

RETURN OFFERS TO :
RETOURNER LES OFFRES À :
Bid Receiving - Réception des soumissions:

bidsubmissions.GEN-NHQContracting@CSC-SCC.GC.CA

ATTENTION :Aimée Legault

REQUEST FOR A STANDING OFFER DEMANDE D'OFFRE À COMMANDES

Regional Master Standing Offer (RMSO)
Offre à commandes maître régionale (OCMR)

Canada, as represented by the Minister of the
Correctional Service of Canada, hereby requests a
Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre du Service
correctionnel Canada, autorise par la présente, une
offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments — Commentaires :

Vendor/Firm Name and Address —
Raison sociale et adresse du fournisseur/de
l'entrepreneur :

Telephone # — N° de Téléphone :

Fax # — No de télécopieur :

Email / Courriel : _____

GST # or SIN or Business # — N° de TPS
ou NAS ou N° d'entreprise :

Title — Sujet: Assembly services - men's white shirts	
Solicitation No. — N° de l'invitation 21C30-21-3818865	Date: October 12, 2023
Client Reference No. — N° de Référence du Client 21C30-21-3818865	
GETS Reference No. — N° de Référence de SEAOG	
Solicitation Closes — L'invitation prend fin at / à : 14 :00 On / Le : November 6, 2023 / 6 novembre, 2023	Time Zone Fuseau horaire Eastern Standard Time (EST) / Heure normale de l'est (HNE)
Delivery Required — Livraison exigée : See herein – Voir aux présentes	
F.O.B. — F.A.B. Plant – Usine: Destination: Other-Autre:	
Address Enquiries to — Soumettre toutes questions à: Aimee.legault@csc-scc.gc.ca	
Telephone No. – N° de téléphone: 343-597-2485	Fax No. – N° de télécopieur:
Destination of Goods, Services and Construction: Destination des biens, services et construction: Multiple as per call-up Multiples, selon la commande subséquente.	
Security – Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas de dispositions en matière de sécurité.	

Instructions: See Herein
Instructions : Voir aux présentes

Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur	
_____ Name / Nom	_____ Title / Titre
_____ Signature	_____ Date
(Sign and return cover page with offer/ Signer et retourner la page de couverture avec l'offre)	

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offer (RFSO) is divided into six 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 Work, the Basis of Payment and any other annexes.

2. Summary

- 2.1 Correctional Services Canada's (CSC) CORCAN program requires on-demand assembly services for men's shirts of various sizes. These shirts are intended for the inmates at various institutions across Canada.

Objectives: Provide a complete assembly service for men's shirts of various sizes on demand.

Product Nomenclature

Item 1 – White Shirt, Long Sleeves

Item 2 – White Shirt, Short Sleeves

TASKS

The Contractor must provide assembled men's shirts on demand, which includes but is not limited to, cutting fabric according to the diagram, pattern and size chart provided by CORCAN.

The Contractor must provide shirt assembly services in compliance with the applicable requirements, tables and drawings, and the size chart and sealed sample.

SUPPLIES

CSC CORCAN will provide the following to the Contractor:

- Fabric;
- Buttons;
- White fusible interfacing;

- Digital MDL format pattern, pictogram and size chart; and
- Size labels to sew onto the interior of the garments.

The Contractor must provide the following:

- White Poly Plus 65/2 Thread;
- Markers;
- Clear poly bags;
- Adhesive labels to stick on the clear poly bags;
- Shipping boxes;
- Palettes for transportation;
- Any other supplies required

Deliverables: The Contractor must assemble, package and deliver the finished shirts in accordance with the instructions in Annex A – Statement of Work.

- The Identified User authorized to make call-ups against the Standing Offer is: Correctional Service of Canada– CORCAN, Québec Region.
- The period for making call-ups against the Standing Offer is from the date of Standing Offer issuance to January 31, 2025, with the possibility of two (2) additional one (1) year periods.

3. Revision of Departmental Name

As this request for Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, must be interpreted as a reference to CSC or its Minister.

4. Debriefings

Offerors may request a debriefing on the results of the request for Standing Offer 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 Offer process. The debriefing may be in writing, by telephone or in person.

5. Procurement Ombudsman

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 [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web at [the Office of the Procurement Ombudsman website](#). 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

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offer (RFSO) by number, date and title are set out in the [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 (2023-06-08) Standard Instructions - Request for Standing Offer - 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 Offer - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2. Submission of Offers

Offerors must submit their offer only to Correctional Service of Canada (CSC) by the date, time and at the bid submission email address indicated on page 1 of the request for standing offers (RFSO).

Section 06 Late offers of 2006 Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 06 in its entirety.

Insert: 06 Late offers:

For offers submitted by email, Canada will delete offers delivered after the stipulated RFSO closing date and time. Canada will keep records documenting receipt of late offers by email.

Section 07 Delayed offers of 2006 Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 07 in its entirety.

Insert: 07 Delayed offers:

Canada will not accept any delayed offers.

Section 08 Transmission by facsimile or by E-Post Connect of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 08 in its entirety.

Insert: 08 Transmission by email

- a. Unless specified otherwise in the RFSO, Offerors must submit their offer to the CSC bid submission email address indicated on page 1 of the RFSO document. This email address is the only acceptable email address for Offerors to submit their offer in response to this RFSO.
- b. Offerors may transmit their offer at any time prior to the RFSO closing date and time.
- c. Offerors should include the RFSO number in the subject field of their email.
- d. Canada will not be responsible for any failure attributable to the transmission or receipt of the offer by email including, but not limited to, the following:
 - i. Receipt of a garbled, corrupted or incomplete offer;
 - ii. Availability or condition of the email service;
 - iii. Incompatibility between the sending and receiving equipment;
 - iv. Delay in transmission or receipt of the offer;
 - v. Failure of the Offeror to properly identify the offer;
 - vi. Illegibility of the offer;
 - vii. Security of offer data;
 - viii. Failure of the Offeror to send the offer to the correct email address;
 - ix. Connectivity issues; or
 - x. Email attachments that are blocked or not received even though the Offeror's email has been successfully delivered.
- e. CSC will send an acknowledgement of receipt of the Offeror's email by email from the bid submission email address provided for the submission of offers. This acknowledgement will confirm only the receipt of the Offeror's email and will not confirm if all of the Offeror's email attachments have been received, may be opened nor if their contents are readable. CSC will not respond to follow-up emails from Offerors requesting confirmation of attachments.
- f. Offerors must ensure they are using the correct email address for offer submission and should not rely on the accuracy of copying and pasting the email address from the RFSO cover page.
- g. A offer transmitted by an Offeror to the CSC bid submission email address constitutes the Offeror's formal offer, and must be submitted in accordance with section 05 of 2006, Standard Instructions - Request for Standing Offers Goods or Services - Competitive Requirements.
- h. Offerors are to note that CSC's email system has a limit of 10 MB per single email message. CSC's email system will reject emails with the following attachments: batch files, executable files, and image files in the following formats: JPEG, GIF, TIFF. Canada will not accept encrypted emails or emails that include attachments with passwords.

Section 09 Customs clearance of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is deleted in its entirety.

CSC recommends that offerors submit their response to the requirements of this request for standing offer in typewritten format.

Offerors must ensure that any handwritten information included in their offer is clearly legible in order to allow CSC to complete the offer evaluation. CSC reserves the right, at its sole and entire discretion, to disregard any handwritten information which it determines to be illegible when assessing whether offers comply with all of the requirements of the request for standing offer including, if applicable, any and all evaluation criteria.

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, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#) R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- 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.
- e.

"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 Offeror a FPS in receipt of a pension? **YES () NO ()**

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

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror 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 adjustment program.

