-ups will be allocated among the Offerors in accordance with the call-up process described below.
- e) **Only Authorized Call-ups to be Accepted:** The Offeror agrees only to perform individual Call-ups made by an authorized representative of Canada under this Standing Offer outlined below.
- f) **Ranking and Methodology for Multiple SOs:** If more than one SO is authorized per category of truck or trailer mounted LED video walls, the following ranking methodology and call-up procedures will be used:

Multiple Standing Offers - Right of First Refusal

As more than one Standing Offer could be awarded for each category of truck or trailer mounted LED video walls (1 to 4) specified in the Statement of Work (Annex A), a request to perform work will be sent to the first ranked contractor in the specific category in the contractor's order of ranking below.

If that contractor confirms in writing that it is unable to provide the required services as a result of previous commitments under one or more than one authorized call-up, the request will be forwarded to the next highest ranked contractor in the Contractors' order of ranking until another contractor in the ranking can perform the task. If no contractor in the ranking can supply the required equipment and labour, Canada reserves the right to acquire the equipment and labour by other means. A contractor in the ranking may advise the Project Authority and the Contracting Authority in writing that it is unable to carry out additional tasks as a result of previous commitments under one or more than one authorized call-up and no request will be sent to that contractor until that contractor has given notice in writing to the Project Authority and the Contracting Authority that it is available to supply the services.

Up to two (2) Standing Offers for each of the four (4) categories of truck or trailer mounted LED video walls will be awarded as a result of PCH bid solicitation number: 10211511. The contractor's order of ranking is as follows:

Category ___ (1 to 4 will be indicated):

Ranked first: *Contractor to be determined*

Ranked second: *Contractor to be determined*

7.9 Call-up Instrument

The Work will be authorized or confirmed by Canadian Heritage using form 942 – Call up Against a Standing Offer (Form attached at Annex "G").

7.10 Non-Standing Offer Items

Identified Users may incorporate up to 25% or \$25,000.00 (the lesser of the two) of non-Standing Offer items within the Call-up (including applicable taxes).

7.11 Official Languages

The Department is under the obligation to respect the spirit and the letter of the Official Languages Act R.S.1985,C.31 (4th Suppl.). It is therefore imperative that the Contractor when representing the Crown ensures that verbal communications are in the preferred official language of the participants. Written communications will be in the language(s) of the participants and must be submitted to the Project Authority before they are issued. If participants are required to communicate by telephone with the Contractor or his/her representatives, the Contractor must ensure that all persons, including receptionists and other contacts who will be receiving these calls, are bilingual.

7.12 Green Procurement

The Contractor should make every effort to ensure that all documents prepared or delivered under this contract are printed double-sided on Ecologo certified recycled paper or on paper with equivalent post-consumer recycled content, to the extent it is procurable.

It is desirable that the Contractor, in provisioning the Service, procure electronic equipment, such as computer equipment, peripherals and telephony equipment, that meet the most current ENERGY STAR technical specifications for energy efficiency and other environmental specifications such as ISO 14000, WEEE, RoSH, EPEAT and IEEE 1680 standards, without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for GC customers.

It is desirable that the Contractor, in provisioning the Service, procures equipment and implements solutions that minimize the overall energy use without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for GC customers.

It is desirable that the Contractor abide by the guidelines set by the Electronics Product Stewardship Canada's organization for the disposal and recycling of electronic products owned by the Contractor and used to deliver the Service whether this equipment is located on the Contractor's premises or on GC customer premises.

7.13 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 (2022-01-28), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2022-01-28) General Conditions - Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex C, Basis of Payment ;
- g) Annex E, Security Requirements Check List;
- h) Annex F, Insurance Requirements;
- i) the Offeror's offer dated _____ (*to be provided at Contract award*)

7.14 Certifications and Additional Information

7.14.1 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.

7.15 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 _____ (*to be determined at issuance of the Standing Offer*).

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 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

[2010C](#) (2022-01-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

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.

7.4 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.

7.5 Payment

7.5.1 Basis of Payment

The Contractor will be paid in accordance with the Basis of Payment attached hereto as Annex "C", for Work performed under the Call-up against the Standing Offer.

