



RETURN BIDS TO:

IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca

FOR ELECTRONIC BIDS:

The electronic mailbox is equipped to send an automatic reply to all messages received. If you do not receive an automatic response, please contact the Contracting Authority to ensure your bid was received. Please note that it is the bidder's sole responsibility to ensure that all bids submitted are received in their entirety by Citizenship and Immigration Canada by the closing date and time indicated in this RFP.

IMPORTANT NOTICE TO SUPPLIERS

The Government Electronic Tendering Service on buyandsell.gc.ca/tenders will be the sole authoritative source for Government of Canada tenders that are subject to trade agreements or subject to departmental policies that require public advertising of tenders.

REQUEST FOR PROPOSAL

Proposal To: Citizenship and Immigration Canada

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

Instructions : See Herein

**Instructions: Voir aux présentes
Issuing Office – Bureau de distribution
Citizenship and Immigration Canada
Procurement and Contracting Services
70 Crémazie
Gatineau, Québec K1A 1L1**

| | |
|--|---|
| Title – Sujet | |
| Mobile Shredding Services | |
| Solicitation No. – N° de l'invitation | Date |
| CIC - 157284 | 2024-05-07 |
| Solicitation Closes – L'invitation prend fin at – à | Time Zone Fuseau horaire |
| 2:00 PM | EST |
| on – 2024-05-23 | |
| F.O.B. - F.A.B. | |
| Plant-Usine: <input type="checkbox"/> | Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/> |
| Address Inquiries to: - Adresser toutes questions à : | |
| IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca | |
| Telephone No. – N° de téléphone : | |
| 819-664-7501 | |
| Destination – of Goods, Services, and Construction: | |
| Destination – des biens, services et construction : | |
| See Herein | |
| Delivery required - Livraison exigée | |
| See Herein | |
| Vendor/firm Name and address | |
| Raison sociale et adresse du fournisseur/de l'entrepreneur | |
| | |
| Facsimile No. – N° de télécopieur | |
| Telephone No. – N° de téléphone | |
| Name and title of person authorized to sign on behalf of Vendor/firm | |
| Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur | |
| | |
| (type or print)/ (taper ou écrire en caractères d'imprimerie) | |
| | |
| Signature | Date |



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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

1.2 Summary

1.2.1 Immigration, Refugees and Citizenship Canada (IRCC) requires mobile shredding services for materials at multiple Service Canada/Passport Program regional offices across Canada. IRCC deals with highly sensitive and private information for the processing of passports and other operational needs. Due to the diverse and sensitive nature of the documents to be shredded, this request for proposal requires that a contractor provides scheduled and un-scheduled on-site shredding to the Service Canada/Passport Program regional offices.

The period of the contract is from the date of contract award to March 31st 2025, with four (4) one-year option periods. Options for this contract are as follows:

- Option 1: April 1st 2025 – March 31st 2026
- Option 2: April 1st 2026 – March 31st 2027
- Option 3: April 1st 2027 – March 31st 2028
- Option 4: April 1st 2028 – March 31st 2029

1.2.2 Multiple Contracts

Canada is seeking to establish up to 9 contracts for Mobile Shredding Service as defined in Appendix "D", Statement of Work.



1.2.3 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, Part 7 - Resulting Contract Clauses and Appendix "G". For more information on personnel and organization security screening or security clauses, bidders should refer to the [Contracting Security Program](#) of Public Works and Government Services Canada [Security requirements for contracting with the Government of Canada](#).

1.2.4 The requirement is limited to Canadian goods and/or services.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within fifteen (15) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone, or video-conference.

If you have any concerns relating to the procurement process, please refer to the [Bid Challenge and 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).

1.4 Mandatory Requirements

Where the words "must", "shall" or "will" appear in this RFP, the clause is to be considered as a mandatory requirement.



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All Citizenship and Immigration Canada (CIC) instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out on the [CIC Website](#).

All SACC manual clauses for specific instructions not covered by the standard instructions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

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

The [CIC-SI-001 \(2016-05-26\)](#) Standard Instructions – Goods or Services Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to Citizenship and Immigration Canada by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.



2.3 Enquiries - Bid Solicitation

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

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

2.4 Applicable Laws

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

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

2.5 Former Public Servant

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

Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.



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

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

Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- 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.

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid – one (1) electronic copy via email

Section II: Financial Bid – one (1) electronic copy via email

Section III: Certifications – one (1) electronic copy via email

Canada requests that respondents submit their response in unprotected (i.e. no password) PDF format by email. Complete size of emails containing a response must not exceed 10MB. Emails exceeding 10MB will not be received. Should the size of email(s) exceed 10MB, respondents must contact the Contracting Authority at least 48 hours prior to the closing date to discuss alternatives.

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use a numbering system that corresponds to the bid solicitation; and
- (b) page numbering must be used on the bottom right of each page of the proposal

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Attachment 4.1 - Pricing Schedule. The total amount of applicable taxes must be shown separately, if applicable.

