

**RETURN OFFERS TO:  
RETOURNER LES OFFRES A :**

Offer Receiving Email/Réception d'offres :  
NWR\_Procurement\_Bids@rcmp-grc.gc.ca

**REQUEST FOR  
STANDING OFFER**

Regional Individual Standing Offer  
(RISO)

**DEMANDE D'OFFRES  
À COMMANDES**

Offre à commandes individuelle  
régionale (OCIR)

Proposal to: Royal Canadian Mounted  
Police

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 : Gendarmerie royale du  
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 appendices ci-jointes,  
les biens, services et construction  
énumérés ici sur toute feuille ci-  
annexée, au(x) prix indiqué(s).

Comments: - Commentaires :

THIS DOCUMENT DOES NOT CONTAIN  
A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT NE  
COMPORTE PAS UNE EXIGENCE EN  
MATIÈRE DE SÉCURITÉ

|  |  |   |
|--|--|---|
| <b>Title – Sujet</b><br>Wardrobe and Shipping Cartons  |  | <b>Date</b><br>March 7, 2023                                    |
| <b>Solicitation No. – N° de l'invitation</b><br>M9424-23-0917 / A  |  |   |
| <b>Client Reference No. - No. De Référence du Client</b><br>M9424-23- 0917 / A   |  |   |
| <b>Solicitation Closes – L'invitation prend fin</b>  |  |   |
| <b>At / à :</b>  | 2 :00 pm / 1400 heure                                      | CST (Central Standard Time)<br>HNC (Heure Normale du<br>Centre) |
| <b>On / le :</b>   | April 4, 2023  |   |
| <b>Delivery - Livraison</b><br>See herein — Voir aux<br>présentes  | <b>Taxes - Taxes</b><br>See herein — Voir<br>aux présentes | <b>Duty – Droits</b><br>See herein — Voir aux<br>présentes      |
| <b>Destination of Goods and Services – Destinations des biens et services</b><br>See herein — Voir aux présentes   |  |   |
| <b>Instructions</b><br>See herein — Voir aux présentes   |  |   |
| <b>Address Inquiries to –<br/>Adresser toute demande de renseignements à</b><br>Lianne Hopkie Email <a href="mailto:lianne.hopkie@rcmp-grc.gc.ca">lianne.hopkie@rcmp-grc.gc.ca</a> |  |   |
| <b>Telephone No. – No. de téléphone</b><br>639-625-3630  | <b>Facsimile No. – No. de télécopieur</b>                  |   |

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



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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 and the Basis of Payment.

### **1.2 Summary**

- 1.2.1 This Regional Individual Standing Offer (RISO) is for the supply and delivery of wardrobe and shipping cartons as required by the Royal Canadian Mounted Police (RCMP), Training Academy, Depot Division located in Regina, Saskatchewan.

The Wardrobe and shipping cartons are supplied to graduating cadets of the RCMP Depot Division Training Academy, for the ability to ship their personal belongings to their RCMP placements across Canada.



### 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 Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the Buyandsell.gc.ca website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the [Office of the Procurement Ombudsman \(OPO\)](#).

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>

<http://opo-boa.gc.ca/plaintesurvol-complaintoverview-eng.html>

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

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.13 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.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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](#) (2022-12-01) 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: 90 days

### 2.2 Submission of Offers

Offers must be submitted only to RCMP Offer Receiving Unit by the date, time and place indicated on page 1 of the RFSO.

Transmission of offers by facsimile to RCMP will not be accepted.

NOTE: The RCMP has not been approved for offer submission by Canada Post Corporation (CPC) Connect service.

### 2.3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing by email to [lianne.hopkie@rcmp-grc.gc.ca](mailto:lianne.hopkie@rcmp-grc.gc.ca), the Standing Offer Authority no later than **seven (7)** 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 Promotion of Direct Deposit Initiative**

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful Offeror on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: [corporate\\_accounting@rcmp-grc.gc.ca](mailto:corporate_accounting@rcmp-grc.gc.ca)

#### **2.6 Volumetric Data**

The volumetric data (i.e. estimated number of wardrobe and shipping cartons) has been provided to Offerors to assist them in preparing their offers. The inclusion of this data in this solicitation does not represent a commitment by Canada that Canada's future usage of the service identified in this solicitation will be consistent with this data. It is provided purely for information purposes.