7.5.2 Limitation of Expenditure

- a) The Contractor will be paid for Work performed under each approved call-up, in accordance with the Basis of Payment at Annex "C" of the Standing Offer.
- b) Canada's total liability to the Contractor under any resultant Call-up will not exceed the Total Price specified in the Call-up.

7.5.3 Method of Payment

SACC Manual clause [H1000C](#) (2008-05-12) – Single Payment

7.5.4 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using the following Electronic Payment Instrument:

- a. Direct Deposit

7.6 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.

Invoices must be forwarded to the Project Authority for certification and payment.

7.7 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex "F". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.8 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

ANNEX "A"

STATEMENT OF WORK

1. Title

Rental of Truck or Trailer Mounted LED video walls

2. Introduction

The Department of Canadian Heritage (PCH) is looking for up to eight (8) suppliers to provide Truck or Trailer Mounted LED Video Screens under Standing Offer Agreements for various events and celebrations held in the National Capital Region (NCR). This may include events that recur year to year or one-off special events that occur on an as required basis.

3. Objectives of the Requirement

The Offeror will be tasked in the delivery, installation, operation and removal of an all-inclusive truck or trailer mounted systems including video screens and necessary support equipment packages. In general, this would refer to any LED video screen that is housed, self-contained within a truck or trailer and raised into position by hydraulic or other mechanical means. The packages are divided into four sizes as outlined in Section 5.2 of this document.

4. Background and Specific Scope of the Requirement

PCH produces or provides support to a variety of public events in the NCR including Canada Day, Winterlude and Remembrance Day as well as one-time special events. These events will often make use of LED Video Screen equipment for artistic support, public broadcast viewing, video messaging and other support requirements. On some events, a self-contained trailer or truck mounted system will be more practical than a site-built system due to issues such as lack of power or time constraints.

Requirements will change from event to event and from site to site. The purpose of establishing Standing Offer Agreements is to establish a baseline set of equipment from which PCH can draw upon in order to support both PCH's regular and one-time events with standard packages. The specifics of each event (times, dates and duration) will vary but all technical call ups will be done within the scope of the Standing Offer.

5. Requirements

5.1 Tasks

The Offeror shall supply one or more systems that conform to the technical specifications set out below.

For each event PCH will inform the Offeror of locations and times where the systems are required. PCH will arrange access points and times of access. The Offeror will need to supply names and dates of birth for all personnel for purposes of security clearances. This information must be supplied two weeks in advance of the event.

The Offeror must supply the make(s), model(s) and license plate number(s) for all vehicles and trailers entering work sites.

For all events, the system must be positioned, assembled and ready for public viewing one (1) hour before the start of the event.

The Offeror will ensure that the systems are continuously staffed as required for the duration of the event.

5.2 Specifications and Standards

The following technical specifications are the minimum General Requirements for Category 1 to 4 for offers to be considered.

- The screen must have a pixel pitch no greater than 9mm.
- The screen must have a minimum brightness of 5000 nits.
- The screen must have a viewing angle of a minimum of 120 degrees in the horizontal plane and 100 degrees in the vertical plane.
- The screen and system must be certified for use outdoors uncovered in all weather conditions that might be expected.
- The screen must be able to rotate a minimum of 270 degrees from its starting deployment in order to find the optimal viewing angle.
- The screen must be able to resist wind loading of up to 60 km/hour in the raised position.
- The system must be able to generate electricity for its operation for a minimum of 12 hours or be able to accept shore power where available.
- Where shore power is available provide discounted pricing to account for fuel cost.
- The screen must bear a recognized electrical certification for use outdoors in Canada.

Category 1: 14 feet to 19 feet width

The video screen shall have an active viewing area of between 14 feet and 19 feet width with an available pixel height to suit a 16:9 aspect ratio.

A screen may be constructed in any other aspect ratio provided the active viewable area conforms to a 16:9 aspect ratio within the above noted dimensions without alteration by compression or elongation of the video picture.

System should be compact and lightweight to be towed by a pick-up truck or similar vehicle and should not require a tractor. (Use of a tractor will be permitted if confirmed in advance. Use of a tractor will not be permitted where factors such as accessibility and ground loading do not permit).