Bidders should include the following information in their financial bid by completing Appendix "I", Vendor Information and Authorization and include it with their bid:



1. Their legal name;
2. Their [Business Number](#) (BN); and
3. The name of the contact person (including this person's mailing address, phone and facsimile numbers, and email address) authorized by the Bidder to enter into communications with Canada with regards to:
 - a) their bid; and
 - b) any contract that may result from their bid.

Financial proposals must clearly identify the personnel proposed and the associated category for evaluation purposes only. Proposed per diem rates or firm prices must be in Canadian dollars.

The Bidder's fixed price in response to this RFP and resulting contract(s) must include all overhead, general & administrative costs and profit. Included are the following costs that may be incurred in providing the required services: office space, computer hardware and software, word processing, preparation of reports, photocopying, courier services, facsimile services, telephone services, local travel expenses, fuel surcharge, and administration related to non-local travel expenses. "Local" as used here is defined as where the Work is to be performed in Canada as may be specified in the RFP and the resulting Contract(s).

Bidders must provide in their financial bid a price breakdown as detailed in the Attachment 4.1 - Pricing Schedule.

3.2 SACC Manual Clauses

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

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement. Bidders must also complete Attachment 2 to part 4 – Area of Service, identifying which service area(s) they wish to submit a bid, and Appendix “G” – IRCC Passport Program/Service Canada Office Locations, identifying the corresponding point of contact for the location(s) the bidder has outlined in the Attachment 2 to part 4 – Area of Service.

Bidders submitting an offer for more than one service area must be able to provide a sufficient number of resources, supplies and equipment to meet all of the requirements for all service areas they are submitting an offer.

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder’s proposal **non-responsive and will not be given further consideration**. The treatment of mandatory requirements in any procurement process is absolute. Each mandatory technical criterion should be addressed separately.

For each project summary provided, Bidders are required to provide specific dates (month and year) of experience as well as the total duration of project (number of months). The month(s) of experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

Since this RFP has multiple geographical service areas (9), the Bidder can bid on one or more service area’s they would like to perform the work. This may result in multiple contracts (up to 9), with each service area with one contractor awarded only.



| Number | Mandatory Technical Criterion | MET | NOT MET | Comments |
|------------|--|-----|---------|----------|
| MT1 | <p>The Bidder must, at bid closing date, be a certified member of the National Association for Information Destruction (NAID). The Bidder must provide a valid certificate of accreditation with NAID, with their bid submission.</p> | | | |
| MT2 | <p>The Bidder must demonstrate that all mobile shredder vehicles meet the shredding standard set out by the Royal Canadian Mounted Police (RCMP) for Protected B materials.</p> <p>The Bidder must also provide, in their bid submission, a list of all proposed mobile shredder vehicle including registrations.</p> | | | |
| MT3 | <p>The Bidder must demonstrate that they can provide the services listed in the Statement of Work (SOW) for all locations identified in Appendix “G” – IRCC Passport Program/Service Canada Office Locations within the service area which a bid is submitted.</p> <p>The Bidder must provide, with their bid submission, a service delivery table identifying which of their offices shall service each IRCC Passport Program/Service Canada office location in Appendix “G” between 8:00am and 4:00pm local time and within 72hrs of an unscheduled call. The table must include the company name, contact name, address, phone number and email address for each said office.</p> | | | |



| Number | Mandatory Technical Criterion | MET | NOT MET | Comments |
|-------------------|---|-----|---------|----------|
| <p>MT4</p> | <p>The Bidder must demonstrate that they can provide the type of consoles per regional office as identified in Appendix “J” – Console Specifications.</p> <p>The Bidder must provide, with their bid submission, the specifications of the consoles that they propose based on the information provided in Appendix “J” – Console Specifications.</p> | | | |

4.1.2 Financial Evaluation

Only the proposals that are technically responsive will be considered for financial evaluation.

The price of the bid will be evaluated in Canadian dollars, applicable taxes are excluded.

For the purposes of bid evaluation, Attachment 1 to part 4 - Pricing Schedule will be used. The Bidder must provide all inclusive fixed price per units rates for the services being proposed in accordance with the bid solicitation, for the initial contract period and option periods.

The volumetric data included in the pricing schedule detailed in Attachment 1 to part 4 - Pricing Schedule is provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

The “TOTAL EVALUATED PRICE” in the Attachment 1 to part 4 - Pricing Schedule will be calculated by adding the initial contract period total, Option Year 1 total, Option year 2 total, Option year 3 total, and Option year 4 total. The sum of the five rows will be used to determine the financial evaluation per service area.

4.1.3 Formulas in Pricing Schedule

If the Pricing Schedule provided to bidders include any formulae, Canada may re-input the prices provided by bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a bidder.

4.2 Basis of Selection

4.2.1 Basis of Selection - Lowest Evaluated Price

A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price found in the Attachment 1 to part 4 - Pricing Schedule under “**TOTAL EVALUATED PRICE**” per

each service area will be recommended for award of contract. This may result in multiple contracts (up to 9), with each service area with one contractor awarded only.



