



CANADIAN HERITAGE REQUEST FOR STANDING OFFERS

Title	Rental of Two-Way Radios and related Technical Support Services
Request for Standing Offer Number	10221735
Request for Standing Offer Date	(2023-05-03)
Request for Standing Offer closing date and time	(2023-06-01) 14:00 EDT
Standing Offer Authority	Gregory Yarema Procurement Specialist Chief Financial Officer Branch Canadian Heritage E-mail: contrats-contracting@pch.gc.ca

Offer to Canadian Heritage

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

Offeror’s Legal Name and Address (Ensure the Offeror’s complete legal name is properly set out)	
Offeror MUST identify the name and title of the individual authorized to sign on behalf of the Offeror	Name: Title:
Telephone Number	
E-mail Address	

On behalf of the offeror, by signing below, I confirm that I have read the entire Request for Standing Offer(s) (RFSO) including the documents incorporated by reference into the RFSO and I certify that:

1. The Offeror considers itself and its products able to meet all the mandatory requirements described in the RFSO.
2. This offer is valid for the period requested in the RFSO.
3. All the information provided in the offer is complete, true, and accurate; and



4. If the offeror is issued a Standing Offer, it will accept all the terms and conditions set out in Part 6A – Standing Offer and Part 6B - Resulting contract clauses, included in the RFSO.

Signature of Authorized Representative of the Offeror	Date



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PART 1 – GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (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, clauses, and conditions applicable to 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 that must be addressed in the offer, and the basis of selection;

Attachment 1 to Part 4: Mandatory Criteria
Attachment 2 to Part 4: Pricing Schedule |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided;

Attachment 1 to Part 5: Additional Information |
| 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 up contract resulting from a call-up made pursuant to the Standing Offer. |
| Annex A: | Statement of Work |
| Annex B: | Basis of Payment |
| Annex C: | Form 942 – Call up Against a Standing Offer |



1.2 Summary

1.2.1 This bid solicitation is being issued to satisfy the requirement of the Department of Canadian Heritage for the Rental of Two-Way Radio Equipment and related Technical Support Services for a number of special events in the National Capital Region on an “as and when” required basis. It is intended to result in the issuance of a Standing Offer for an initial period lasting until, April 30, 2025, plus two (2), additional one (1) year irrevocable option periods allowing Canada to extend the term of the Standing Offer.

1.3 Debriefings

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

1.4 Office of the Procurement Ombudsman (OPO)

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 \$30,300 for goods and \$121,200 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO’s services or to determine if your concerns are within the Ombudsman’s mandate, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

1.5 Canadian International Trade Tribunal (CITT)

As a general rule, a complaint regarding this procurement process must be filed with the Canadian International Trade Tribunal (the Tribunal) within 10 working days from the date on which a bidder becomes aware, or reasonably should have become aware, of a ground of complaint. Alternatively, within that time frame, a bidder may first choose to raise its ground of complaint by way of an objection to PCH; if PCH denies the relief being sought, a bidder may then file a complaint with the Tribunal within 10 working days of that denial. In certain exceptional circumstances, a 30-day time frame may be applicable for filing a complaint with the Tribunal. More information can be obtained on the Tribunal's Web site (www.citt-tcce.gc.ca) or by contacting the Registrar of the Tribunal at 613-990-2452. Reference: section 6 of the Canadian International Trade Tribunal Procurement Inquiry Regulations (S.O.R./93-602).

Also consult [Bid Challenge and Recourse Mechanisms](#)



PART 2 – OFFEROR INSTRUCTIONS

2.1 Mandatory Requirements

Whenever the words “must” and “mandatory” appear in this document or any related document forming a part hereof, the item being described is a mandatory requirement.

Failure to comply or demonstrate compliance with a mandatory requirement will render the bid non-responsive and the bid will receive no further consideration.

2.2 Standard Instructions, Clauses, and Conditions

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

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

The [2006 \(2022-12-01\)](#), Standard Instructions – Request for Standing Offers - Goods or Services – Competitive Requirements, are incorporated by reference into and form part of this RFSO.

2.2.1 Revisions to Standard Instructions 2006

Section 05 titled “Submission of offers”, paragraph 2 (d) is deleted in its entirety and replaced with the following:

(d) send its offer only to Canadian Heritage in accordance with the instructions outlined in article 2.3 below

Section 05 titled “Submission of offers” paragraph 4, delete 60 days and replace with 90 days.