4. Enquiries - Request for Standing Offer

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

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 Québec.

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

CSC requests that offerors provide their offer in separate sections as follows:

Section I: Technical Offer: **one (1) electronic copy in PDF format**

Section II: Financial Offer: **one (1) electronic copy in PDF format**

Section III: Certifications: **one (1) electronic copy in PDF format**

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

Offerors should submit their technical offer and financial offer in two (2) separate documents.

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 Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

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 CSC will evaluate the offers.

1.1. Technical Evaluation

i. Mandatory Technical Criteria

Offers will be evaluated to determine if they meet all mandatory technical criteria outlined in **Annex C – Evaluation Criteria**. Offers not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

ii. Evaluation method for the mandatory technical criteria

For the purposes of the technical evaluation, Bidders must submit one (1) sample for each of the shirts (Item 1 and Item 2) prior to standing offer award after the bid submission closing date to confirm its ability to meet the technical requirements.

- One (1) long-sleeved shirt, size large (Item 1)
 - One (1) short-sleeved shirt, size large (Item 2)
- a) CORCAN will provide the fabric and accessories required to assemble the shirts (Item 1 and Item 2), size large, as stated in Annex 1 of this document within three (3) weeks following the bid submission closing date. Furthermore, CORCAN will provide one (1) sealed reference sample of the fully assembled size large shirts. Following receipt of the materials and sealed reference sample, the supplier will have three (3) weeks to deliver the sample before the standing offer award date. The sample must comply with the statement of work, technical requirements and sealed sample provided by CORCAN. In case of any discrepancy between the sample of the assembled shirts provided by CORCAN and the statement of work, the statement of work takes precedence.
 - b) NOTE: IF THE BIDDER DOES NOT PROVIDE THE PRE STANDING OFFER AWARD SAMPLE BEFORE THE PRESCRIBED DEADLINE, THEIR BID MAY BE REJECTED.
 - c) The sample provided by the bidder, the sealed reference sample and all raw materials remain the property of Canada. The sealed reference sample and any unused materials provided must be sent back to CORCAN with the bidder's pre-standing offer award sample. Failure to return the sealed reference sample or unused materials within the prescribed time will render the bid non-responsive, and Canada will send an invoice to the bidder for the unreturned goods that belong to it.
 - d) The pre-standing offer award samples will be evaluated for quality of workmanship and conformance to specified materials and measurements. The requirement for a pre-standing offer award sample will not relieve the successful bidder from submitting samples as required by the standing offer terms or from strictly adhering to the technical requirement of this Request for Proposal and any resulting contract.
 - e) If a pre-standing offer award sample does not demonstrate that the product respects the mandatory technical requirements and criteria set out in Annex C — Technical Evaluation, the bid will be found non-compliant.

Note: Only bids that respect all of the mandatory technical criteria will be subject to further evaluation, namely the financial evaluation.

1.2 Financial Evaluation

1.2.1 SACC Manual Clause M0220T (2016-01-28), Evaluation of Price - Offer (if applicable)

Offers containing a financial offer other than the one requested at **Article 3. Section II: Financial Offer** of **PART 3 – OFFER PREPARATION INSTRUCTIONS** will be declared non-compliant.

2. Basis of Selection

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.

1. 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.

1.1 Integrity Provisions – Declaration of Convicted Offenses

- A) Subject to subsection B, by submitting an offer in response to this request for standing offer (RFSO), the Offeror certifies that:
- i. it has read and understands the Ineligibility and Suspension Policy;
 - ii. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - iii. it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for purposes of making a determination of ineligibility or suspension;
 - iv. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offenses in the Policy;
 - v. none of the domestic criminal offenses, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and proposed first tier subcontractors; and
 - vi. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- B) Where an Offeror is unable to provide any of the certifications required by subsection A, it must submit with its offer the completed [Integrity Declaration Form](#). Offerors must submit this form to Correctional Service of Canada with their offer.

1.2 Integrity Provisions – Required documentation

List of names: all Offerors, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:

- i. Offerors that are corporate entities, including those submitting an offer as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii. Offerors submitting an offer as sole proprietors, including sole proprietors submitting an offer as joint ventures, must provide a complete list of the names of all owners; or
- iii. Offerors that are a partnership do not need to provide a list of names.

List of Names:

_____	_____
_____	_____
_____	_____
_____	_____

OR

- The Offeror is a partnership

During the evaluation of offers, the Offeror must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the offer.

1.3 Sample and Production Certification

The Bidder certifies that:

() The manufacturer that produced the pre-standing offer award sample will remain unchanged for the evaluation, preproduction samples and full production of the standing offer quantity.

Manufacturer name: _____

1.4 Certification:

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.

2. Security Requirement

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

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](#) issued by Public Works and Government Services Canada.

As this Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

3.1 General Conditions

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

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the date of Standing Offer issuance to January 31 2025.

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, 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 at any time before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Aimée Legault
Title: Senior Contracting Officer
Correctional Service of Canada
Contracting and Material Services

Telephone: 343-597-2485

E-mail address: aimee.legault@csc-scc.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, the Standing Offer Authority is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

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.

5.3 Offeror's Representative

(To be completed at Standing Offer Issuance)

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. Identified Users

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

Correctional Service of Canada
Québec Region.

8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the Call-up Against a Standing Offer form or an electronic version.

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$_____ (insert total individual call-up limitation) (Applicable Taxes included).

10. Financial Limitation

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

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever

comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

11. Priority of Documents

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

- a) the 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 2010B (2022-12-01) General conditions: Professional services (medium complexity)
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated _____.

12. Certifications and Additional Information

12.1 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.

13. Applicable Laws

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

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.

1. Statement of Work

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

2. Standard Clauses and Conditions

2.1 General Conditions

2010B (2022-12-01), General Conditions - Professional Services (Medium Complexity), apply to and form part of the Contract.

3. Contract Period

3.1 Contract Period – Production Time and Delivery Deadline

The work must be completed in accordance with the call-up against the standing offer.

Assembly and delivery of the shirts must be completed within eight (8) weeks following a call-up against the standing offer.

3.2 Preparation for Delivery

The Offeror must prepare all items for delivery in accordance with Annex A.

3.3 Shipping Instructions – Delivery at Destination

The goods must be shipped to the destination specified in the call up:

- a) **Free on Board (FOB) Laval, QC in accordance with Incoterms 2000 for shipments from a commercial contractor.**

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.

5. Payment

5.1 Basis of Payment

Payments will be made in accordance with Annex B – Basis of Payment

5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are *excluded* and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

5.3 Term of Payment – Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

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

5.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department
SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification
SACC Manual clause C0705C (2010-01-11), Discretionary Audit

5.5 Travel and Living Expenses

There are no travel and living expenses associated with the Contract.

5.6 Electronic Payment of Invoices – Contract

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

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

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.

One (1) copy must be forwarded to the following address for certification and payment:

345-CorcanFinances@CSC-SCC.GC.CA

7. Insurance

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

8. Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

9. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- 9.1 The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- 9.2 The Contractor must advise the Minister of any change in ownership control for the duration of the contract.
- 9.3 The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister must have the right to treat this Contract as being in default and terminate the contract accordingly.
- 9.4 For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

10. Closure of Government Facilities

- 10.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.
- 10.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

11. Tuberculosis Testing

- 11.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.
- 11.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.
- 11.3 All costs related to such testing will be at the sole expense of the Contractor.

12. Compliance with CSC Policies

- 12.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.
- 12.2 Unless otherwise provided in the contract, the Contractor must obtain all permits and hold all certificates and licenses required for the performance of the Work.
- 12.3 Details on existing CSC policies can be found on the [CSC website](#) or any other CSC web page designated for such purpose.