ATTACHMENT 1 TO PART 4 - PRICING SCHEDULE

PLEASE REFER TO SEPARATE ATTACHMENT TITLED “ATTACHMENT 1 TO PART 4 - PRICING SCHEDULE.xlsx”



ATTACHMENT 2 TO PART 4 – AREA OF SERVICE

Please indicate what area(s) your company is bidding on for service.

| Area of Service | Mandatory Service to locations with the Area of Service | Bidder Response to Service Area |
|---|--|--|
| British Columbia Service Area 1 | <ul style="list-style-type: none"> • Richmond • Surrey • Victoria • Vancouver • Kelowna | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Alberta Service Area 2 | <ul style="list-style-type: none"> • Edmonton • Calgary | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Saskatchewan Services Area 3 | <ul style="list-style-type: none"> • Regina | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Manitoba Services Area 4 | <ul style="list-style-type: none"> • Winnipeg | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Ontario Services Area 5 | <ul style="list-style-type: none"> • Hamilton • Brampton • Hamilton • Kitchener • London • Mississauga (2) • North York • Scarborough • Toronto • Whitby • Windsor • Thunder Bay | <input type="checkbox"/> Yes <input type="checkbox"/> No |



| | | |
|---|---|--|
| Quebec Services Area 6 | <ul style="list-style-type: none">• Gatineau• Montreal• Saint-Laurent• Pointe-Claire• Laval• Quebec• Chicoutimi | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| New Brunswick Services Area 7 | <ul style="list-style-type: none">• Fredericton | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Nova Scotia Services Area 8 | <ul style="list-style-type: none">• Halifax | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Newfoundland & Labrador Services Area 9 | <ul style="list-style-type: none">• St-John | <input type="checkbox"/> Yes <input type="checkbox"/> No |



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](#) website, to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](#), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Integrity Provisions – List of Names

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide a completed List of Names in the Integrity Verification form available on the [Integrity Regime website](#), to be given further consideration in the procurement process.

5.2.3 Federal Contractors Program for Employment Equity – Bid Certification



By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the [Federal Contractors Program \(FCP\)](#) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the webpage.

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

5.2.4 Canadian Content Certification

This procurement is limited to Canadian services. The Bidder certifies that the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#) (2020-07-01), Canadian Content Definition

() I understand and certify

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.



PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

Please refer to Part 7 - Resulting Contract Clauses, Appendix “B”.



PART 7 - RESULTING CONTRACT CLAUSES

APPENDIX “A”, GENERAL TERMS AND CONDITIONS

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

A1. Standard Acquisition Clauses and Conditions Manual

All instructions, general terms, conditions and clauses identified herein by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual issued by Public Works and Government Services Canada (PWGSC) and in the Citizenship and Immigration Canada Terms and Conditions Manual.

A1.1 An electronic version of the [SACC Manual](#) is available on the Buy and Sell Website.

A1.2 An electronic version of the Citizenship and Immigration Canada (CIC) Contract Terms and Conditions is available on the [CIC Website](#).

A2. Terms and Conditions of the Contract

A2.1 The general terms, conditions and clauses identified herein by title, number and date, are hereby incorporated by reference into and form part of this Contract, as though expressly set out herein, subject to any other express terms and conditions herein contained.

A3. General Conditions

A3.1 General Conditions [CIC-GC-001 \(2024-01-10\)](#), Med/High Complexity Goods and Services Contract shall apply to and form part of this Contract.



APPENDIX “B”, SUPPLEMENTAL TERMS AND CONDITIONS

B1. Priority of Documents

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

- a) The Articles of Agreement;
- b) Appendix “B” – Supplemental Terms and Conditions;
- c) Appendix “A” – General Terms and Conditions;
- d) Appendix “C” – Terms of Payment;
- e) Appendix “D” – Statement of Work;
- f) Appendix “E” – Basis of Payment
- g) Appendix “F” – Security Requirement Checklist (SRCL);
- h) Appendix “G” – IRCC Passport Program/Service Canada Office Locations;
- i) Appendix “H” – Certificate Of Destruction
- j) Appendix “I” – Vendor Information and Authorization Form;
- k) Appendix “J” – Console Specifications;
- l) Appendix “K” – Reporting Template
- m) the Contractor's proposal dated _____(TBD)

B2. SACC Manual Clauses

The following SACC manual Clauses are incorporated by reference and form part of this Contract:

| ID | Date | Title |
|---------------|-------------------|--|
| <i>A9116C</i> | <i>2007-11-30</i> | <i>T1204 Information Reporting by Contractor</i> |
| <i>C0705C</i> | <i>2010-01-11</i> | <i>Discretionary Audit</i> |

B3. Security Requirement

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

1. Unscreened personnel may be used for portions of the work however, they must not enter Immigration, Refugees and Citizenship Canada property unless escorted by the Project Authority or his/her designate;
2. Subcontracts, which have security requirements, are not to be awarded without prior written permission of Immigration, Refugees and Citizenship Canada;
3. The contractor must comply with the provisions of the:
 - A. Security Requirements Checklist and security guide (if applicable), described below, Appendix “F”;
4. Shredding equipment must meet the standard set out by the Royal Canadian Mounted Police (RCMP) for Protected B materials/documents: [Equipment Selection Guide for Paper Shredders \(rcmp-grc.gc.ca\)](http://www.rcmp-grc.gc.ca/paper-shredders)

B4. Period of Contract



The period of the Contract is from date of contract award to March 31st 2025.