Category 2: 20 feet to 27 feet width

The video screen shall have an active viewing area of between 20 feet and 27 feet width with an available pixel height to suit a 16:9 aspect ratio.

A screen may be constructed in any other aspect ratio provided the active viewable area conforms to a 16:9 aspect ratio within the above noted dimensions without alteration by compression or elongation of the video picture.

Category 3: 28 feet to 35 feet

The video wall shall have a viewing size of between 28 feet and 35 feet width with an available pixel height to suit a 16:9 aspect ratio.

A screen may be constructed in any other aspect ratio provided the active viewable area conforms to a 16:9 aspect ratio within the above noted dimensions without alteration by compression or elongation of the video picture.

Category 4: 36 feet to 44 feet

The video wall shall have a viewing size of between 36 feet and 44 feet width with an available pixel height to suit a 16:9 aspect ratio.

A screen may be constructed in any other aspect ratio provided the viewable area conforms to a 16:9 aspect ratio within the above noted dimensions without alteration by compression or elongation of the video picture.

5.3 Technical, Operational and Organizational Environment

The Offeror will be tasked in handling and routing the artistic video program as well as partner messaging to the LED screen for viewing by the live audience. This will be achieved by equipment and personnel supplied by the Offeror. Sources of signals could include computer generated stills, graphic or movie files, video program from a broadcaster and these could originate from a stage or from the control room. The purpose is to increase the visitors' experience. All compatibility issues regarding content will be handled by the PCH project authority. The end user is Canadian Heritage.

5.4 Project Management Control Procedures

PCH will provide the following information to the Offeror for each requirement:

- The quantities and categories required;
- The dates, times and locations for installation;
- The first draft of a production schedule including times for rehearsals and operation;
- The times for dismantle and removal;
- The specific site safety and security requirements; and
- A final site plan identifying infrastructure locations and a production schedule at least one week prior to each event.

The Offeror shall provide the following to the PCH Technical Authority for each requirement:

- A confirmation of availability (email) within 5 business days (time extension may be granted for technically complex projects or shortened by mutual agreement for time sensitive projects).
- Details of any products or services outside of the stated requirements that the Offeror feels will be necessary to complete the project and justification as to why these items are necessary.
- Indication as separate line items any products or services that fall outside the Standing Offer Agreement.
- Details of any changes recommended by the Offeror must be approved by the PCH Technical Authority.

6. Other Terms and Conditions

6.1 PCH's Obligation

PCH will:

1. Assign a Technical Authority who will be present to coordinate the activities under each call-up against the resulting standing offer;
2. Make all final decisions such as, but not limited to, scheduling changes and screen locations;
3. Provide vehicular and pedestrian traffic control measures;
4. Provide general site security;
5. Provide all video content; and
6. Provide access to specified locations.

6.2 Contractor's Obligations

The Offeror shall:

1. Assign a representative who will be available to coordinate their activities;
2. Provide all necessary equipment, peripherals and transportation needed for the delivery of the services;
3. Provide all necessary labour for the site delivery, installation, operation and removal of the equipment;
4. Provide all necessary information regarding vehicle and personnel needed for security screening to enable site access;
5. Provide substitute personnel where clearances cannot be granted;
6. Provide an on-site electrical inspection certificate displaying conformity from Electrical Safety Authority when operating in Ontario; and
7. Report the progress of the installations based on the timelines outlined for each event.

6.3 Location of Work, Work site and Delivery Point

The work will be conducted rain, shine or snow outdoors. The location of the events will be determined by PCH who will ensure that the site is suitable to work being performed and that it is accessible and safe.

6.4 Special Requirements

All equipment or assemblies used to provide these services must bear a recognized acceptance label for its use in Canada. Examples are electronic equipment must have a CSA, cUL, Intertek or another label identifying the product has been approved for use in Canada and Ontario. All equipment exposed to the elements must also carry documentation identifying that the product is approved for outdoor use.

The Offeror must also abide by all health and safety regulations and guidelines imposed by the Ministry of Labour of Ontario and/or the Ministry of Labour of Quebec. All personnel involved must be skilled in the trade they are performing and possess valid certification where regulated. If operation of a mobile work platform will be required during the assembly process, one member of the crew must be certified to use such equipment and must carry documented proof of qualification. The use of personal protective equipment must be used where mandated by the authority having jurisdiction over the work site.