Section 06 titled “Late bids”, the reference to “PWGSC” is hereby deleted and replaced with “Canadian Heritage”.

Section 07 titled “Delayed bids”, all references to “PWGSC” are hereby deleted and replaced with “Canadian Heritage”.



Section 08 titled “Transmission by facsimile or by Canada Post Corporations (CPC) Connect service” is deleted in its entirety and replaced with the following:

Section 08 Transmission by e-mail

Canadian Heritage (PCH) will only accept offers transmitted via e-mail. Offers transmitted via facsimile or mail to PCH will not be accepted.

The PCH e-mail server cannot accept any e-mail transmission of 25 MB or more. It is the responsibility of the Offeror to ensure that their complete offer is delivered to PCH via e-mail by the specified date and time. Indicate the title of the Request for Standing Offers in the email subject field. The email address to transmit offers is: contrats-contracting@pch.gc.ca

If it is necessary to transmit an offer in more than one e-mail due to the e-mail size restrictions, the e-mails should cross reference each other (i.e., 1 of 3, 2 of 3, etc.). Offerors are encouraged to keep a confirmation that their e-mail was sent and delivered.

Section 20 titled “Further information”, paragraph 2 is hereby deleted and replaced with the following:

Enquiries concerning receipt of offers may be addressed to the Standing Offer Authority identified in the RFSO.

2.3 Submission of Offers

PCH will only accept offers by e-mail at contrats-contracting@pch.gc.ca. Offers transmitted by facsimile or mail to PCH will not be accepted.

Offers must only be submitted by e-mail by the date and time to the e-mail address indicated on page 1 of the Request for Standing Offers document.

2.4 Former Public Servants

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:

- 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 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.

2.5 Enquiries – Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 7 business days (to adjust vs my availability) before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors to explain each question in sufficient detail 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 the Offeror do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry and its response can be provided to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

2.6 Applicable Laws

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

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

2.7 Bid Challenge and Recourse Mechanisms

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

2.8 Terms and Conditions

By submitting an Offer, the Offeror hereby certifies compliance with, and acceptance of all the articles, clauses, terms, and conditions contained or referenced in this Request for Standing Offers (RFSO) and Statement of Work (SOW). Any modifications or conditional pricing by the Offeror, including deletions or additions to the articles, clauses, terms, and conditions contained or referenced in this RFSO and/or SOW will render the offer non-responsive, and the offer will receive no further consideration.



PART 3 – OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

PCH will only accept offers by e-mail at contrats-contracting@pch.gc.ca. Offers transmitted by facsimile or mail to PCH will not be accepted.

The PCH e-mail server cannot accept any e-mail transmission that is 25 MB or more. It is the responsibility of the Offeror to ensure that their complete e-mail offer be delivered to PCH by the specified date and time. If due to e-mail or document size issues it is necessary to send documents using more than one e-mail, this is acceptable, but they must be cross referenced to each other. Offers that arrive after the specified date and time will not be accepted.

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

- Section I: Technical
- Section II: Financial
- Section III: Certifications
- Section IV: Additional Information

Section I: Technical

In their technical offer, Offerors should demonstrate their understanding of the requirements contained in the Request for Standing Offers and explain how they will meet these requirements. Offerors should demonstrate their capability in a thorough, concise, and clear manner for carrying out the work.

The technical offer should address clearly and in sufficient depth each evaluation criteria against which the offer will be evaluated. Simply repeating the statement contained in the Request for Proposals (RFSO) is not sufficient. Offers are evaluated solely on the evidence presented within the Technical Offer, and the Offeror is responsible for ensuring that their Offer contains all the necessary information to complete the evaluation. To facilitate the evaluation of the offer, Canada requests that Offerors address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Offerors may refer to different sections of their offers by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial

Offerors are requested to submit their financial offer as a separate electronic document from the other offer sections. Offerors must submit their financial offer in accordance with the Basis of Payment at Annex B.

Prices should appear in the financial offer only. Prices should not be indicated in any other section of the offer.

3.1.1 Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All offers including such provision will render the offer non-responsive.

Section III: Certification

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

Section IV: Additional Information

Offerors must submit additional information as required under Attachment 1 to Part 5.



PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Offerors are encouraged to address the Technical Criteria in sufficient depth in their offers to permit a full evaluation of their offers. The onus is on the Offeror to demonstrate that it meets the requirements specified in the RFSO.