B4.1 Option to Extend the Contract

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

Option 1: April 1st 2025 – March 31st 2026

Option 2: April 1st 2026 – March 31st 2027

Option 3: April 1st 2027 – March 31st 2028

Option 4: April 1st 2028 – March 31st 2029

Canada may exercise this option at any time by sending a written notice to the Contractor at least (2) calendar days before the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

B5. Termination on Thirty (30) Days Notice

1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
2. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

B6. Certifications / Compliance and Additional Information

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

B7. Insurance Requirements

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.

B8. Closure of Government Offices

Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where Contractor’s employees are providing services on government premises pursuant to this Contract and the said premises become non accessible



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.

B9. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Appendix “D”.

B10. Authorities

B10.1 Contracting Authority

The Contracting Authority for the Contract is:

<The Contracting Authority for the Contract is to be identified at Contract award>

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

B10.2 Project Authority

The Project Authority for the Contract is:

<The Project Authority for the Contract is to be identified at Contract award>

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

B10.3 Technical Authority

<The Technical Authority for the Contract is to be identified at Contract award>

The Technical Authority will be responsible for providing guidance on the technical requirements and deliverables.

B11. Proactive Disclosure of Contract with Former Public Servants *(If applicable)*

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: 2012-2](#) of the Treasury Board Secretariat of Canada.



APPENDIX "C", TERMS OF PAYMENT

C1. Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Appendix "E". 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.

C2. Method of Payment

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

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

C3. Applicable Taxes

Applicable taxes are not included in the amounts shown in the Basis of Payment. Applicable taxes, which are estimated at \$_____ (to be determined at contract award), are included in the total contract amount. Applicable taxes are to be shown as separate items on all invoices and claims for progress payments and will be paid by Canada. The Contractor agrees to remit to appropriate tax authorities any amounts of Applicable Taxes paid or due.

C4. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a) The certificate of destruction, which will be reconciled against the invoice before payment is made ;
 - b) details on appropriate taxes for each regional office;
 - c) a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
 - a) The original must be forwarded to the address shown on page 1 of the Contract for certification and payment.



C5. Travel and Living Expenses

Canada will not accept any travel and living expenses under this Contract.

These expenses are included in the firm unit price specified in Appendix “E” – Basis of Payment.



APPENDIX “D”, STATEMENT OF WORK

1.0 TITLE

Mobile shredding services for Immigration, Refugee and Citizenship Canada (IRCC).

2.0 OBJECTIVE

Immigration, Refugee and Citizenship Canada (IRCC) requires mobile shredding services for materials at multiple IRCC Passport Program/Service Canada regional offices across Canada. IRCC deals with highly sensitive and private information for the processing of passports and other operational needs. Due to the diverse and sensitive nature of the documents to be shredded, this request for proposal requires that a contractor provides scheduled and un-scheduled on-site shredding to IRCC Passport Program/Service Canada regional offices.

3.0 SCOPE

The Contractor will be required to provide on-site shredding of material for IRCC Passport Program/Service Canada regional offices across Canada. The Contractor must be a certified member of the National Association for Information Destruction (NAID-Canada).

Canada acknowledges the Scope of Services do not include collection of personal information from individuals or creation of personal information.

4.0 TASKS

The Contractor must complete the following:

- 4.1 Provide on-site shredding to regional offices using mobile shredders which must have the following specifications:
 - Shredding must meet the standard set out by the Royal Canadian Mounted Police (RCMP) for Protected B materials/documents. [Equipment Selection Guide for Paper Shredders \(rcmp-grc.gc.ca\)](http://rcmp-grc.gc.ca)
- 4.2 Dispose of the shredded documents in such a way as they cannot re-enter the public realm in a manner in which they could be reconstituted. The Contractor must ensure that any third party to the Contract that Contractor may provide the shredded documents for disposal is bound by this term;
- 4.3 Remove the liners/bags from the locked tamper resistant consoles at all regional offices, transport to the mobile shredder and discard the material into the mobile shredder;
- 4.4 Respond to un-scheduled service calls within three (3) business days. Service calls must be approved by the Project Authority or Technical Authority prior to Work being performed and must be responded to between the hours of 8 am and 4 pm local time;



