



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
Alberta

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

Title - Sujet Pest Management Products	
Solicitation No. - N° de l'invitation 01R11-220831/D	Date 2022-09-22
Client Reference No. - N° de référence du client 01R11-220831	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-055-12322	
File No. - N° de dossier EDM-1-44124 (055)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Mountain Daylight Saving Time MDT on - le 2022-10-04 Heure Avancée des Rocheuses HAR	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Virakorn, Matthew	Buyer Id - Id de l'acheteur edm055
Telephone No. - N° de téléphone (780) 278-6153 ()	FAX No. - N° de FAX (418) 566-6167
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF AGRICULTURE AND AGRI-FOOD 107 SCIENCE PLACE SASKATOON Saskatchewan S7N0X2 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 / Travaux publics et
services gouvernementaux
Canada Place/Place du Canada
Suite 1000
10th Floor/10e étage
9700 Jasper Ave/9700 ave Jasper
Edmonton
Alberta
T5J 4C3

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

This bid solicitation cancels and supersedes previous bid solicitation number 01R11-220831/C dated 2022-08-26 with a closing of 2022-09-06 at 2:00PM MDT. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

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Solicitation No. - N° de l'invitation
01R11-220831/D
Client Ref. No. - N° de réf. du client
01R11-220831

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-1-44124

Buyer ID - Id de l'acheteur
EDM055
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Requirement, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

A Regional Individual Standing Offer (RISO) for the provision of Nematodes, Predatory Mites, *Aphelinus abdominalis*, *Aphidoletes aphimimyza*, *Aphidius colemani*, sticky traps and *Phytoseiulus persimillis* as required by Agriculture & Agri-Food Canada, Saskatoon Research & Development Centre, Saskatoon, SK. Work shall be completed in accordance with the Requirement and terms and conditions specified herein.

The period of the Standing Offer Agreement (SOA) is from Date of issuance to December 31, 2022 with Canada retaining an irrevocable option to extend the SOA for an additional two (2) consecutive one (1) year periods. Work shall be completed in accordance with the Statement of Requirement and terms and conditions specified herein.

This RFSO allows offerors to use the CPC Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

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

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

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (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.

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

Delete: 60 days

Insert: 120 days

2.1.1 SACC Manual Clauses

M0019T (2007-05-25), Firm Price and/or Rates,

M1004T (2016-01-28), Condition of Material - Offer,

2.2 Submission of Offers

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

PWGSC Western Region Bid Receiving Unit

Suppliers are strongly encouraged to submit bids electronically using the Canada Post Corporation's (CPC) Connect service application for the subject bid solicitation. The Offeror must send an email requesting to open an CPC Connect conversation to the following address:

roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca

Note: Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an CPC Connect conversation, as detailed in Standard Instruction [2006](#), or to send offers through an CPC Connect message if the Offeror is using its own licensing agreement for CPC Connect. It is the Offeror's responsibility to ensure the request for opening an CPC Connect conversation is sent to the email address above at least six days before the Request for Standing Offers closing date.

Faxed bids will be accepted at 1-418-566-6167.

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

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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

2.5 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

The Offeror is strongly encouraged to submit its offer electronically in accordance with section 08 of the 2006 standard instructions. The CPC Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. Canada requests that the offer must be gathered per section and separated as follows:

Section I: Technical Offer
Section II: Financial Offer
Section III: Certifications

Faxed offers will be accepted at 1-418-566-6167.

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

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment.

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "E" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "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.

3.1.2 Exchange Rate Fluctuation

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

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Must be able to provide all the items listed in Annex A – Requirement.

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price

SACC *Manual* Clause [M0222T](#) (2016-01-28), Evaluation of Price – Canadian/Foreign Offerors

4.2 Basis of Selection

SACC *Manual* Clause M0069T (2007-05-25), Basis of Selection

4.2.1 Basis of Selection – Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Offer

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

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

6.2 Security Requirements

6.2.1 There is no security requirement applicable to the Standing Offer.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled "C". If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report. The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

first quarter: April 1 to June 30
second quarter: July 1 to September 30
third quarter: October 1 to December 31
fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from Date of issuance to December 31, 2022.