## **2.7 Improvement of Requirement During Solicitation Period**

Should Offerors consider that the specifications or Statement of Requirement contained in the solicitation could be improved technically or technologically, Offerors are invited to make suggestions, in writing, to the Standing Offer Authority named in the solicitation. Offerors must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular Offeror will be given consideration provided they are submitted to the Standing Offer Authority at least seven (7) days before the closing date. Canada will have the right to accept or reject any or all suggestions.





## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1. Offer Preparation Instructions

Canada requests that the Offeror submit its complete **email** Offer in separately saved and attached sections as follows:

**Section I: Technical Offer** (one soft copy in PDF format)

**Section II: Financial Offer** (one soft copy in PDF format)

**Section III: Certifications** (one soft copy in PDF format)

#### **Important Note:**

For Offers transmitted by email, Canada will not be responsible for any failure attributable to the transmission or receipt of the Offer including, but not limited to, the following:

- a. receipt of garbled or incomplete Offer;
- b. delay in transmission or receipt of the Offer to the Contracting Authority's email inbox (the date & time on the email received by the Contracting Authority is considered the date & time of receipt of the Offer submission);
- c. availability or condition of the receiving equipment;
- d. incompatibility between the sending and receiving equipment;
- e. failure of the Offeror to properly identify the Offer;
- f. illegibility of the Offer; or
- g. security of Offer data.

An Offer transmitted electronically constitutes the formal Offer of the Offeror and must be submitted in accordance with [2006](#) (2022-12-01) Standard Instructions – Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

The RCMP has restrictions on incoming e-mail messages. The maximum e-mail message size including all file attachments must not exceed 5MB. Zip files or links to Offer documents will not be accepted. Incoming e-mail messages exceeding the maximum file size and/or containing zip file attachments will be blocked from entering the RCMP e-mail system. An Offer transmitted by e-mail that gets blocked by the RCMP e-mail system will be considered not received. It is the responsibility of the Offeror to ensure receipt.

Prices must appear in the Financial Offer only. No prices must be indicated in any other section of the Offer.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](#) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, 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.)
3. Unless otherwise noted, Offerors are encouraged to submit offers electronically. If hard copies are required, Offerors should:
  - a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
  - b. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Offer**

In their technical offer, Offerors should explain and demonstrate how they propose to meet each of the requirements identified in Annex A, Statement of 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 Payment by Credit Card**

If the Offeror is willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 1 to Part 3 Electronic Payment Instruments, to identify which ones are accepted.

If Attachment 1 to Part 3 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 credit cards for payment of call-ups 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.



### **ATTACHMENT 1 to PART 3 - ELECTRONIC PAYMENT INSTRUMENTS**

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

- VISA Acquisition Card (<\$10K);
  
- MasterCard Acquisition Card (<10K)
  
- Direct Deposit (Domestic and International)



**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**

In their offers, Offerors must demonstrate in writing they meet the following mandatory criteria. Failure to meet any of the mandatory criteria will render the offer non-compliant and it will be given no further consideration. Links to web pages are not accepted and will be assessed a “NOT MET” rating.

| CRITERION   | SUBSTANTIATION<br><br>Please Cross Reference to Specific pages in your proposal<br>[Completed by Offeror] | ASSESSMENT<br><br>MET/ NOT MET<br>[Completed by RCMP Evaluator] |
|---|---|---|
| The Offeror must demonstrate, by providing brochures, factory specs or other substantiating documentation that their proposed cartons meet the specifications detailed in Section 5 of the Statement of Requirement at Annex A. |   |   |

**4.1.2 Financial Evaluation**

- 4.1.2.1 [M0019T](#) (2007-05-25) Firm Price and/or Rates
- 4.1.2.2 [M0220T](#), (2016-01-28) Evaluation of Price-Offer

**4.2 Basis of Selection**

**4.2.1** 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 Precedent to 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.