- 4.5 Should the proposed mobile shredder be deemed non-functional or require maintenance, Contractor must provide a replacement mobile shredder with the same specifications as stated above within three (3) business days.
- 4.6 In the event that the regular shredding schedule established is delayed more than forty-eight (48) hours, the Contractor must advise IRCC by email of the following information;
1. Identify the location and date of the regular shredding services being delayed;
 2. Identify a rescheduling date for the shredding services within 24 hours; and
 3. Justification for the rescheduling.
- 4.7 Provide and maintain an up to date contact list, including at the minimum a primary and two (2) alternate contacts. The information must include the name, phone number and email address of each contact.
- 4.8 Provide services to one or more regional offices identified in Appendix "G" – Service Canada /Passport Program Office Locations;
- 4.9 Provide services to the regional offices based on agreed upon frequency to be determined after contract award;
- 4.10 Provide assembled locked tamper resistant consoles and re-useable liners for all service locations. Consoles will vary based upon location. Consoles are defined in Appendix "J".
- ** Containers, consoles, bags and all other equipment provided to Immigration, Refugee, Citizenship Canada and other departments sites are the property of the Contractor.
- 4.11 The Contractor must bring the truck to the loading dock where the material must be provided by IRCC Passport Program/Service Canada for shredding;
- 4.12 For destruction in the NCR, IRCC Passport Program/Service Canada must re-use the boxes, bags or bins provided therefore the operator must not destroy them and return to IRCC Passport Program/Service Canada representative at time of service;
- 4.13 Demonstrate on an as and when required basis that the shredding specifications are respected as indicated in 4.1. In the event shredding specifications are not met, the Contractor must remedy the default at their own expense within 24 hrs.

5.0 RESPONSIBILITIES:

IRCC Passport Program/ Service Canada will:

- 5.1 Supervise every scheduled and un-scheduled service call for which that person must have visual access to the interior of the truck when the bags are being emptied in the mobile shredder;
- 5.2 Escort the Contractor's employee while on IRCC Passport Program/ Service Canada premises;



- 5.3 Provide a certificate of destruction Appendix 'H' for the operator's signature;
- 5.4 Bring the material to be shredded to the loading dock where the Contractor must proceed with the shredding.

6.0 DELIVERABLES

The Contractor must:

- 6.1 Upon destruction of material and provided at time of service call, complete both copies of the Certificate of Destruction Appendix 'H' certifying that the material has been properly destroyed. The Certificate must specify the number of boxes/bags/bins destroyed, the date and time of destruction and the individual responsible for the destruction and must include the signature of IRCC Passport Program/Service Canada representative attesting that the details are accurate as well as the signature of the Contractor's operator; and
- 6.2 Provide additional assembled locked tamper resistant consoles and liners as required.

7.0 REPORTING

- 7.1 The Contractor must provide an Excel report as per Appendix "K". Report must be submitted to the Project Authority by April 15th of each contract year. The reporting period must be for a twelve (12) month period from 1 April to 31 March.

8.0 LIMITATION AND CONSTRAINTS

- 8.1 The Contractor must provide the on-site shredding services between 8 am and 4 pm local time for all of the regional offices detailed in Appendix "G"– IRCC Passport Program/Service Canada Office Locations;
- 8.2 In the event of a statutory or provincial holiday, services must be provided on the next working day.
- 8.3 The Contractor must keep all documents and proprietary Crown information confidential;
- 8.4 All Contractor's employees must wear identifiable uniforms with name-tags and must be able to provide proof of employment with the Contractor;
- 8.5 The Contractor must have vehicles that are identifiable with the Contractor's logo clearly visible on the outside of the vehicle.
- 8.6 Shredded material not meeting the shredding specifications of 4.1 must not be removed from IRCC Passport Program/Service Canada premises.

9.0 OFFICIAL LANGUAGES

The Contractor must provide resources able to communicate in French and English in the National Capital Region (NCR), New Brunswick and Greater Montreal (GMA). Other areas in Quebec will require French-speaking resources. All other regions will require English-speaking resources.



10.0 TRAVEL

There is no expected travel to be performed with this requirement.

11.0 NO RETURN, REPLACEMENT OR RECOVERY

Notwithstanding anything to the contrary in this Contract or the General Conditions, (a) Contractor shall have no obligation to preserve, repair, restore, or return materials, including Confidential Information or Government Property, or waste provided to Contractor in the destruction Services, and Contractor shall not be liable for the loss of use or replacement value of Government Property destroyed in the Services; (b) title and ownership of the shredded waste shall be Contractor property.

12.0 CANADA/IRCC PROHIBITED ACTS

Canada or any IRCC/Service Canada sites shall not place in any Equipment any hazardous waste, any material that may be highly flammable, explosive, toxic, a biohazard, medical waste, or radioactive, or any material that is illegal or unsafe or that is not paper waste. Any media collection or destruction may require special Equipment from Contractor. IRCC/Service Canada shall comply with all laws, rules and regulations, including but not limited to, all environmental, health and safety, dangerous goods and transport laws, and laws governing the confidentiality, retention, privacy and disposition of any materials and personal information provided to Contractor.



APPENDIX “E”, BASIS OF PAYMENT

During the period of the contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included and applicable taxes are extra.

The prices or rates specified below include any of the following expenses that may need to be incurred to satisfy the terms of the contract:

- 1) Any travel expenses for travel between the Contractor’s place of business and the location stated in Appendix “I”; and
- 2) Any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the service fees to any contract that may result from the bid solicitation.