6.4.2 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) period, from January 01 2023 to December 31, 2023 and January 01 2024 to

December, 2024 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 fifteen (15) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.4.3 Delivery Points

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

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

The Contracting Authority for the Contract is:

Name: Matthew Virakorn
 Title: Procurement Officer
 Public Services and Procurement Canada
 Procurement Branch
 Address: 9700 Jasper Avenue
 Edmonton, AB T5J 4C3
 Telephone: 780-278-6153
 Facsimile: 418-566-6167
 E-mail address: matthew.virakorn@pwgsc-tpsgc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Standing Offer is: **(To be provided at time of contract award)**

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

6.5.3 Offeror's Representative : (To be completed by bidder)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: TBD

6.7 Call-up Instrument

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

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

or

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

6.8 Limitation of Call-ups

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

6.9 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21) General Conditions - Standing Offers - Goods or Services
- d) Annex A, Statement of Requirement;
- e) Annex B, Basis of Payment;
- f) Annex C, Technical Evaluation
- g) Annex D, Standing Offer Usage Report
- h) the Offeror's offer dated _____ (*insert date of offer*)

6.10 Certifications and Additional Information

6.10.1 Compliance

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

6.11 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 Saskatchewan.

6.12 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

6.1 Statement of Requirement

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

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

[2010A](#) (2021-12-02) General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

6.3 Term of Contract

6.3.1 Delivery Date

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

6.4 Payment

6.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B for a cost of \$TBD. Customs duties are included and Applicable Taxes are extra.

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

6.4.2 Multiple Payment

SACC Manual clause [H1001C](#) (2008-05-12), Multiple Payment

6.4.3 Electronic Payment of Invoices – Call-up

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);

6.5 Invoicing Instructions

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

- b. One (1) Copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.6 Insurance

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

6.7 SACC Manual Clauses

SACC Manual clause [B7500C](#) (2006-06-16) Excess Goods

6.8 Dispute Resolution

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

ANNEX A

REQUIREMENT

Agriculture and Agri-Food Canada (AAFC) has a requirement for Nematodes, Predatory Mites, *Aphelinus abdominalis*, *Aphidoletes aphimimyza*, *Aphidius colemani*, *Hypoaspis miles* and sticky traps and *Phytoseiulus persimillis*, for the Saskatoon Research & Development Centre located in Saskatoon, SK.

Background:

The requirement is for Integrated Pest Management at Saskatoon Research & Development Centre. The products will be used in the Greenhouse.

Item #	Mandatory Requirements/Specifications
1	Contractor must provide Steinernema Feltiae Nematodes (SF) which kill fungus gnat larvae, and pupae of western flower thrips. Contractor must be able to provide in quantities of 50 million/ package. Must be able to be applied by sprayer.
2	Contractor must provide Amblyseius cucumeris or also known as <i>Neoseiulus cucumeris</i> which feed on larva and adult thrips, as well as spider mites. Contractor must be able to provide in quantities of 20,000 mites/ package.
3	Contractor must provide Aphelinus abdominalis which parasitize aphids. Contractor must be able to provide in quantities of 1000/ package.
4	Contractor must provide Aphidoletes aphimimyza which paralyze aphids. Contractor must be able to provide in quantities of 2000 / package.
5	Contractor must provide Aphidius colemani which parasitize aphids. Contractor must be able to provide in quantities of 500 / package.
6	Contractor must provide Aphidius colemani which parasitize aphids. Contractor must be able to provide in quantities of 5000 / package.
7	Contractor must provide Aphidius ervi which attack many common species of aphids. Contractor must be able to provide in quantities of 5000 / package.
8	Contractor must provide Aphidius ervi which attack many common species of aphids. Contractor must be able to provide in quantities of 2000 / package.
9	Contractor must provide Aphidius matricariae which is used for the biological control of almost 40 species of aphids. Contractor must be able to provide in quantities of 500 / package.
10	Contractor must provide Aphidius matricariae which is used for the biological control of almost 40 species of aphids. Contractor must be able to provide in quantities of 5000 / package.
11	Contractor must provide Hypoaspis mites which inhabits the top layer of soil and is used for the biological control of fungus gnat infestations. Contractor must be able to provide in quantities of 25,000 / package.
12	Contractor must provide Phytoseiulus persimillis which is used for spider mite control and management. Contractor must be able to provide in quantities of 2000 / package.
13	Contractor must provide Yellow Monitoring Wet Glue Sticky Traps available in 25 x 10cm dimensions.
14	Contractor must provide <i>Orius insidiosus</i> which is used for the biological control of thrips. Contractor must be able to provide in quantities of 1000/pkg
15	Contractor must provide a mix of <i>Colemani</i> , <i>A. ervi</i> , <i>A. matricariae</i> , and <i>A. abdominalis</i> . This is a biological control of aphids. Contractor must be able to provide in quantities of 750/pkg
16	Contractor must deliver on Tuesday's or Wednesday's weekly with the exception of December 25 week.
17	Contractor must deliver orders received within 5 business days. Delivery must be made within 5 business days from receipt of call-up.