#### 5.1.1 Integrity Provisions

In accordance with the section titled Information to be provided when bidding, contracting, or entering into a real property agreement subject to 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:

- Declaration of Convicted Offences - Integrity Declaration Form (as applicable)
- Required Documentation (List of names for integrity verification form)

Please see the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html) website for further details (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html>).

#### 5.1.2 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 \(ESDC\) – Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).



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.

### **5.1.3 Additional Certifications Precedent to Issuance of a Standing Offer**

#### **5.1.3.1 Independent Bid Determination**

The attached Certificate of Independent Bid Determination (attached Attachment 1) has been developed by the federal Competition Bureau for use by the Contacting Authority when calling for bids, tenders or quotations. The intention of this documentation is to deter bid-rigging by requiring Offerors to disclose, to the Contracting Authority, all material facts about any communications and arrangements which the Offeror has entered into with competitors regarding the call for tenders.



ATTACHMENT 1 to PART 5 - CERTIFICATE OF INDEPENDENT OFFER DETERMINATION

I, the undersigned, in submitting the accompanying offer (hereinafter "offer") to:

\_\_\_\_\_  
(Corporate Name of Recipient of this Submission)

for: \_\_\_\_\_  
(Name and Number of Offer and Project)

in response to the call or request (hereinafter "call") for offers made by:

\_\_\_\_\_  
(Name of Tendering Authority)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Corporate Name of Offeror [hereinafter "Offeror"])

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying offer will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Offeror to sign this Certificate, and to submit the accompanying offer, on behalf of the Offeror;
4. each person whose signature appears on the accompanying offer has been authorized by the Offeror to determine the terms of, and to sign, the offer, on behalf of the Offeror;
5. for the purposes of this Certificate and the accompanying offer, I understand that the word "competitor" shall include any individual or organization, other than the Offeror, whether or not affiliated with the Offeror, who:
  - (a) has been requested to submit an offer in response to this call for offers;
  - (b) could potentially submit an offer in response to this call for offers, based on their qualifications, abilities or experience;
6. the Offeror discloses that (check one of the following, as applicable):
  - (a) the Offeror has arrived at the accompanying offer independently from, and without consultation, communication, agreement or arrangement with, any competitor;





(b) the Offeror has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for offers, and the Offeror discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;



7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
  - (b) methods, factors or formulas used to calculate prices;
  - (c) the intention or decision to submit, or not to submit, an offer; or
  - (d) the submission of an offer which does not meet the specifications of the call for offers;

except as specifically disclosed pursuant to paragraph (6)(b) above;

8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for offers relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
9. the terms of the accompanying offer have not been, and will not be, knowingly disclosed by the Offeror, directly or indirectly, to any competitor, prior to the date and time of the official offer opening, or of the awarding of the Standing Offer, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

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(Printed Name and Signature of Authorized Agent of Offeror)

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(Position Title)

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(Date)





## 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 Statement of Requirement at Annex "A".

#### 6.2 Security Requirement

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.

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

##### 6.3.1 General Conditions

[2005](#) (2022-12-01) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### 6.4 Term of Standing Offer

##### 6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from: \_\_\_\_\_  
to: \_\_\_\_\_ (**dates to be inserted at award**).

##### 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 two (2), additional one-year option periods 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

## 6.5. Authorities

### 6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Lianne Hopkie  
Senior Procurement Officer  
Royal Canadian Mounted Police  
Procurement and Contracting Unit  
Address: Regina, Saskatchewan

Telephone: 639-625-3630

E-mail address: [lianne.hopkie@rcmp-grc.gc.ca](mailto:lianne.hopkie@rcmp-grc.gc.ca)

The Standing Offer Authority is responsible for the establishment and administration of the Standing Offer, (including any extensions, set asides or cancellations). Revisions or amendments to the Standing Offer shall only be authorized in writing by the Standing Offer Authority. The Offeror must not perform work in excess of or outside the scope of the Standing Offer based on verbal or written requests or instructions from anyone other than the Contracting Authority and any work so conducted shall be at the Offeror's sole risk and expense and shall not be charged to any Authorized User unless otherwise agreed to in writing by the Contracting Authority.