13. Health and Labour Conditions

- 13.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.
- 13.2 The Contractor must comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and must also require compliance of same by all its subcontractors when applicable.
- 13.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity must forthwith notify the Project Authority or His Majesty.
- 13.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor must be furnished by the Contractor to the Project Authority or His Majesty at such time as the Project Authority or His Majesty may reasonably request."

14. Identification Protocol Responsibilities

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

- 14.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;
- 14.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;
- 14.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify himself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and
- 14.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

15. Dispute Resolution Services

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 [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web at [the Office of the Procurement Ombudsman website](#). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit [the Office of the Procurement Ombudsman website](#).

16. Contract Administration

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 administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web [the Office of the Procurement](#)

[Ombudsman website](#). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit [the Office of the Procurement Ombudsman website](#).

17. Information Guide for Contractors

Prior to the commencement of any work, the Contractor certifies that its employees or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC "Information Guide for Contractors" website: www.bit.do/CSC-EN .

ANNEX A – STATEMENT OF WORK

Correctional Services Canada's (CSC) CORCAN program requires on-demand assembly services for men's shirts of various sizes. These shirts are intended for the inmates at various institutions across Canada. The work that must be completed by the contractor is described below.

OBJECTIVES

Provide a complete assembly service for men's shirts of various sizes on demand.

Product Nomenclature

Item 1 – White Shirt, Long Sleeves

Item 2 – White Shirt, Short Sleeves

TASKS

The Contractor must provide assembled men's shirts on demand, which includes but is not limited to, cutting fabric according to the diagram, pattern and size chart provided by CORCAN.

For an overview of the tasks to be carried out, refer to Table 1. For detailed information on the tasks, see below and refer to the technical drawings.

The Contractor must provide shirt assembly services in compliance with the applicable requirements, tables and drawings, and the size chart and sealed sample.

SUPPLIES

CSC CORCAN will provide the following to the Contractor:

- Fabric;
- Buttons;
- White fusible interfacing;
- Digital MDL format pattern, pictogram and size chart; and
- Size labels to sew onto the interior of the garments.

The Contractor must provide the following:

- White Poly Plus 65/2 Thread;
- Markers;
- Clear poly bags;
- Adhesive labels to stick on the clear poly bags;
- Shipping boxes;
- Palettes for transportation;
- Any other supplies required.

Cut:

All shirt components must be cut from the same piece of material.

Seams and Stitching:

All seams and stitches using stitch type 301 must comply with Standard CAN/CGSB-5.4-M.90 and must have 3 to 4 stitches per centimeter (8–10 per inch). Seams must be securely backstitched at all ends.

Sleeves:

Sleeves must be made of a single piece and set-in.

Size Chart:

The shirts must be provided in the sizes prescribed in Table 2 (Item 1) and 2.2 (Item 2).

Deliverables: The Contractor must assemble, package and deliver the finished shirts in accordance with the instructions in Annex A – Statement of Work.

Preproduction sample

- **One (1) sample for each of the shirts, items 1 and 2, before production, in size large.**
- The preproduction sample must be representative of the finished product in accordance with the statement of work, technical requirements and sealed sample.
- The preproduction sample must be made with the fabric provided by CORCAN and the materials provided by the supplier as specified in the statement of work for the shirts.
- The preproduction sample must be provided at no cost and will remain the property of Canada.

Production Time and Delivery Deadline

The work must be completed in accordance with the call-up against the standing offer.

Assembly and delivery of the shirts must be completed within eight (8) weeks following a call-up against the standing offer.

Quality assurance

- The Contractor must perform all required inspections and tests to demonstrate that the final product complies with all requirements set out in the statement of work, technical requirements and size chart.

Delivery Schedule

- Once the preproduction sample is approved by CORCAN, the Contractor will have eight (8) weeks to deliver the requested quantities.

Packaging

- The shirts must be folded according to the highest commercial standards, and boxes must contain thirty (30) units each.
- The products must be packaged in accordance with the established commercial standards to guarantee that the shirts reach their destination in good condition in accordance with CORCAN instructions.

Delivery Instructions:

- The size of the shirts must be indicated on the shipping boxes, and the boxes must be placed on pallets for delivery.
- The pallets must not weigh more than 45 kg (the weight of the finished products and one pallet can reach up to 350 kg per pallet).
- Each shipment must include a fully detailed packing slip stating the contents of each box.
- Given that the institution has a loading dock, CORCAN will unload the goods.
- Deliveries must be made from Monday to Thursday, between 8:15 a.m. and 10:45 a.m. and between 1:00 p.m. and 3:00 p.m.

Delivery Address

Production Supervisor – CORCAN
Federal Training Centre
205 Montée St-François
Laval, Qc H7C 2S3

Compliance

Should the work not be in compliance, the Project Authority will inform the Contractor of the problem, which must be corrected within 45 days, including pickup and delivery.

Item 1, White Shirt, Long Sleeves

Table 1 – tasks to perform (Item 1)
Thread and machine requirements

No.	DESCRIPTION OF OPERATION	MACHINE	THREAD	ADDITIONAL INSTRUCTIONS
	Receive and separate the cut pieces			
	PREPARATION			
1	Attach interfacing to the collar and cuffs	Heat press machine		Fuse at a temperature of 150°C and remove excess interfacing
2	Assemble collar and cuff sides with $\frac{3}{8}$ " plain stitching	5-thread overlock	Poly Plus 40	
3	Stitch collar at $\frac{1}{4}$ ", turn and stitch	Plain stitch 301	Permacore Tex 40	
4	Hem the top of the pocket	Plain stitch 301	Permacore Tex 40	Turn at notch twice
	ASSEMBLY			
1	Place the pocket on the shirt			Place above holes on the front of the shirt
2	Stitch pocket at $\frac{1}{8}$ "	Plain stitch 301	Permacore Tex 40	
3	Tack the top of the pocket	Tacker	Permacore Tex 40	
4	Overcast the front of the shirt	3-thread overlock	Poly Plus 40	
5	Fold the facing			Fold along the notches on the bottom and the top of the front
6	Press the facing			
7	Assemble the shoulders	5-thread overlock	Poly Plus 40	
8	Attach and fold back the collar with label	Plain stitch 301	Permacore Tex 40	Attach from the notch located at $\frac{3}{4}$ " from the edge of the shirt
9	Attach bias to sleeve	Plain stitch 301	Permacore Tex 40	
10	Attach sleeves	5-thread overlock	Poly Plus 40	

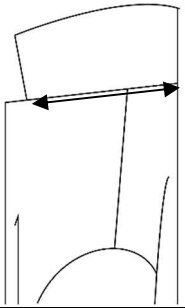
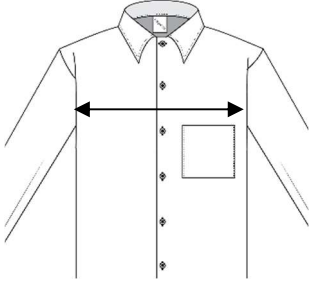
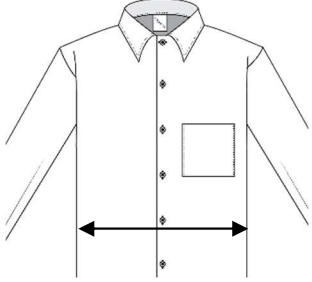
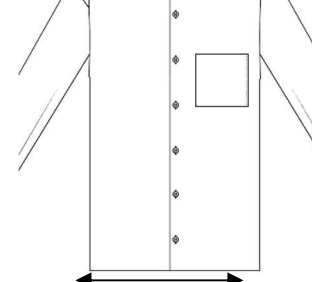
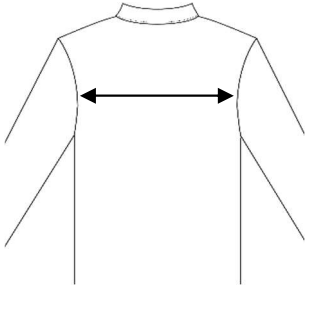
MID-PRODUCTION				
1	Perform mid-production inspection			
2	Assemble sides	5-thread overlock	Poly Plus 40	
3	Attach cuffs with overlock	3-thread overlock	Permacore Tex 40	
4	Fold over cuff at 1/16" and 1/4" using plain stitch	Plain stitch 301	Permacore Tex 40	
5	Hem bottom of shirt at 3/8"	Plain stitch 301	Permacore Tex 40	