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ANNEX B

BASIS OF PAYMENT

It is **MANDATORY** that Offerors submit firm, all-inclusive prices/rates for the period of the proposed Standing Offer Agreement for all items listed hereafter.

THIS SECTION, WHEN COMPLETED, WILL BE CONSIDERED AS THE OFFEROR'S FINANCIAL PROPOSAL.

Offerors shall provide offers as per unit of issue requested. It is the responsibility of the offeror to provide conversion to the unit of issue requested. Failure to do so will render the offer non-responsive without further consideration.

Should there be an error in the extended pricing of the Offeror's offer, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Offeror's offer shall be changed to reflect the quantities stated in the RFSO. The quantities specified below are provided for evaluation purposes only.

Rates quoted must remain firm for the period of the Standing Offer Agreement. Rates **MUST** include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice.

Payment will be made in accordance with the following pricing.

STANDING OFFER AGREEMENT YEAR 1:					
A	DESCRIPTION	(A) UNIT OF ISSUE	(B) UNIT RATE	(C) EST'D QTY	(D) EXTENDED RATE
					D = (C / A) x B
1	Nematodes in accordance with Annex A.	50 million / pkg	\$	12 Packages	\$
2	Amblyseius cucumeris (also known as Neoseiulus cucumeris) in accordance with Annex A.	20,000 mites/ pkg	\$	12 Packages	\$
3	Aphelinus abdominalis in accordance with Annex A.	1000/ pkg	\$	12 Packages	\$
4	Aphidoletes aphimimyza in accordance with Annex A.	2000/ pkg	\$	12 Packages	\$
5	Aphidius colemani in accordance with Annex A.	500 / pkg	\$	12 Packages	\$
6	Aphidius colemani in accordance with Annex A.	5000 / pkg	\$	12 Packages	\$
7	Aphidius ervi in accordance with Annex A.	2000/ pkg	\$	12 Packages	\$
8	Aphidius ervi in accordance with Annex A.	5000/pkg	\$	12 Packages	\$
9	Aphidius matricariae in accordance with Annex A.	500 / pkg	\$	12 Packages	\$
10	Aphidius matricariae in accordance with Annex A.	5000/ pkg	\$	12 packages	\$
11	Hypoaspis miles in accordance with Annex A.	25,000 / pkg	\$	12 Packages	\$
12	Phytoseiulus persimilis in accordance with Annex A.	2000 / bottle	\$	12 bottles	\$
13	Yellow monitoring wet glue sticky traps available in 25x10 cm dimensions in accordance with Annex A.	Box	\$	65 Boxes	\$
14	Orius insidiosus in accordance with Annex A.	1000/pkg	\$	12 packages	\$
15	Colemani, A. ervi, A. matricariae, and A. abdominalis	750/pkg	\$	12 packages	\$
Subtotal (i):					\$