4.1.1.1 Mandatory Technical Criteria

All offers will be evaluated to determine if the Mandatory Technical Criteria detailed in Attachment 1 to Part 4 have been met. Offers that do not meet ALL Mandatory Technical Criteria will be declared non-responsive and their Offer will be given no further consideration.

4.1.2 Financial Evaluation

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

Offerors must submit their prices in accordance with Annex “B” - Basis of Payment. The Offer price for evaluation purposes will be determined in accordance with the Pricing Schedule at Attachment 3 to Part 4.

4.2 Basis of Selection

4.2.1 Basis of Selection – Mandatory Technical Criteria Only

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



ATTACHMENT 1 TO PART 4 – MANDATORY CRITERIA

Offers will be evaluated in accordance with all the Mandatory Technical Criteria detailed below. The Offeror must provide supporting documentation in its offer as requested by PCH, in order to demonstrate that each Mandatory Technical Criterion has been met. To assist with the evaluation process, Offerors are asked to complete the table below, indicating where in its offer the information responding to each criterion can be located. Offers that fail to meet all Mandatory Technical Criteria will be declared non-responsive, and the bid will receive no further consideration.

MANDATORY CRITERIA – RENTAL OF TWO-WAY RADIOS AND RELATED TECHNICAL SUPPORT SERVICES			
Mandatory Requirements		Met/ Not Met	Cross- Reference in the Offer
M1	<p>The proposed two-way radio network must respond to the following technical requirements:</p> <ul style="list-style-type: none"> a. Have Digital (UHF) frequency b. Provide dedicated frequencies exclusively available to PCH users. c. Accommodate at least a minimum of 500 talk groups simultaneously. The system must permit each talk group to operate independently of the other talk groups and it must permit the talk groups to communicate with each other. d. Be capable of being programmed so that different talk groups can be on different portable radios and/or mobile base station units. e. Be capable of accommodating between 6 and 250 portable radios. 		
M2	<p>The Offeror must demonstrate that the two-way radio network that they are proposing with their offer covers the entire National Capital Region by providing a detailed map showing the range of the network's minimum coverage.</p>		



MANDATORY CRITERIA – RENTAL OF TWO-WAY RADIOS AND RELATED TECHNICAL SUPPORT SERVICES			
	The network`s minimum coverage map must be provided in pdf or jpeg format.		
M3	<p>The Offeror must attest to and demonstrate its capacity to provide technical support services 24 hours per day and 7 days per week for all equipment, accessories and network covered by the resulting standing offer.</p> <p>This must include all program critical (i.e. emergency) and non-emergency services and equipment replacements.</p>		
M4	The Offeror must attest that its inventory for equipment and accessories corresponds to at least that described in Attachment 2 to Part 4, Minimum Equipment Standards.		



Attachment 2 to Part 4 - Minimum Equipment Requirements

The Offeror must demonstrate that it possesses or has access to at minimum the following equipment quantities for any given PCH event requiring radio units.

Item	Description of Equipment	Quantity Required	Description of Offeror's Inventory	Quantity in inventory
1	Portable Radio Unit	250		
2	Portable radio spare battery	250		
3	Speaker / Microphone	250		
4	Headset / Microphone	50		
5	Individual Chargers	200		
6	Multi-chargers (of 6)	30		
7	Base Station Units	10		



ATTACHMENT 3 TO PART 4 – PRICING SCHEDULE

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

Offerors must submit their prices in accordance with the Annex “B” - Basis of Payment below.

The total offer price for evaluation purposes will be determined in accordance with this Pricing Schedule.

All Costs to be Included: The financial offer must include all costs for the requirement described in the Request for Proposals (RFSO) for the entire Standing Offer period. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the RFSO and the associated costs of these items is the sole responsibility of the Offeror.

Blank Prices: Offerors are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Offeror leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Offeror confirm that the price is, in fact, \$0.00. No Offeror will be permitted to add or change a price as part of this confirmation. Any offeror who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

The estimated quantities included in the calculation table are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee of quantities. Their inclusion in this calculation grid does not represent a commitment by Canada that Canada’s future usage of the services described in the bid solicitation will be consistent with this data.

NB: The table below is provided for information only and is not to be completed by the bidders. The Standing Offer Authority will complete it using the rates provided by the Offeror in Annex “B”, Basis of Payment.

IMPORTANT:

The quantities below are based on **ESTIMATED** maximum equipment quantities for any given event or an estimated number of hours of technical support services.