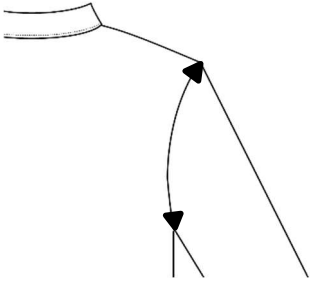
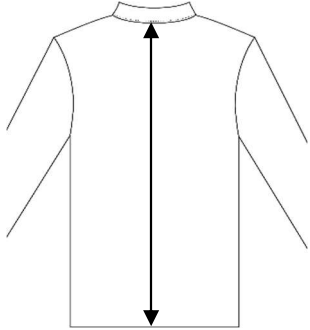
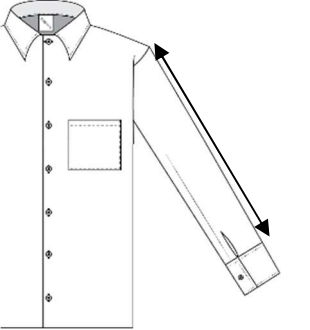
6	Mark location of button holes			Place first button hole at 5 1/2" from the bottom, leaving 3" between the rest of the button holes The top button hole must be horizontal
7	Sew the button holes	Button hole	Permacore Tex 40	
8	Mark location of buttons			Place first button at 5 1/2" from the bottom, leaving 3" between the rest of the button
9	Attach buttons	Button machine	Permacore Tex 40	
INSPECTION				
	Final inspection of shirt			

Table 2: Size Chart: LS Shirt – Item 1.
All measurements are in inches

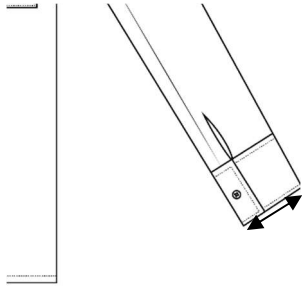
Sizes	Chest Circumference	Neck	Waist	Bottom	Build	Back Length	Sleeve Inseam	Sleeve Length	Ouverture
MEDIUM	46"	16"	43"	45"	18½"	30"	20½"	32¼"	9"
LARGE	50"	17"	47"	49"	19½"	30"	22"	33"	9 ³ / ₈ "
XLARGE	54"	18"	51"	53"	20½"	31"	23½"	33¾"	9¾"
2XLARGE	58"	19"	55"	57"	21½"	31"	25"	34½"	10 ¹ / ₈ "
Allowance	± ½"	± ¼"	± ½"	± ½"	± ¾"	± ½"	± ½"	± ¾"	± ¼"
	A	B	C	D	E	F	G	H	I

Drawing 1: Specifications for taking measurements (Item 1)
To match the size chart

<p>NECK</p>		<ul style="list-style-type: none"> • Fold the shirt in half • Place the measuring tape in the centre of the seam (edge of collar), turn the measuring tape following the collar seam. • Final measurement = measurement obtained x2
<p>CHEST CIRCUMFERENCE</p>		<ul style="list-style-type: none"> • Lay the shirt flat on a table • Measure $\frac{3}{4}$" below the joint of the sleeve and the side seams (buttoned shirt) • Final measurement = measurement obtained x2
<p>WAIST</p>		<ul style="list-style-type: none"> • Lay the shirt flat on a table • Measure $7\frac{1}{8}$" to $11\frac{3}{4}$" below the joint of the sleeve and the side seams (buttoned shirt) • Final measurement = measurement obtained x2
<p>HIPS</p>		<ul style="list-style-type: none"> • Lay the shirt flat on a table • Measure at the bottom of the side seams • Final measurement = measurement obtained x2
<p>BUILD</p>		<ul style="list-style-type: none"> • Lay the shirt flat on a table • Measure the width between sleeve seam at the narrowest part of the back • Final measurement = measurement obtained x1

<p>SLEEVE INSEAM</p>		<ul style="list-style-type: none"> • Measure the perimeter of the sleeve inseam along the seam • Final measurement = measurement obtained x1
<p>LENGTH</p>		<ul style="list-style-type: none"> • Lay the shirt flat on a table • Measure the distance from the bottom of the collar (middle back) to the bottom of the shirt • Final measurement = measurement obtained x1
<p>SLEEVE LENGTH</p>		<ul style="list-style-type: none"> • Lay the shirt flat on a table • Measure the distance from the side join of the sleeve inseam to the end of the sleeve • Final measurement = measurement obtained x1

CUFF OPENING

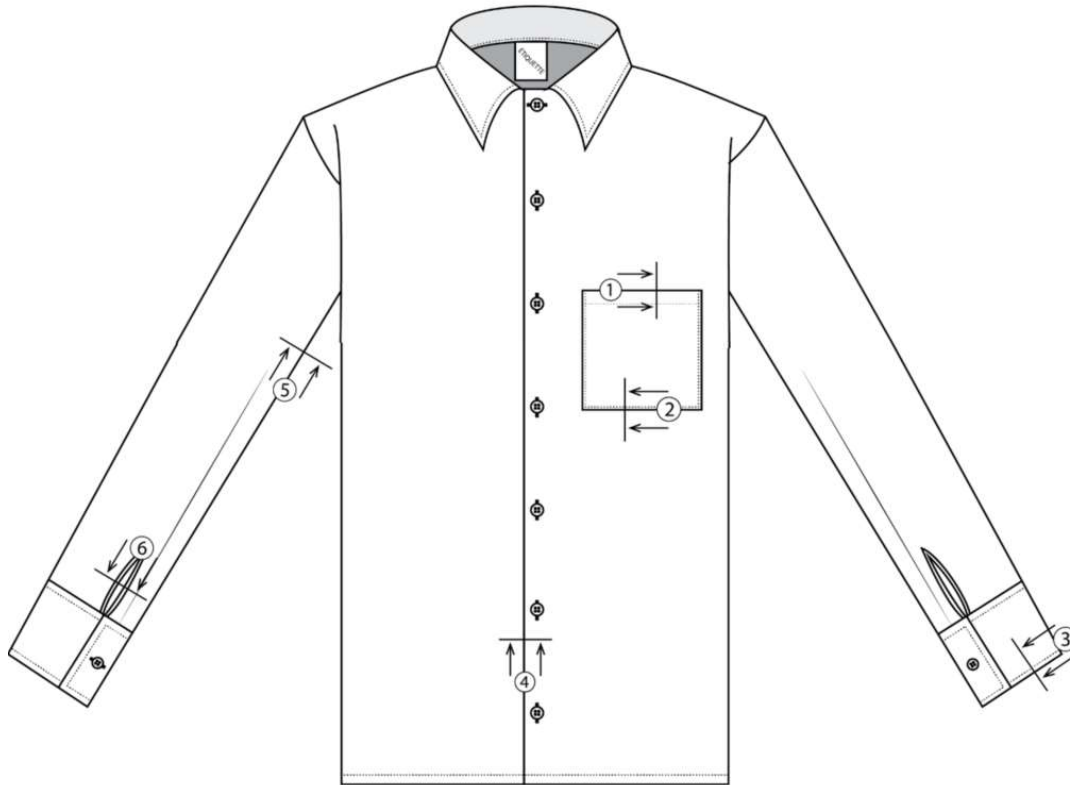



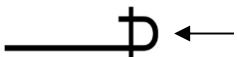

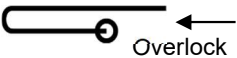


- Lay the shirt flat on a table
- Measure the width of the sleeve along the bottom edge
- Final measurement = measurement obtained x2