B STANDING OFFER AGREEMENT - OPTION YEAR 1:					
ITEM NO.	DESCRIPTION	(A) UNIT OF ISSUE	(B) UNIT RATE	(C) EST'D QTY	(D) EXTENDED RATE
					$D = (C / A) \times B$
1	Nematodes in accordance with Annex A.	50 million / pkg	\$	12 Packages	\$
2	Amblyseius cucumeris (also known as Neoseiulus cucumeris) in accordance with Annex A.	20,000 mites/ pkg	\$	12 Packages	\$
3	Aphelinus abdominalis in accordance with Annex A.	1000/ pkg	\$	12 Packages	\$
4	Aphidoletes aphimimyza in accordance with Annex A.	2000/ pkg	\$	12 Packages	\$
5	Aphidius colemani in accordance with Annex A.	500 / pkg	\$	12 Packages	\$
6	Aphidius colemani in accordance with Annex A.	5000 / pkg	\$	12 Packages	\$
7	Aphidius ervi in accordance with Annex A.	2000/ pkg	\$	12 Packages	\$
8	Aphidius ervi in accordance with Annex A	5000/pkg	\$	12 Packages	\$
9	Aphidius matricariae in accordance with Annex A.	500 / pkg	\$	12 Packages	\$
10	Aphidius matricariae in accordance with Annex A.	5000/ pkg	\$	12 packages	\$
11	Hypoaspis miles in accordance with Annex A.	25,000 / pkg	\$	12 Packages	\$
12	Phytoseiulus persimilis in accordance with Annex A.	2000 / bottle	\$	12 bottles	\$
13	Yellow monitoring wet glue sticky traps available in 25x10 cm dimensions in accordance with Annex A.	Box	\$	65 Boxes	\$
14	Orius insidiosus in accordance with Annex A	1000/pkg	\$	12 packages	\$
15	Colemani, A. ervi, A. matricariae, and A. abdominalis	750/pkg	\$	12 packages	\$
Subtotal (ii):					\$

C STANDING OFFER AGREEMENT - OPTION YEAR 2:					
ITEM NO.	DESCRIPTION	(A) UNIT OF ISSUE	(B) UNIT RATE	(C) EST'D QTY	(D) EXTENDED RATE
					D = (C / A) x B
1	Nematodes in accordance with Annex A.	50 million / pkg	\$	12 Packages	\$
2	Amblyseius cucumeris (also known as Neoseiulus cucumeris) in accordance with Annex A.	20,000 mites/ pkg	\$	12 Packages	\$
3	Aphelinus abdominalis in accordance with Annex A.	1000/ pkg	\$	12 Packages	\$
4	Aphidoletes aphimimyza in accordance with Annex A.	2000/ pkg	\$	12 Packages	\$
5	Aphidius colemani in accordance with Annex A.	500 / pkg	\$	12 Packages	\$
6	Aphidius colemani in accordance with Annex A.	5000 / pkg	\$	12 Packages	\$
7	Aphidius ervi in accordance with Annex A.	2000/ pkg	\$	12 Packages	\$
8	Aphidus ervi in accordance with Annex A	5000/pkg	\$	12 Packages	\$
9	Aphidius matricariae in accordance with Annex A.	500 / pkg	\$	12 Packages	\$
10	Aphidius matricariae in accordance with Annex A.	5000/ pkg	\$	12 packages	\$
11	Hypoaspis miles in accordance with Annex A.	25,000 / pkg	\$	12 Packages	\$
12	Phytoseiulus persimilis in accordance with Annex A.	2000 / bottle	\$	12 bottles	\$
13	Yellow monitoring wet glue sticky traps available in 25x10 cm dimensions in accordance with Annex A.	Box	\$	65 Boxes	\$
14	Orius insidiosus in accordance with Annex A	1000/pkg	\$	12 packages	\$
15	Colemani, A. ervi, A. matricariae, and A. abdominalis	750/pkg	\$	12 packages	\$

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C					
STANDING OFFER AGREEMENT - OPTION YEAR 2:					
ITEM NO.	DESCRIPTION	(A) UNIT OF ISSUE	(B) UNIT RATE	(C) EST'D QTY	(D) EXTENDED RATE
					$D = (C / A) \times B$
Subtotal (iii):					\$

TOTAL EVALUATED RATE: Subtotal (i) + (ii) + (iii) = \$ _____

ANNEX C

TECHNICAL EVALUATION

MANDATORY TECHNICAL CRITERIA

To be considered responsive, an offer must demonstrate compliance with all of the mandatory criteria. Offerors must demonstrate their ability to meet those criteria. Failure to meet each mandatory technical criteria will result in the offer being deemed non-responsive, and be given no further consideration.