### 6.5.2 Technical Authority *(to be identified at offer award)*

The Technical Authority for the Standing Offer is:

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

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

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

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

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

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

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

The Technical 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 the Offeror)**

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

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

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

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

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

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

**6.6 Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: Royal Canadian Mounted Police (RCMP) North West Region (NWR).

**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.

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 may be used which are available through [PWGSC Forms Catalogue](#):
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer

**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, and acceptance of those terms;
  - 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 \$25,000.00 (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 (2022-12-01), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2022-12-01), General Conditions – Goods – Medium Complexity
- e) Annex A, Statement of Requirement;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated \_\_\_\_\_ **(to be identified at offer award)**

### 6.10. Procurement Ombudsman

#### 6.10.1 Dispute Resolution

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

#### 6.10.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.



To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

## 6.11 Certifications and Additional Information

### 6.11.1 Compliance

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

## 6.12 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 completed by the Offeror)**.

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

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

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

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



## **B. RESULTING CONTRACT CLAUSES**

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

### **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](#) (2022-12-01), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16, Interest on Overdue Accounts, of [2010A](#) (2022-12-01) will not apply to payments made by credit cards.

### **6.3 Term of Contract**

#### **6.3.1 Delivery Date**

Delivery must be made within 6 weeks from receipt of a call-up against the Standing Offer.

### **6.4 Payment**

#### **6.4.1 Basis of Payment – Firm Unit Prices**

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

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

#### **6.4.2 Method of Payment - Single Payment**

[H1000C](#) (2008-05-12), Single 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 (<\$10,000)
- b. MasterCard Acquisition Card (<\$10,000)
- c. Direct Deposit (Domestic and International)



## 6.5 Invoicing Instructions

6.5.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all goods and/or services identified in the invoice is completed.

Each invoice must be supported by:

- A bill of lading outlining the products included in the delivery.

6.5.2 Invoices must be distributed as follows:

- One copy must be forwarded by email to the Technical Authority and to the Contracting Authority for certification and payment.

## 6.6 Insurance Requirements

G1005C (2016-01-28) Insurance – No Specific Requirements

## 6.7 Shipping Instructions – Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:

Delivered Duty Paid (DDP) Regina, Saskatchewan, Incoterms 2010 for shipments from a commercial contractor.

## 6.8 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

## 6.9 SACC Manual Clauses

B7500C (2006-06-16), Excess Goods

D0018C (2007-11-30), Delivery and Unloading



**ANNEX A - STATEMENT OF REQUIREMENT**

**1. TITLE  
WARDROBE AND SHIPPING CARTONS**

**2. BACKGROUND**

This Regional Individual Standing Offer (RISO) is for the supply and delivery of wardrobe and shipping cartons as required by the Royal Canadian Mounted Police (RCMP), Training Academy, Depot Division located in Regina, Saskatchewan.

The Wardrobe and shipping cartons are supplied to graduating cadets of the RCMP Depot Division Training Academy, for the ability to ship their personal belongings to their RCMP placements across Canada

**3. ACRONYMS**

RCMP      Royal Canadian Mounted Police  
SOR        Statement of Requirement  
TA         Technical Authority

**4. APPLICABLE DOCUMENTS AND REFERENCES**

None

**5. REQUIREMENTS**

**5.1 Wardrobe Carton and Shipping Carton**

The Contractor must provide the requirement with the following specifications:

| Description (with minimum specifications)   |
|---|
| <b>5.1.1 WARDROBE CARTON WITH BAR</b>   |
| a) Constructed of corrugated Kraft paper and made with a minimum of 51 BC flute (double wall, 6mm combination of B +C flutes) cardboard for optimum rigid structure.  |
| b) Size: 24 inches wide x 21 inches long x 46 inches high   |
| c) Have 'handle holes' on either side of the box for capability to be lifted by hand  |
| d) Delivered flat, on an oversized pallet with a maximum of 80 boxes per pallet and secured with shrink wrap for ease of warehouse storage.   |
| e) Bar to be constructed of strong steel to not bend; have a maximum weight capacity of 150 pounds; 24 inches long to fit Wardrobe Carton; and delivered with shipment of Wardrobe Cartons with a maximum of no more than 50 bars in a box due to weight. 50 bars per box |





| <b>5.1.2 SHIPPING CARTON</b>   |
|--|
| a) Must be constructed of corrugated Kraft paper and made with a minimum of 32 C Flute (4mm) Cardboard   |
| b) Size: 18 inches wide x 15 inches high x 12 inches long  |
| c) Delivered flat, on a pallet with a maximum of 270 boxes per pallet, bundled in 15 boxes with banding and secured with shrink wrap for ease of warehouse storage |