6.5 Travel and Living

All travel lodging and per diems for the support personnel must be included in your total cost for this service. No additional billing will be accepted for travel and living expenses.

6.6 Required Resources

Offerors must provide all key personnel and specialized labourers needed for the planning, delivery, installation, operation, maintenance and removal of the equipment. The company representative must possess the knowledge necessary to lead the team in achieving the specified work in the time allotted. The representative and operator must also have extensive knowledge of the equipment provided and its operation as well as industry best practices in the delivery of such services.

6.7 Rental Periods

Rental periods shall be for 1 day, 1 week and 1 month, please refer to the Attachment 1 to Annex "C" for details.

ANNEX "B"
MANDATORY EVALUATION CRITERIA

MANDATORY EVALUATION CRITERIA: The Offer must meet all mandatory criteria to be considered compliant. Failure on the part of the Offeror of meeting a mandatory criterion will result in the Offer being deemed non-compliant and no further consideration will be given.

MANDATORY CRITERIA – RENTAL OF TRUCK OR TRAILER MOUNTED LED VIDEO WALLS					
Mandatory Requirements		Met	Not Met	Cross- Reference in the Offer	
M1	Offerors must demonstrate their compliance with articles 5.2 Specifications and Standards of the Statement of Work at Annex "A" for each Category for which they are submitting an Offer.				
M2	Offerors must certify, by signing the Offer of service form at Annex "D", that they comply article 6.4 Special Requirements of the Statement of Work.				

ANNEX "C"

BASIS OF PAYMENT

The Offeror will be paid in accordance with the following Basis of Payment pursuant to the issuance of a Call-up.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included, and applicable tax(es) extra.

During the period of the Standing Offer, for Work performed or goods delivered in accordance with each Call-up against the Standing Offer, the Offeror will be paid as specified below.

System price for all categories must include:

- One processor/switcher capable of scaling and switching a minimum of four sources including computer signals (SVGA, XGA, SXGA etc.) composite and component video, DVI, HDMI and HD/SDI;
- One program and one preview monitor with the processor;
- Video Playback System capable of ingesting and storing 120 minutes of high definition video with stereo (left/right) audio. The control software for the system must be capable of building playlists and time lines, be able to play clips in random or non-linear fashion and must be able to accept external synchronization as necessary;
- All necessary cabling to transmit signal from source to screen to a distance of up to 90 meters (300 feet); and
- All costs related to delivery installation, operation for up to 12 hours per day, maintenance and removal.

A. Initial Standing Offer Period (date of award to November 30, 2025)

A.1 Rates with Generator Power

Category	Description	Daily Rate	Subsequent Day Rate	Weekly Rate	Subsequent Week Rate	Monthly Rate
1	14' to 19' width					
2	20' to 27' width					
3	28' to 35' width					
4	36' x 44' width					

A.2 Rates with Shore Power

Category	Description	Daily Rate	Subsequent Day Rate	Weekly Rate	Subsequent Week Rate	Monthly Rate
1	14' to 19' width					
2	20' to 27' width					
3	28' to 35' width					
4	36' x 44' width					

A.3 Rates of operation above the daily 12 hours (Overtime)

Category	Description	\$ per hour
1	Operation Rate above 12 hours	

B. Option Periods

This section is only applicable if the options to extend the Standing Offer is exercised by Canada.

During the extended periods of the Standing Offer specified below in articles B.1 and B.2, the Offeror will be paid as specified below to perform all the Work in relation to the Standing Offer extension.