The Contractor will be paid the following all-inclusive **firm per unit rate** for Shredding services pursuant to this Contract. The rates must be all inclusive of any expenditures required to fulfill the contract including fuel surcharges, locked tamper resistant consoles for on-location storage and re-useable liners/bags. Replacement of bags/liners due to normal wear and tear will not be at the expense of the Crown. All applicable taxes are extra

a. Service area : British Columbia

| Service Area : British Columbia | |
|--|---|
| Requirement | Unit Price (\$) – Taxes excluded |
| Initial Contract Period (Contract award to March 31, 2025) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 1 Period (From April 1st, 2025 to March 31, 2026) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 2 Period (From April 1st, 2026 to March 31, 2027) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |



| Option 3 Period (From April 1st , 2027 to March 31, 2028) | |
|---|---|
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 4 Period (From April 1st , 2028 to March 31, 2029) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |

b. Service area : Alberta

| Service Area : Alberta | |
|---|---|
| Requirement | Unit Price (\$) – Taxes excluded |
| Initial Contract Period (Contract award to March 31, 2025) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 1 Period (From April 1st , 2025 to March 31, 2026) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 2 Period (From April 1st , 2026 to March 31, 2027) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 3 Period (From April 1st , 2027 to March 31, 2028) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 4 Period (From April 1st , 2028 to March 31, 2029) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |



| Un-scheduled on-site shredding | |
|---------------------------------------|---|
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |

c. Service area : Saskatchewan

| Service Area : Saskatchewan | |
|--|---|
| Requirement | Unit Price (\$) – Taxes excluded |
| Initial Contract Period (Contract award to March 31, 2025) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 1 Period (From April 1st, 2025 to March 31, 2026) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 2 Period (From April 1st, 2026 to March 31, 2027) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 3 Period (From April 1st, 2027 to March 31, 2028) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 4 Period (From April 1st, 2028 to March 31, 2029) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |

d. Service area : Manitoba

| Service Area : Manitoba | |
|---|---|
| Requirement | Unit Price (\$) – Taxes excluded |
| Initial Contract Period (Contract award to March 31, 2025) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |



| | |
|---|---|
| Un-scheduled on-site shredding | |
| 18-20 gallon bag (inside a container) | <It will be inserted at contract award> |
| 32-35 gallon bag (inside a container) | <It will be inserted at contract award> |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 1 Period (From April 1st , 2025 to March 31, 2026) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 2 Period (From April 1st , 2026 to March 31, 2027) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 3 Period (From April 1st , 2027 to March 31, 2028) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 4 Period (From April 1st , 2028 to March 31, 2029) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |

e. Service area : Ontario

| Service Area : Ontario | |
|---|---|
| Requirement | Unit Price (\$) – Taxes excluded |
| Initial Contract Period (Contract award to March 31, 2025) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 1 Period (From April 1st , 2025 to March 31, 2026) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |



| Option 2 Period (From April 1st , 2026 to March 31, 2027) | |
|---|---|
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 3 Period (From April 1st , 2027 to March 31, 2028) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 4 Period (From April 1st , 2028 to March 31, 2029) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |

f. Service area : Quebec

| Service Area : Quebec | |
|---|---|
| Requirement | Unit Price (\$) – Taxes excluded |
| Initial Contract Period (Contract award to March 31, 2025) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 1 Period (From April 1st , 2025 to March 31, 2026) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 2 Period (From April 1st , 2026 to March 31, 2027) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 3 Period (From April 1st , 2027 to March 31, 2028) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |



| Un-scheduled on-site shredding | |
|--|---|
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 4 Period (From April 1st, 2028 to March 31, 2029) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |

g. Service area : New Brunswick

| Service Area : New Brunswick | |
|--|---|
| Requirement | Unit Price (\$) – Taxes excluded |
| Initial Contract Period (Contract award to March 31, 2025) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 1 Period (From April 1st, 2025 to March 31, 2026) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 2 Period (From April 1st, 2026 to March 31, 2027) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 3 Period (From April 1st, 2027 to March 31, 2028) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 4 Period (From April 1st, 2028 to March 31, 2029) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |



h. Service area : Nova Scotia

| Service Area : Nova Scotia | |
|---|---|
| Requirement | Unit Price (\$) – Taxes excluded |
| Initial Contract Period (Contract award to March 31, 2025) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 1 Period (From April 1st , 2025 to March 31, 2026) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 2 Period (From April 1st , 2026 to March 31, 2027) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 3 Period (From April 1st , 2027 to March 31, 2028) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 4 Period (From April 1st , 2028 to March 31, 2029) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |

i. Service area : Newfoundland & Labrador

| Service Area : Newfoundland & Labrador | |
|---|---|
| Requirement | Unit Price (\$) – Taxes excluded |
| Initial Contract Period (Contract award to March 31, 2025) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |



| | |
|---|---|
| Option 1 Period (From April 1st , 2025 to March 31, 2026) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 2 Period (From April 1st , 2026 to March 31, 2027) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 3 Period (From April 1st , 2027 to March 31, 2028) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Option 4 Period (From April 1st , 2028 to March 31, 2029) | |
| Scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |
| Un-scheduled on-site shredding | |
| 60-65 gallon tote on wheel | <It will be inserted at contract award> |
| 90-95 gallon tote on wheel | <It will be inserted at contract award> |



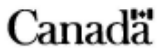
APPENDIX "F", SECURITY REQUIREMENTS CHECKLIST (SRCL)

| |
|--|
| Contract Number / Numéro du contrat 157284 |
| Security Classification / Classification de sécurité Unclassified |