**6. DATE OF DELIVERY**

Goods must be delivered within 6 weeks of receipt of the call-up.

**7. DELIVERY LOCATION**

RCMP NWR Stores Services  
Depot Division Training Academy – “C” Block  
5600 11<sup>th</sup> Avenue  
Regina, SK  
S4P 3J7  
Canada

**8. CONTRACTOR RESPONSIBILITIES**

At minimum, the Contractor will:

- Confirm receipt of the call-up within 24 hours of issuance by RCMP, and provide an estimated date of delivery to the TA by email; and
- Notify the TA by email within 1-2 days of receipt of the call-up of any potential shortages or delays on any items requested.



**ANNEX B - BASIS OF PAYMENT**

The Contractor will be paid firm unit prices as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

Goods must be consigned to the destination specified in the Contract and delivered:  
Delivered Duty Paid (DDP) Regina, Saskatchewan, Incoterms 2010 for shipments from a commercial contractor.

**FOR EVALUATION PURPOSES ONLY**

The Offeror must insert their firm, all-inclusive unit rate in Table 1 below (columns B, E and H) and complete the extended price calculation (column C, F and I) for the Standing Offer and Option periods identified. The Offeror must provide the applicable provincial tax rate. Failure to complete the table in full will result in the offer being deemed non-responsive and given no further consideration.

The estimated number of cartons and bars is provided for evaluation purposes only and does not constitute a guarantee or commitment on behalf of Canada.

**The total evaluated price: C1 + F1 + I1 (taxes not included)**

**Year 1 –**

**From: To: (dates to be inserted at award)**

| Item No.                              | Description              | Item Offered – provide details example. Brand, Size | Estimated quantity (A) | Firm Unit Price (B) | Estimated Total (C=AxB) |
|---------------------------------------|--------------------------|---|------------------------|---------------------|-------------------------|
| 1                                     | Wardrobe Carton with Bar |   | 1,375                  |                     |                         |
| 2                                     | Shipping Carton          |   | 10,000                 |                     |                         |
| <b>Total for evaluation purposes:</b> |                          |   |                        |                     | <b>\$ (C1)</b>          |

**Option Year 1 –**

**From: To: (dates to be inserted at award)**

| Item No.                              | Description              | Item Offered – provide details example. Brand, Size | Estimated quantity (D) | Firm Unit Price (E) | Estimated Total (F=DxE) |
|---------------------------------------|--------------------------|---|------------------------|---------------------|-------------------------|
| 1                                     | Wardrobe Carton with Bar |   | 1,375                  |                     |                         |
| 2                                     | Shipping Carton          |   | 10,000                 |                     |                         |
| <b>Total for evaluation purposes:</b> |                          |   |                        |                     | <b>\$ (F1)</b>          |

**SEE NEXT PAGE FOR OPTION YEAR 2**



**Option Year 2 –**

**From: To: (dates to be inserted at award)**

| <b>Item No.</b>                       | <b>Description</b>       | <b>Item Offered – provide details example. Brand, Size</b> | <b>Estimated quantity (G)</b> | <b>Firm Unit Price (H)</b> | <b>Estimated Total (I=GxH)</b> |
|---------------------------------------|--------------------------|--|-------------------------------|----------------------------|--------------------------------|
| 1                                     | Wardrobe Carton with Bar |  | 1,375                         |                            |                                |
| 2                                     | Shipping Carton          |  | 10,000                        |                            |                                |
| <b>Total for evaluation purposes:</b> |                          |  |                               |                            | <b>\$ (11)</b>                 |