B.1 Option Period 1 (from December 1, 2025 to November 30, 2026)
B.1.1 Rates with Generator Power

Category	Description	Daily Rate	Subsequent Day Rate	Weekly Rate	Subsequent Week Rate	Monthly Rate
1	14' to 19' width					
2	20' to 27' width					
3	28' to 35' width					
4	36' x 44' width					

B.1.2 Rates with Shore Power

Category	Description	Daily Rate	Subsequent Day Rate	Weekly Rate	Subsequent Week Rate	Monthly Rate
1	14' to 19' width					
2	20' to 27' width					
3	28' to 35' width					
4	36' x 44' width					

B.1.3 Rates of operation above the daily 12 hours (Overtime)

Category	Description	\$ per hour
1	Operation Rate above 12 hours	

B.2 Option Period 2 (from December 1, 2026 to November 30, 2027)

B.2.1 Rates with Generator Power

Category	Description	Daily Rate	Subsequent Day Rate	Weekly Rate	Subsequent Week Rate	Monthly Rate
1	14' to 19' width					
2	20' to 27' width					
3	28' to 35' width					
4	36' x 44' width					

B.2.2 Rates with Shore Power

Category	Description	Daily Rate	Subsequent Day Rate	Weekly Rate	Subsequent Week Rate	Monthly Rate
1	14' to 19' width					
2	20' to 27' width					
3	28' to 35' width					
4	36' x 44' width					

B.2.3 Rates of operation above the daily 12 hours (Overtime)

Category	Description	\$ per hour
1	Operation Rate above 12 hours	

C. Cancellation(s)

If Canada cancels or reschedules an event, the Contractor will be paid as follows:

Cancellation – less than 24 hours before event	100% of the firm all-inclusive daily rate for one (1) day
Cancellation – more than 24 hours before the event	No charge

ATTACHEMENT 1 TO ANNEX "C"

RENTAL PERIODS

1 Day Rental

The cost for a 1 day rental shall include:

- One day for delivery and placement of the truck or trailer
- One day of up to 12 hours for set-up to include (but not limited to) deployment of the screen and positioning, testing of content and external signals, artistic rehearsals.
- One day of up to 12 hours for operation of the event.
- One day for dismantling and removal of the equipment.

Note that the period may be shortened depending on operational requirements. Such changes will be confirmed with the call up for each event.

Subsequent Day Rental

A subsequent day of rental shall include up to 12 hours of operation

1 Week Rental

The cost for a 1 week rental period shall include:

- One day for delivery and placement of the truck or trailer
- One day of up to 12 hours for set-up to include (but not limited to) deployment of the screen and positioning, testing of content and external signals, artistic rehearsals.
- Five days of up to 12 hours for operation of the event.
- One day for dismantling and removal of the equipment.

Subsequent Week Rental

A subsequent week of rental shall include seven days of operation up to 12 hours per day.

1 Month Rental

The cost for a 1 month rental period shall include:

- One day for delivery and placement of the truck or trailer
- One day of up to 12 hours for set-up to include (but not limited to) deployment of the screen and positioning, testing of content and external signals, artistic rehearsals.
- Twenty-seven days of up to 12 hours for operation of the event.
- One day for dismantling and removal of the equipment.

Overtime

The overtime rate is an hourly rate for staff beyond the twelve hours provided in the all-inclusive cost.

ANNEX "D"
OFFER OF SERVICES FORM

<i>(to be filled in by the Offeror)</i>	
Offeror's full legal name	
Authorized Representative of Offeror for evaluation purposes (e.g., clarifications)	Name
	Title
	Address
	Telephone #
	Fax #
	Email
Offeror's Procurement Business Number (PBN) <i>(see the Standard Instructions 2003)</i>	
Offeror's GST/HST/QST number	
Tax rate to be charged on any resulting contract	Specify percentage: _____ %
Jurisdiction of Contract: Province in Canada the offeror wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Former Public Servants See the Article in Part 2 of the bid solicitation for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes _____ No _____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"
	Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program? Yes _____ No _____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"
Integrity Provisions (as per Part 5 of the bid solicitation)	Declaration of Convicted Offences Integrity Declaration Form (to be completed only when you meet all three of the following conditions): <ol style="list-style-type: none"> 1. You are a government supplier 2. You, one of your affiliates or a proposed first-tier subcontractor has been charged with or convicted of a criminal offence in a country other than Canada and to the best of your knowledge and belief, the offence may be similar to one of the listed offences in the <i>Ineligibility and Suspension Policy</i> 3. You are unable to provide any of the certifications required by the integrity provisions. Click here to complete the form and instructions for its submittal.