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

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

| |
|--|
| Security Classification / Classification de sécurité Unclassified |
|--|





| |
|--|
| Contract Number / Numéro du contrat 157284 |
| Security Classification / Classification de sécurité Unclassified |

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

No / Non Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments:
Commentaires spéciaux :

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

No / Non Yes / Oui

If Yes, will unscreened personnel be escorted:
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No / Non Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No / Non Yes / Oui



| |
|--|
| Contract Number / Numéro du contrat 157284 |
| Security Classification / Classification de sécurité Unclassified |

PART C (continued) / PARTIE C (suite)

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

| Category / Catégorie | PROTECTED / PROTÉGÉ | | | CLASSIFIED / CLASSIFIÉ | | | NATO | | | | COMSEC | | | | | | | |
|---|--------------------------|--------------------------|--------------------------|-----------------------------|--------------------------|--------------------------|---|---------------------------------------|--------------------------|--|--------------------------|--------------------------|--------------------------|-----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | A | B | C | Confidential / Confidentiel | Secret | Top Secret / Très Secret | NATO Restricted / NATO Diffusion Restreinte | NATO Confidential / NATO Confidentiel | NATO Secret | COSMIC Top Secret / COSMIC Très Secret | Protected / Protégé | | | Confidential / Confidentiel | Secret | Top Secret / Très Secret | | |
| | | | | | | | | | | | A | B | C | | | | | |
| Information / Assets / Renseignements / Biens | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Production | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IT Media / Support TI | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IT Link / Lien électronique | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? No / Non Yes / Oui
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée.
12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED? No / Non Yes / Oui
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

| |
|--|
| Security Classification / Classification de sécurité Unclassified |
|--|





THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY. PAGE 4 OF THE SRCL (PART D - AUTHORIZATION) WILL BE INSERTED AT CONTRACT AWARD.



APPENDIX “G” - IRCC PASSPORT PROGRAM/SERVICE CANADA OFFICE LOCATIONS

****NOTE Location are subject to change**

IMPORTANT: In the event of a statutory or provincial holiday, services must be provided on the next working day.

| WEST - Locations | Contractor’s offices which will provide services to the Passport Program/ Service Canada location. (Address, phone number and contact person) |
|--|--|
| CALGARY Harry Hays Building, 220 4th Avenue South East, Suite 150, Calgary, AB | |
| CALGARY SOUTH (SUNDANCE PLACE) 120-23 Sunpark Drive SE, Calgary AB | |
| EDMONTON Canada Place Building, 9700 Jasper Avenue, Suite 126, Edmonton, AB | |
| KELOWNA 471 Queensway, bureau 106, Kelowna BC | |
| REGINA 1783 Hamilton Street, Regina SK | |
| RICHMOND 5611 Cooney Road, bureau 310, Richmond BC | |
| SASKATOON 2325 Preston Avenue South, Suite 120, Saskatoon SK | |
| SURREY 1109 Central City, 10153 King George Boulevard, Surrey, BC | |
| VICTORIA , Bay Centre, 1150 Douglas Street, Level 4, Victoria, BC | |
| VANCOUVER Sinclair Centre, 757 Hastings Street West, Suite 100, Vancouver, BC | |
| WINNIPEG 433 Main Street, Suite 400, Winnipeg MB | |



| EAST - Locations | Contractor's offices which will provide services to IRCC Passport Program/Service Canada location. (Address, phone number and contact person) |
|--|--|
| MONTREAL Complexe Guy-Favreau, 200 René-Lévesque Boulevard W., Montréal QC | |
| SAINT-LAURENT 2089 Marcel-Laurin Boulevard, Suite 100, Saint-Laurent QC | |
| POINTE-CLAIRE 2400, boul. des Sources, Suite: 6, Pointe-Claire, QC | |
| LAVAL 2214 Autoroute Chomedey, Laval QC | |
| QUEBEC Place de la Cité, Tour Cominar, 2640 Laurier Boulevard, 2nd floor, Suite 200, Québec QC | |
| National Capital Region (NCR) 22 de Varennes Street, Gatineau QC | |
| CHICOUTIMI 98 rue Racine Est, Chicoutimi, QC | |
| FREDERICTON 1133 Regent Street, Suite 200, Fredericton NB | |
| HALIFAX 101-1800 Argyle Street, First floor, Halifax NS | |
| ST-JOHN'S 100 Hebron Way, St. John's NL | |
| GATINEAU 210 Rue Champlain, Gatineau QC | |
| QUEBEC 3229 chemin des Quatre-Bourgeois, second floor, Quebec, QC | |
| Headquarters 70 Crémazie, Gatineau, QC | |