Drawing 2: Diagram, Item 1
To match the size chart

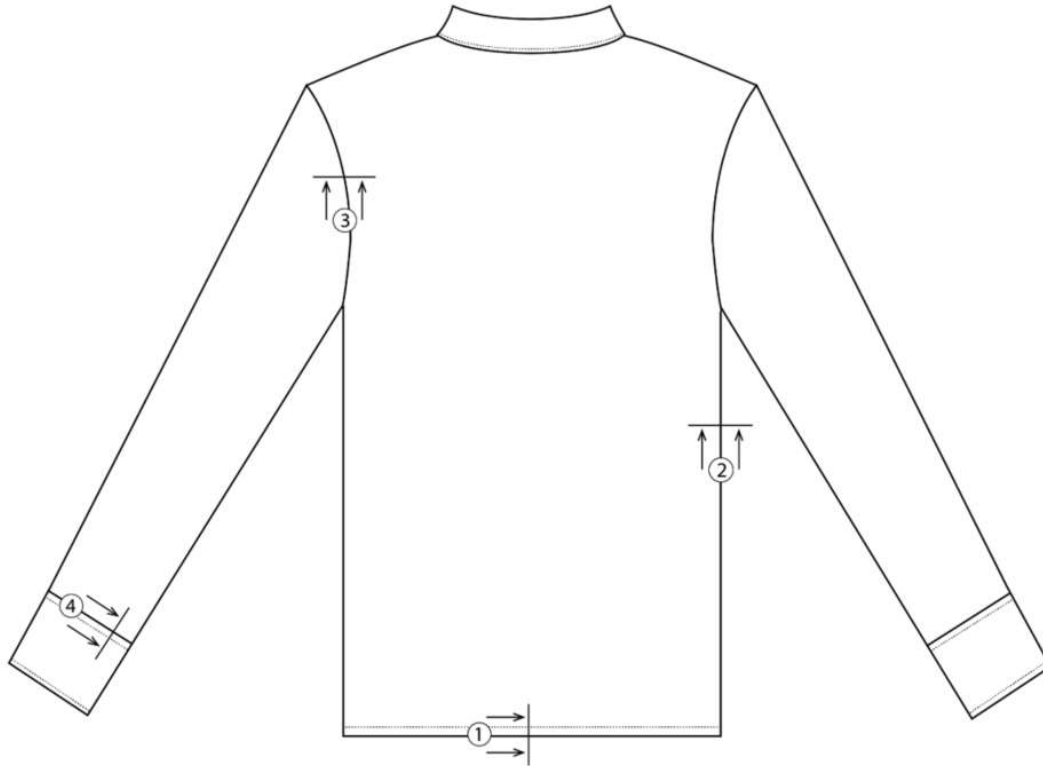






Drawing 3: Front view, Item 1
Technical Drawing With Required Operations



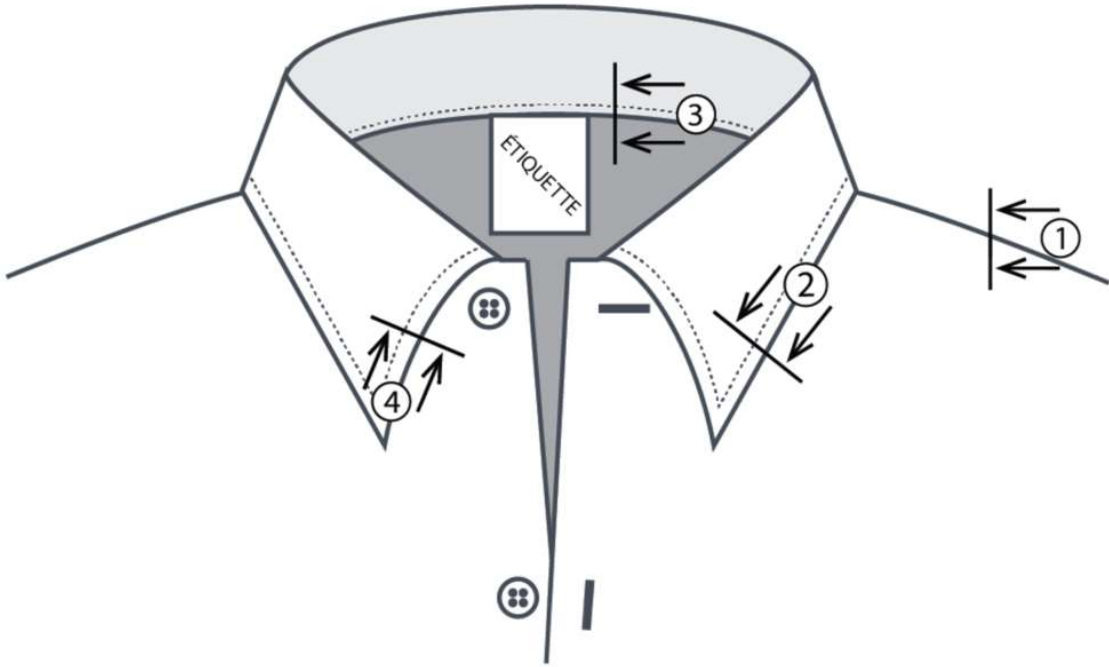
No.	Operation	Section	Machine Type	Machine Ref.	Comments
1	Hem the top of the pocket	 Plain	Plain stitch 301	Brother DH4-B48001	
2	Sew the pocket onto the left side of the shirt	 Plain	Plain stitch 301	Brother DH4-B48001	
3	Fold the cuff with interfacing in two and topstitch the edge	 Plain	Plain stitch 301	Brother DH4-B48001	White fusible interfacing 8305A640
4	Overcast and fold the two front panels of the shirt	 Overlock	3-thread overlock	Brother MA4-B551	
5	Close the bottom of the sleeve	 Overlock	5-thread overlock	Juki MO-6714S	
6	Add bias to sleeve	 Plain	Plain stitch 301	Brother DH4-B48001	


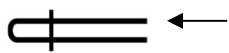


Drawing 4: Back view, Item 1
Technical Drawing With Required Operations



No.	Operation	Section	Machine Type	Machine Ref.	Comments
1	Hem bottom of shirt	 Plain	Plain stitch 301	Brother DH4-B48001	
2	Assemble sides of shirt	 Overlock	5-thread overlock	Juki MO-6714S	
3	Attach sleeves to shirt	 Overlock	5-thread overlock	Juki MO-6714S	
4	Assemble cuff and sleeve, fold and topstitch edge	 Plain	Plain stitch 301 5-thread overlock	Brother DH4-B48001 Juki MO-6714S	White fusible interfacing 8305A640