	<p>Required Documentation</p> <p>Section 17 of the <i>Ineligibility and Suspension Policy</i> (http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) requires suppliers, regardless of their status under the policy, to submit a list of names with their bid or offer. The list differs depending on the offeror's organizational structure:</p> <ul style="list-style-type: none"> - Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors - Privately owned corporations must provide a list of the owners' names - Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners - Suppliers that are a partnership do not need to provide a list of names <p>Suppliers may use this form to provide the list of names. Failure to submit this information, where required, will render a bid or offer non-responsive, or the supplier disqualified for award of a contract.</p> <p>Complete the form online, print, sign and attach it to the bid.</p>	
<p>Security Clearance Level of the Offeror (of the company)</p> <p>i. Company's name and full address as they appear on the security clearance application:</p> <p>ii. Security clearance level granted and file number:</p> <p>iii. Expiry date:</p>	i.	
	Designated Organization Screening (DOS)	Yes <input type="checkbox"/> No <input type="checkbox"/> Specify file number:
	Facility Security Clearance (FSC)	Yes <input type="checkbox"/> No <input type="checkbox"/> Specify file number:
	Document Safeguarding Capability (DSC)	Yes <input type="checkbox"/> No <input type="checkbox"/>
	iii.	
<p>Security Clearance Level of Offeror's Individual Resources <i>[add additional resources on another page, if required]</i></p> <p>i. Name of Individual as it appears on security clearance application:</p> <p>ii. Level of security clearance obtained and expiry date:</p> <p>iii. Security Screening Certificate and Briefing Form file number</p> <p>iv. Name of Department from which security clearance was obtained</p>	i.	
	ii.	
	iii.	
	iv.	
<p>On behalf of the offeror, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"> 1. The offeror considers itself and its products able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. If the offeror is awarded a contract, it will accept all the terms and conditions set out in Part 7 -Resulting contract clauses, included in the bid solicitation. 		
<p>Signature of Authorized Representative of Offeror</p>		
Signature : _____ Date : _____		

ANNEX "E"

SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction Department of Canadian Heritage Capital Celebrations and Program Operations	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail The rental, installation, operation and dismantling of Truck or Trailer Mounted Mobile Video Screens in support of events in the National Capital Region.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité : No / Non Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document : No / Non Yes / Oui

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input checked="" type="checkbox"/> SITE ACCESS ACCÈS AUX EMBLEMES			

Special comments:
Commentaires spéciaux : Events take place outdoors. Contractor staff will not require interior access.

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

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PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	Protected Protégé			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Nicholas Stocker	Senior Technical Coordinator		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
614-614-7936		nicholas.stocker@canada.ca	October 10, 2021
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Louise Verreault	Sécurité des contrats	Verreault, Louise	 Verreault, Louise 2021.10.14 09:22:22 -04'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
819-210-0148		louise.verreault@pch.gc.ca	2021-10-14
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Oui <input type="checkbox"/> Yes / Non
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

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ANNEX "F"

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000.00 per accident or occurrence and in the annual aggregate.

The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by the Department of Canadian Heritage.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

ANNEX "G"

942 FORM CALL-UP AGAINST A STANDING OFFER

Item No. Article n°		Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Excl. Price Prix prévu
<p>Special Instructions - Instructions spéciales</p> <p>To the Supplier: Your standing offer referred to above is hereby accepted as follows. You are required to supply the goods and/or services shown above at the prices or pricing basis and in accordance with the other terms and conditions stated in the standing offer. Only goods and services included in the standing offer shall be supplied against this call-up. Each shipment shall be accompanied by a packing slip or delivery slip. All invoices, shipping bills and packing slips must show the order number.</p> <p>Au fournisseur: Votre offre permanente, dont le numéro figure ci-haut, est acceptée selon les modalités suivantes: Vous êtes prié de fournir les biens ou services indiqués ci-haut aux prix ou selon les modalités de prix et en conformité des autres conditions stipulées dans l'offre permanente. Ne seront fournis en vertu de la présente commande que les biens et services figurant dans l'offre permanente. Chaque envoi sera accompagné d'un bordereau d'emballage ou d'expédition. Les factures, connaissements et bordereaux d'emballage doivent tous porter le numéro de la demande.</p>							