| ONTARIO - Locations | Contractor's offices which will provide services to IRCC Passport Program/Service Canada location. (Address, phone number and contact person) |
|---|--|
| HAMILTON 700 Queenston Rd , Unit 2 Hamilton, ON | |
| BRAMPTON 40 Gillingham Drive, Suite 401, Brampton ON | |
| HAMILTON 1565 Upper James St, Unit 3, Hamilton ON | |
| KITCHENER 40 Weber Street East, Mezzanine Level, Kitchener ON | |
| LONDON Cherry Hill Village Mall, 301 Oxford Street West, Suite 76, London, ON | |
| MISSISSAUGA Central Parkway Mall, 377 Burnhamthorpe Road East, Ground floor, Suite 22, Mississauga ON | |
| NORTH YORK Joseph Shepard Building, 4900 Yonge Street, Suite 120, North York ON | |
| SCARBOROUGH 200 Town Centre Court, Suite 210, Scarborough ON | |
| ST. CATHARINES 221 Glendale Avenue, unit 604L, St. Catharines, ON | |
| THUNDER BAY 979 Alloy Drive, 2nd Floor, Thunder Bay ON | |
| TORONTO 74 Victoria Street, Suite 300, Toronto ON | |
| WHITBY Whitby Mall, 1615, rue Dundas Est, bureau 6, Whitby ON | |
| WINDSOR | |



| | |
|--|--|
| CIBC Building, 100 Ouellette Avenue, Suite 503, Windsor ON | |
| MISSISSAUGA PRINT 2599 Speakman Drive, Mississauga, ON OTTAWA 885 Meadowlands Drive East, 14B Ground floor, Ottawa ON | |
| OTTAWA 110 Place d'Orleans Drive, Suite 2040 Orleans, ON, K1Z 1A1 | |



APPENDIX "H" - CERTIFICATE OF DESTRUCTION

Regional offices and print centres

Date: _____

Time: _____

Office: _____

Operator name: _____

Vehicle license plate number: _____

Shredding equipment serial number: _____

Number of bags/boxes/bins shredded: _____

I, _____ (operator representative), certify that the information contained herein is accurate and that the material received has been shredded to conform with the terms of contract **xxxxxxx**, specifying that cuts are to be equal to or smaller than 150 square mm.

Operator signature

Government of Canada representative
(please print)

Government of Canada representative
signature



APPENDIX "I", VENDOR INFORMATION AND AUTHORIZATION FORM

Vendor Name and Address

Legal Status (incorporated, registered, etc.)

- Individual (Sole proprietor)
- Privately owned corporation
- Joint Venture or Corporate entity
- Other (specify):

GST or HST Registration Number and Business Number (Revenue Canada)

Name and Title of Person authorized to sign on behalf of Vendor

Print Name _____ Title _____

Signature _____ Date _____

Central Point of Contact

The Vendor has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Name and Title _____

Telephone _____ Fax _____

Email _____

Each proposal must include a copy of this page properly completed and signed.



APPENDIX “J” - CONSOLE SPECIFICATIONS

Consoles are the security storage containers placed at the IRCC Passport Program/Service Canada offices which shall serve as recycling bins in wait of the scheduled and un-scheduled shredding. Console types will vary upon regional offices. Certain regional offices will have one or more types of consoles per office. Each regional office will define their need for the number and type of console after contract award. The following specifications are to provide the Contractors with an idea of what types of consoles IRCC Passport Program Service Canada will accept for their needs.

- All consoles must be locked and tamper resistant which means that they will require a key to open and that no one can reach into the console to retrieve any material through the slot.
- The containers must be sturdy with no side joining hardware on the outside and with lids hinged in such a way as to prevent removal.
- The approximate consoles dimensions are as follows:
 - Standard container with bag inside (bag provided by supplier) are between 30-40 gallons
 - Tote on wheel are between 60-100 gallons



APPENDIX “K” - REPORTING TEMPLATE

The report must include the volume (lbs) of paper shredded, per month for all IRCC Passport Program/Service Canada locations across Canada.

The report can also include other environmental metrics such as; volume of the trees saved, gallon oil saved, kilowatts of energy saved, etc. However, those metrics are not mandatory.

| FISCAL YEAR 2024/2025 | | | | | | | | | | | | |
|------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| ENVIRONMENTAL METRIC | Apr-24 | May-24 | Jun-24 | Jul-24 | Aug-24 | Sep-24 | Oct-24 | Nov-24 | Dec-24 | Jan-25 | Feb-25 | Mar-25 |
| Mandatory | | | | | | | | | | | | |
| Volume (lbs) | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Not Mandatory | | | | | | | | | | | | |
| Trees Saved | | | | | | | | | | | | |
| Gallons of Oil Saved | | | | | | | | | | | | |
| Kilowatts of Energy Saved | | | | | | | | | | | | |
| Cubic Year of Landfill Space Saved | | | | | | | | | | | | |
| Gallons of Water Saved | | | | | | | | | | | | |

The report must also include the total volume (lbs) of paper shredded per location, per month, per year.

| FISCAL YEAR 2024/2025 | | | | | | | | | | | | | |
|-----------------------|---------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| FULL ADDRESS LOCATION | YEARLY VOLUME (lbs) | Apr-24 | May-24 | Jun-24 | Jul-24 | Aug-24 | Sep-24 | Oct-24 | Nov-24 | Dec-24 | Jan-25 | Feb-25 | Mar-25 |
| | | | | | | | | | | | | | |
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