Drawing 5: Collar view, Item 1
Technical Drawing With Required Operations



No.	Operation	Section	Machine Type	Machine Ref.	Comments
1	Assemble the shoulders	 Overlock	5-thread overlock	Juki MO-6714S	
2	Fold and topstitch sides of collar	 Plain	Plain stitch 301	Brother DH4-B48001	
3	Attach collar to shirt	 Plain	Plain stitch 301	Brother DH4-B48001	
4	Fold toward inside to sew collar piece together	 Plain	Plain stitch 301	Brother DH4-B48001	

Item 2, White Shirt, Short Sleeves**Table 1.2 – tasks to perform (Item 2)***Thread and machine requirements*

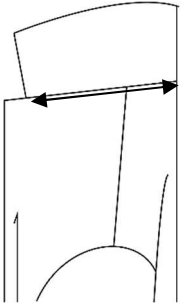
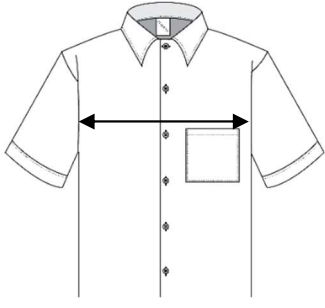
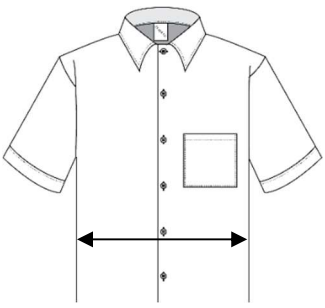
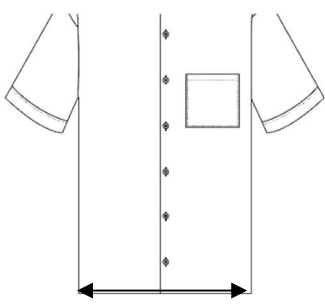
No.	DESCRIPTION OF OPERATION	MACHINE	THREAD	ADDITIONAL INSTRUCTIONS
	Receive and separate the cut pieces			
PREPARATION				
1	Sew together the two collar pieces	Plain stitch 301	Poly Plus 65/2	Sew at 3/8"
2	Assemble sides of collar	Plain stitch 301	Poly Plus 65/2	Turn and stitch at 1/4"
3	Turn the top of the pocket to the notch and turn it again to the second notch, sew at one 1/16	Plain stitch 301	Poly Plus 65/2	
4	Fold sleeve at first notch			The notch is located 3/4" from the edge
5	Fold again at second notch and stitch at 1/4"	Plain stitch 301	Poly Plus 65/2	
6	Unfold and press sleeve			Make sure the seam is on the right side
ASSEMBLY				
1	Place the pocket on the shirt			Place above holes on the front of the shirt
2	Stitch pocket at 1/8"	Plain stitch 301	Poly Plus 65/2	
3	Tack the top of the pocket	Tacker	Poly Plus 65/2	
4	Overcast the front of the shirt	3-thread overlock	Poly Plus 65/2	
5	Fold the facing			Fold along the notches on the bottom and the top of the front
6	Press the facing			
MID-PRODUCTION				
1	Perform mid-production inspection			
2	Assemble shoulders, sleeves and sides	5-thread overlock	Poly Plus 65/2	

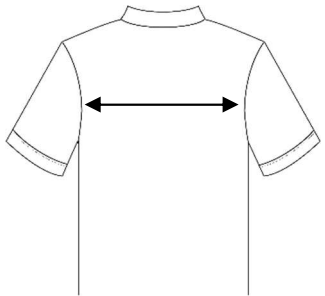
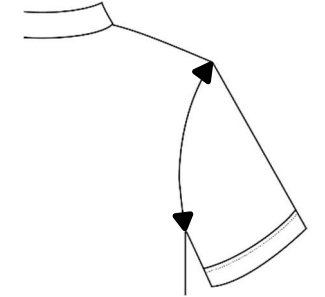
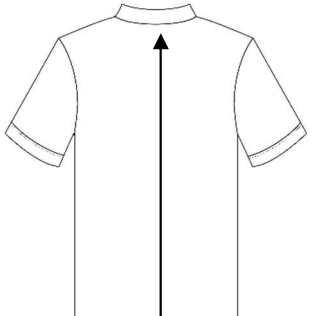
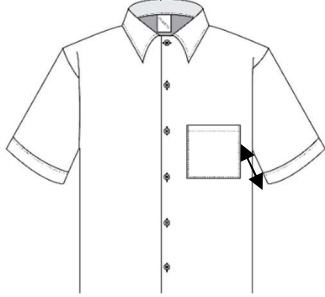

3	Bring the thread from the sleeve overlock under the seam			
4	Tack the seam and thread at ¼"	Plain stitch 301	Poly Plus 65/2	
5	Attach the collar	5-thread overlock	Poly Plus 65/2	Attach from the notch located at ¾" from the edge of the shirt
6	Turn the corners			
7	Fold the collar and label at ¼"	Plain stitch 301	Poly Plus 65/2	
8	Mark location of button holes			Place first button hole at 5½" from the bottom, leaving 3" between the rest of the button holes The top button hole must be horizontal
9	Sew the button holes	Button hole	Poly Plus 65/2	
10	Mark location of buttons			Place first button at 5½" from the bottom, leaving 3" between the rest of the button
11	Attach buttons	Button machine	Poly Plus 65/2	
12	Hem bottom of shirt at ¾"	Plain stitch 301	Poly Plus 65/2	
	INSPECTION			
	Final inspection of shirt			

Table 2.2: Size Chart: SS Shirt – Item 2.
All measurements are in inches

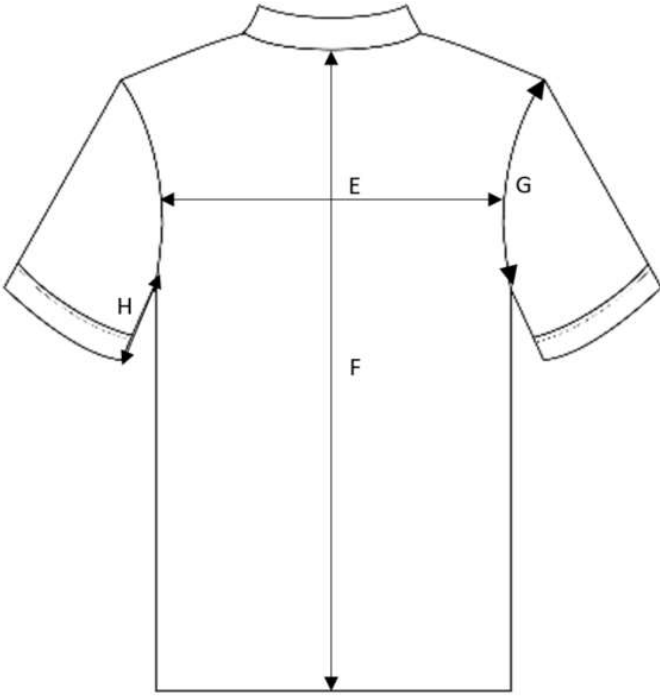
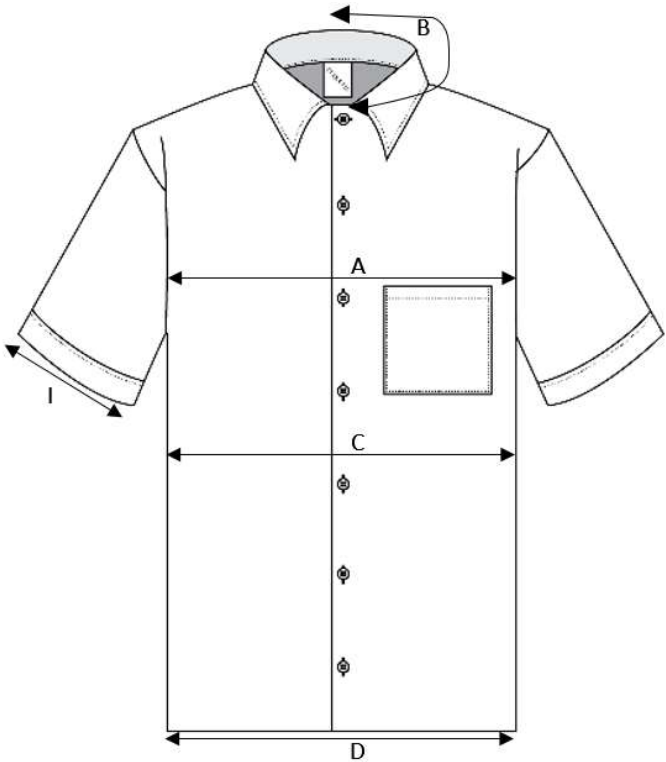
Sizes	Chest Circumference	Neck	Waist	Bottom	Build	Back Length	Sleeve Inseam	Sleeve Length	Opening
MEDIUM	46"	16"	43"	45"	18½"	30"	20½"	5½"	15¾"
LARGE	50"	17"	47"	49"	19½"	30"	22"	5½"	16 9/16 "
XLARGE	54"	18"	51"	53"	20½"	31"	23½"	5½"	17 5/16"
2XLARGE	58"	19"	55"	57"	21½"	31"	25"	5½"	18 7/8"
Allowance	± ½"	± ¼"	± ½"	± ½"	± ⅜"	± ½"	± ½"	± ⅜"	± ¼"
	A	B	C	D	E	F	G	H	I