Offeror's Cross Reference and/or Response (SIR – Supplemental Information Reference):

It is requested that supporting technical documentation, including but not limited to, specification sheets, technical brochures, photographs or illustrations be provided with the offer at solicitation close and be cross-referenced for each mandatory technical criteria to outline where in the supporting technical documentation it demonstrates compliance. It is the Offerors responsibility to ensure that the submitted supporting technical documentation provides detail to prove that the proposed product(s) meet the requirements of the mandatory technical criteria. If published supporting technical document is not available, the Offeror should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.

If the supporting documentation referenced above has not been provided at solicitation closing, the Contracting Authority will notify the Offeror that they must provide supporting documentation within 2 business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the offer non-responsive and the offer will be given no further consideration.

CRITERIA	DESCRIPTION	OFFEROR'S CROSS REFERENCE AND/OR RESPONSE (SIR)
1	Bidder must provide nematodes which kill fungus gnat larvae, and pupae of western flower thrips. Must be able to be applied by sprayer.	PRODUCT NAME/DESCRIPTION: METHOD OF APPLICATION: CROSS REFERENCE (if applicable):
2	Bidder must provide Amblyseius cucumeris or also known as Neoseiulus cucumeris which feed on larva and adult thrips, as well as spider mites.	PRODUCT NAME/DESCRIPTION: CROSS REFERENCE (if applicable):

3	Bidder must provide <i>Aphelinus abdominalis</i> which parasitize aphids.	PRODUCT NAME/DESCRIPTION: CROSS REFERENCE (if applicable):
4	Bidder must provide <i>Aphidoletes aphimimyza</i> which paralyze aphids.	PRODUCT NAME/DESCRIPTION: CROSS REFERENCE (if applicable):
5	Bidder must provide <i>Aphidius colemani</i> which parasitize aphids.	PRODUCT NAME/DESCRIPTION: CROSS REFERENCE (if applicable):
6	Bidder must provide <i>Aphidius ervi</i> which attack many common species of aphids.	PRODUCT NAME/DESCRIPTION: CROSS REFERENCE (if applicable):
7	Bidder must provide <i>Aphidius matricariae</i> which is used for the biological control of almost 40 species of aphids.	PRODUCT NAME/DESCRIPTION: CROSS REFERENCE (if applicable):
8	Bidder must provide <i>Hypoaspis miles</i> which inhabits the top layer of soil and is used for the	PRODUCT NAME/DESCRIPTION: CROSS REFERENCE (if applicable):

	biological control of fungus gnat infestations.	
9	Bidder must provide <i>Phytoseiulus persimilis</i> which is used for spider mite control and management.	PRODUCT NAME/DESCRIPTION: CROSS REFERENCE (if applicable):
10	Bidder must provide yellow monitoring sticky traps available in 25 x 10cm dimensions.	PRODUCT NAME/DESCRIPTION: DIMENSION PROVIDED: CROSS REFERENCE (if applicable):
11	Bidder must provide <i>Orius insidiosus</i> which is used as thrip control	PRODUCT NAME/DESCRIPTION: DIMENSION PROVIDED: CROSS REFERENCE (if applicable):
12	Bidder must provide a combination of <i>A. Colemani</i> , <i>A. ervi</i> , <i>A. matricariae</i> , and <i>A. abdominalis</i>	PRODUCT NAME/DESCRIPTION: DIMENSION PROVIDED: CROSS REFERENCE (if applicable):

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ANNEX D

Standing Offer Usage Report

Return to: Public Works and Government Services Canada
Facsimile: 418-566-6167
Email: TSPGC.ROPAequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca

Quarterly Usage Report Schedule:

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

REPORT ON THE VOLUME OF BUSINESS WITH FEDERAL GOVERNMENT DEPARTMENTS AND AGENCIES

SUPPLIER:
STANDING OFFER NO:
DEPARTMENT OR AGENCY:

REPORTING PERIOD:

Item No.	Call-Up/contract No. Description	Value of the Call-Up/Contract	GST/HST
(A) Total Dollar Value Call-ups for this reporting period:			
(B) Accumulated Call-Up totals to date:			
(A+B) Total Accumulated Call-Ups:			

NIL REPORT: We have not done any business with the federal government for this period []

PREPARED BY:

NAME:
TELEPHONE NO.:

SIGNATURE:

DATE

ANNEX "E" to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);