	A1	B1	C1 = A1 x B1	D1	E1 = A1 x D1	F1	G1 = A1 x F1
Item	Quantity	Weekly Rate	Quantity x Weekly rate	Monthly Rate	Quantity x Monthly rate	Hourly Rate	Qty x Hourly rate
Portable Radio Unit	150	\$	\$	\$	\$	-	-
Portable Radio Spare Battery	150	\$	\$	\$	\$	-	-
Speaker / Microphone	130	\$	\$	\$	\$	-	-
Headset / Microphone	20	\$	\$	\$	\$	-	-
Individual Chargers	50	\$	\$	\$	\$	-	-
Multi-chargers (for 6 units)	25	\$	\$	\$	\$	-	-
Base Station Units	7	\$	\$	\$	\$	-	-
Technical Support Services	10	-	-	-	-	\$	\$
SUBTOTALS		Total B1	\$	Total D1	\$	Total F1	\$
TOTAL C1+E1+G1							\$



PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information prior to being 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, or will declare a contractor in default if any certification made by the Offeror is found to be untrue, whether made knowingly or unknowingly, during the offer evaluation period, during the Standing Offer period, or during the contract period.

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

5.1 Certification Required with the Offer

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

5.1.1 Integrity Provisions – Declaration of Convicted Offences

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

Instruction to Offerors: if applicable, complete the [Integrity declaration form - Government of Canada's Integrity Regime - Accountability - PSPC \(tpsgc-pwgsc.gc.ca\)](#) and send it to the PWGSC Departmental Oversight Branch. Further instructions are available on the site itself.

5.2 Certifications Prior to Issuance of a Standing Offer and Additional Information

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



5.2.1 Integrity Provisions – Required Documentation

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

Instruction to Offerors: Complete the [List of names for integrity verification form - Government of Canada's Integrity regime - Accountability - PSPC \(tps-gc-pwgsc.gc.ca\)](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) and submit it with your bid

5.2.2 Federal Contractors Program for Employment Equity – Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca) website.

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



ATTACHMENT 1 TO PART 5 – ADDITIONAL INFORMATION

The following additional information is required with the offer. Offerors must complete it and submit it with their offer.

<p>Offeror’s Operational Name (If different from Legal Name specified on page 1 of this document)</p>	
<p>Offeror’s <u>Business Number</u></p>	
<p>Offeror’s GST/HST/QST/other Tax Number</p>	
<p>Tax rate to be charged on any call-up against the Standing Offer</p>	<p>Specify percentage _____ %</p>
<p>Jurisdiction of Standing Offer Agreement and any resulting Contract: Province in Canada the Offeror wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in the Request for Standing Offers)</p>	
<p>Former Public Servant (See full clause in Part 2, article 2.4)</p>	<p>1) Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes</i>, provide the information required in the Article in Part 5 entitled “Former Public Servant”</p> <p>2) Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program? Yes <input type="checkbox"/> No <input type="checkbox"/></p>



	<p>If yes, provide the information required by the Article in Part 5 entitled “Former Public Servant Certification”</p>
<p>Integrity Provisions – Declaration</p> <p>(See full text in Part 5, articles 5.1.1)</p>	<p>Integrity Declaration Form</p> <p>An Integrity declaration form must be submitted when one or more of the following conditions apply:</p> <ol style="list-style-type: none"> 1. the supplier has, in the past three years, been charged with or convicted of one of the offences listed in the <u><i>Ineligibility and Suspension Policy</i></u> (the “policy”); and/or 2. the supplier has, in the past three years, been charged with or convicted of a criminal offence in a country other than Canada that, to the best of the supplier’s knowledge and belief, may be similar to one of the offences listed in the policy; and/or 3. one of the supplier’s affiliates has, in the past three years, been convicted of one of the offences listed in the policy, or has, in the past three years, been convicted of a criminal offence in a country other than Canada that, to the best of the supplier’s knowledge and belief, may be similar to one of the offences listed in the policy; and/or 4. the supplier is unable to provide any of the certifications required by the <u><i>Integrity provisions</i></u> <p>Click here to complete the form and instructions for its submittal.</p>
<p>Integrity Provisions – Required Documentation</p> <p>(See full text in Part 5, articles 5.2.1)</p>	<p>List of names for integrity verification form</p> <p>Section 17 of the <u><i>Ineligibility and Suspension Policy</i></u> requires suppliers, regardless of their status under the policy, to submit a list of names with their bid or offer. The list differs depending on the bidder or offeror’s organizational structure:</p> <ul style="list-style-type: none"> - Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors - Privately owned corporations must provide a list of the owners’ names