Drawing 1.2: Specifications for taking measurements (Item 2)
To match the size chart

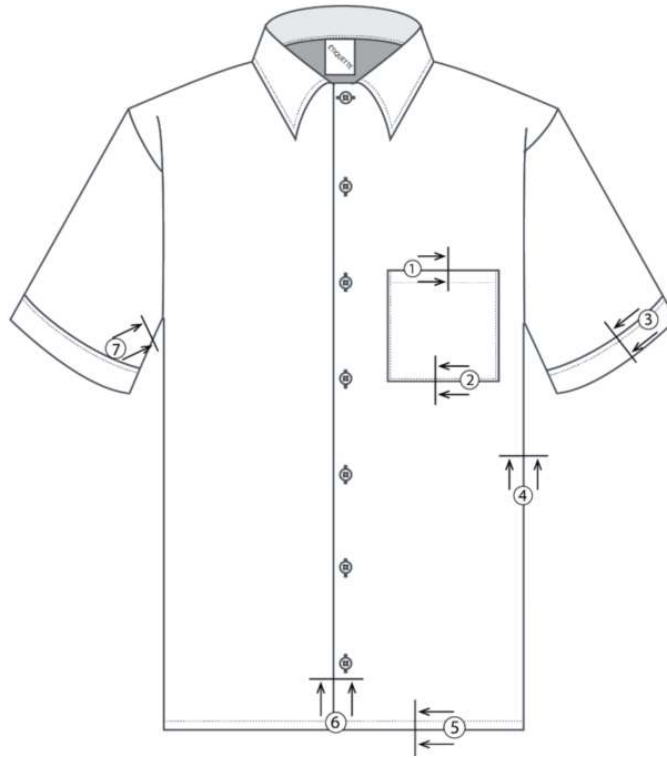
<p>NECK</p>		<ul style="list-style-type: none"> • Fold the shirt in half • Place the measuring tape in the centre of the seam (edge of collar), turn the measuring tape following the collar seam. • Final measurement = measurement obtained x2
<p>CHEST CIRCUMFERENCE</p>		<ul style="list-style-type: none"> • Lay the shirt flat on a table • Measure $\frac{3}{4}$" below the joint of the sleeve and the side seams (buttoned shirt) • Final measurement = measurement obtained x2
<p>WAIST</p>		<ul style="list-style-type: none"> • Lay the shirt flat on a table • Measure $7\frac{1}{8}$" to $11\frac{3}{4}$" below the joint of the sleeve and the side seams (buttoned shirt) • Final measurement = measurement obtained x2
<p>HIPS</p>		<ul style="list-style-type: none"> • Lay the shirt flat on a table • Measure at the bottom of the side seams • Final measurement = measurement obtained x2

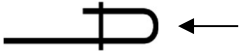


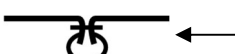

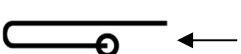

<p>BUILD</p>		<ul style="list-style-type: none"> • Lay the shirt flat on a table • Measure the width between sleeve seam at the narrowest part of the back • Final measurement = measurement obtained x1
<p>ARMHOLE</p>		<ul style="list-style-type: none"> • Measure the circumference of the armhole measurement along the curvature of the seam line • Final measurement = measurement obtained x1
<p>BACK LENGTH</p>		<ul style="list-style-type: none"> • Place the shirt flat on the table • Measure the distance from the base of the collar (center back) to the bottom of the shirt • Final measurement = measurement obtained x1
<p>SLEEVE LENGTH</p>		<ul style="list-style-type: none"> • Place the shirt flat on the table • Measure the distance from the under arm join seam to the end of the cuff Final measurement = measurement obtained x1
<p>SLEEVE OPENING</p>		<ul style="list-style-type: none"> • Place the shirt flat on the table • Measure the width of the sleeve along the bottom edge • Final measurement = measurement obtained x2

Drawing 2.2: Diagram, Item 2
To match the size chart

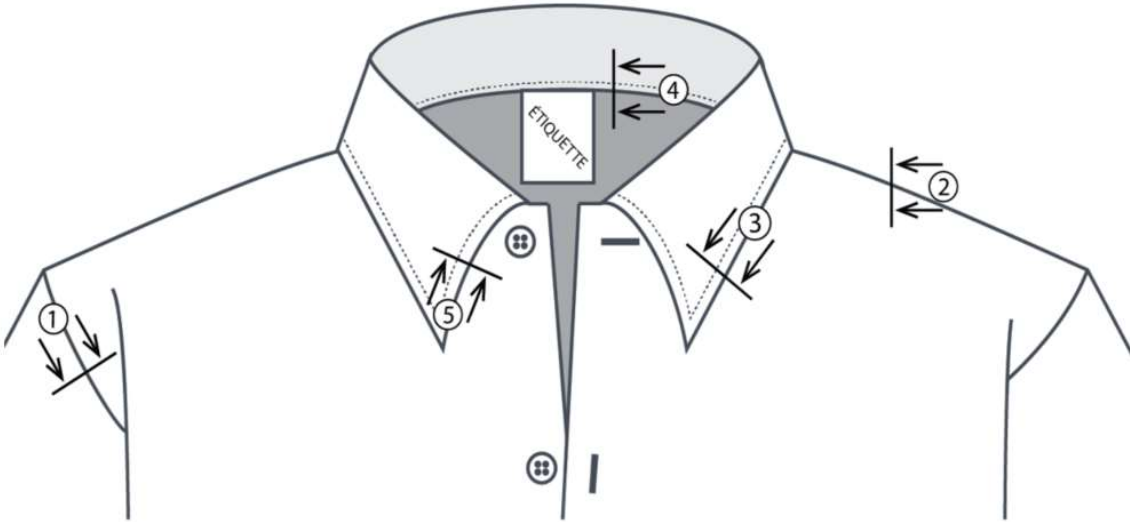



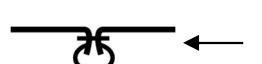


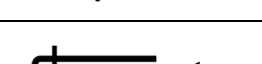
Drawing 3.2: Front view, Item 2
Technical Drawing With Required Operations



No.	Operation	Section	Machine Type	Machine Ref.	Comments
1	Fold and sew the top of the pocket		Plain	Plain stitch 301	Brother DH4-B48001
2	Sew the pocket onto the left side of the shirt		Plain	Plain stitch 301	Brother DH4-B48001
3	Fold the edge of the sleeve over twice before stitching it		Plain	Plain stitch 301	Brother DH4-B48001 It must be folder over twice to create a false cuff
4	Assemble sides of shirt		Overlock	5-thread overlock	Juki MO-6714S
5	Hem bottom of shirt		Plain	Plain stitch 301	Brother DH4-B48001
6	Overcast and fold the two front panels of the shirt		Overlock	3-thread overlock	Brother MA4-B551
7	Close the bottom of the sleeve		Overlock	5-thread overlock	Juki MO-6714S

Drawing 4.2: Collar view, Item 2
Technical Drawing With Required Operations



No.	Operation	Section	Machine Type	Machine Ref.	Comments
1	Attach sleeves to shirt		Overlock	5-thread overlock	Juki MO-6714S
2	Assemble the shoulders		Overlock	5-thread overlock	Juki MO-6714S
3	Fold and topstitch sides of collar		Plain	Plain stitch 301	Brother DH4-B48001
4	Attach collar to shirt		Plain	Plain stitch 301	Brother DH4-B48001
5	Fold toward inside to sew collar piece together		Plain	Plain stitch 301	Brother DH4-B48001

ANNEX B - PROPOSED BASIS OF PAYMENT

The following basis of payment will apply to any call-up issued against this Standing Offer.

1.0 Professional Services provided with a Firm Price:

For professional services requested by Canada, Canada will pay the Contractor the firm price set out in the Contract based on the firm, all-inclusive rates set out in this Annex, Applicable Taxes extra.

The quantity estimates for each period do not constitute a contractual guarantee of shirt assembly services.

2.0 Rates

Pricing to include delivery – FOB (Free on Board) to Laval QC.

Period 1 – From Standing Offer Award to January 31, 2025

Item No.	Description	Estimated quantities Column A	Firm Unit Price, FOB, transportation costs included Column B	Total Column C
Item 1 – Shirt, long sleeves	MEDIUM	150	_____ ea.	\$ _____
	LARGE	150	_____ ea.	\$ _____
	XLARGE	300	_____ ea.	\$ _____
	2XLARGE	300	_____ ea.	\$ _____
TOTAL Item 1				\$ _____
Item 2 – Shirt, short sleeves	MEDIUM	150	_____ ea.	\$ _____
	LARGE	150	_____ ea.	\$ _____

	XLARGE	300	_____ ea.	\$ _____
	2XLARGE	300	_____ ea.	\$ _____
TOTAL Item 2				\$ _____

3.0 Options to Extend the Standing Offer Period:

Subject to the exercise of the option to extend the Standing Offer period in accordance with Article <To Be Inserted at Contract Award> of the original Standing Offer, Options to Extend the Standing Offer, the Contractor will be paid the firm all inclusive unit price, in accordance with the following table, Applicable Taxes extra, to complete all Work and services required to be performed in relation any call-up issued as a result of the Standing Offer extension.

Period 2 – From February 1, 2025, to January 31, 2026

Item No.	Description	Estimated quantities Column A	Firm Unit Price, FOB, transportation costs included Column B	Total Column C
Item 1 – Shirt, long sleeves	MEDIUM	150	_____ ea.	\$ _____
	LARGE	150	_____ ea.	\$ _____
	XLARGE	300	_____ ea.	\$ _____
	2XLARGE	300	_____ ea.	\$ _____
TOTAL Item 1				\$ _____

Item 2 – Shirt, short sleeves	MEDIUM	150	_____ ea.	\$ _____
	LARGE	150	_____ ea.	\$ _____
	XLARGE	300	_____ ea.	\$ _____
	2XLARGE	300	_____ ea.	\$ _____
TOTAL Item 2				\$ _____

Period 3 – From February 1, 2026, to January 31, 2027

Item No.	Description	Estimated quantities Column A	Firm Unit Price, FOB, transportation costs included Column B	Total Column C
Item 1 – Shirt, long sleeves	MEDIUM	150	_____ ea.	\$ _____
	LARGE	150	_____ ea.	\$ _____
	XLARGE	300	_____ ea.	\$ _____
	2XLARGE	300	_____ ea.	\$ _____
TOTAL Item 1				\$ _____
Item 2 – Shirt, short sleeves	MEDIUM	150	_____ ea.	\$ _____

	LARGE	150	_____ ea.	\$ _____
	XLARGE	300	_____ ea.	\$ _____
	2XLARGE	300	_____ ea.	\$ _____
TOTAL Item 2				\$ _____

Costs and expenses:

ONLY services invoiced in accordance with the prices submitted will be paid for. The rates submitted include ALL that is necessary to carry out the work in accordance with the expected services. This includes but is not limited to: administration costs and expenditures, profit, transportation and labour, equipment and materials and/or any other expenses required to deliver the services.

The financial evaluations will be evaluated as per the following calculations:

Period 1 (Column C Total for Item 1 and 2) + Period 2 (Column C Total for Item 1 and 2) +Period 3 (Column C Total for Item 1 and 2) = Total Evaluated Cost

4.0 Applicable Taxes

- (a) If prices and amounts of money in the Standing Offer are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.
- (b) The estimated Applicable Taxes of \$<To Be Inserted at Standing Offer Award> are included in the total estimated cost shown on page 1 of this Standing Offer. The estimated Applicable Taxes will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which taxes do not apply, are to be identified as such on all invoices. The Offeror agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes or due.

5.0 Electronic Payment of Invoices - Offer

Canada requests that Offerors complete option 1 or 2 below:

- 1. () Electronic Payment Instruments will be accepted for payment of invoices.

The following Electronic Payment Instrument(s) are accepted:

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

2. () Electronic Payment Instruments will not be accepted for payment of invoices.

The Offeror is not obligated to accept payment by Electronic Payment Instruments.

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

ANNEX C - EVALUATION CRITERIA

1.0 Technical Evaluation:

1.1 The following elements of the offer will be evaluated and scored in accordance with the following evaluation criteria.

vii. Mandatory Technical Criteria

It is **imperative** that the offer **address each of these criteria** to demonstrate that the requirements are met.

The mandatory technical requirements for the evaluation and preproduction sample are listed in the table below. Compliance with all requirements under Annex A – Statement of Work and the following technical requirements is required.

MANDATORY TECHNICAL CRITERIA – The preproduction sample must respect the following technical requirements:

Item 1 – Shirt, long sleeves

Criteria	Actions	Allowance	Result	Compliance
Chest Circumference	50"	½"		
Neck	17"	¼"		
Waist	47"	½"		
Bottom	49"	½"		
Build	19½"	⅜"		
Back Length	30"	½"		
Sleeve Inseam	22"	½"		
Sleeve Length	33"	⅜"		
Opening	9 ^{3/8} "	¼"		

Item 2 – Shirt, short sleeves

Criteria	Actions	Allowance	Result	Compliance
Chest Circumference	50"	½"		
Neck	17"	¼"		
Waist	47"	½"		
Bottom	49"	½"		
Build	19½"	⅜"		
Back Length	30"	½"		
Sleeve Inseam	22"	½"		
Sleeve Length	5½"	⅜"		
Opening	16 ^{9/16} "	¼"		

Production Supervisor – CORCAN textile

Date