	<ul style="list-style-type: none">- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners- Suppliers that are a partnership do not need to provide a list of names <p>Suppliers may use this form to provide the list of names. Failure to submit this information, where required, will render a bid or offer non-responsive, or the supplier disqualified for award of a contract.</p>
Signature of Authorized Representative of the Offeror	
Date	



PART 6 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

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

6.2 Security Requirements

6.2.1 There is no security requirement applicable to the Contract.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2006 \(2022-12-01\)](#), General Conditions – Standing Offers – Goods and Services, apply to and form part of the Standing Offer.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from 31 July 2023 to 30 April 2025.

6.4.2 Extension of the 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) periods of one (1) year each under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority before the expiry date of the



Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Gregory Yarema
Procurement Specialist
Canadian Heritage
Chief Financial Officer Branch
15 Eddy Street, 9th Floor (15-9-G)
Gatineau, QC K1A 0M5

E-mail: contrats-contracting@pch.gc.ca

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

6.5.2 Project Authority

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

(To be identified at issuance of 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.

6.5.3 Offeror's Representative

(to be completed at issuance of a Standing Offer)



6.6 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.

6.7 Identified Users

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

6.8 Call-up Procedures

- a) Each call-up results in a separate contract between Canada and the Offeror.
- b) The Offeror acknowledges that no costs incurred before the receipt of a signed call-up can be charged to this Standing Offer or any call-ups made against it.
- c) The Offeror acknowledges and agrees that the terms and conditions set out in the Resulting Contract Clauses that form part of this Standing Offer apply to every call-up made under this SO.
- d) Only Authorized call-ups to be Accepted: The Offeror agrees only to perform individual call-ups made by an authorized representative of Canada under this Standing Offer outlined below.

6.9 Non-Standing Offer Items

For non-standing offer items, the Identified User may incorporate a total of 25% of the value of the call-up or \$40,000.00 (the lesser of the two) of non-standing offer items in the call-up against a standing offer (including applicable taxes).

6.10 Call-up Instrument

The Work will be authorized or confirmed by Canadian Heritage (PCH) using form 942 – Call up Against a Standing Offer (see Annex “C”).



6.11 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 2002 (2022-12-01) General Conditions – Standing Offers – Goods or Services;
- d) the general conditions 2010C (2022-12-01), General Conditions - Medium Complexity - Services;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated _____, (insert date of offer)

6.12 Certifications and Additional Information

6.12.1 Compliance

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

6.13 Applicable Laws

The Standing Offer and a contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (insert the name of the province or territory as specified by the Offeror in its offer, if applicable).



B. RESULTING CONTRACT CLAUSES

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

6.1 Statement of work

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

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

[2010C \(2022-12-01\)](#), General Conditions –services (medium complexity), apply to and form part of the Contract.

6.3 Term of Contract

6.3.1 Period of the Contract

The Work must be completed in accordance with the Call-up against the Standing Offer. The Period of the Contract will be specified in each resulting Call-up against the Standing Offer.

6.4 Payment

6.4.1 Basis of Payment – Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex “B” – Basis of Payment. Customs duties are included and Applicable Taxes are extra.

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



6.4.2 Method of Payment – Single Payment

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.

6.4.3 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): Direct Deposit (Domestic and International).

6.5 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.

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;

Invoices must be distributed as follows:

- a. The original must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.

6.6 Insurance – No Specific 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.

6.7 Dispute Resolution

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

6.8 Official Languages

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

6.9 Green Procurement

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

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

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

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



ANNEX A – STATEMENT OF WORK

1. Title

Rental of Two-Way Radios and related Technical Support Services

2. Background

2.1 Objective

The Department of Canadian Heritage (PCH) requires the rental services of two-way radio equipment (including a transmission network) and related technical support services on a “as and when required” basis for different PCH events in the National Capital Region.

The two-way radio network will be used for communications between different talk groups and event sites located within the National Capital Region (NCR). Technical support services are also required from time to time to conduct installations, testing, modifications and troubleshooting associated to this requirement.

2.2 Context

Each year, PCH organizes several major events in Canada’s National Capital Region (NCR) in order to promote active citizenship through civic participation, recognize Canadians’ shared values and celebrate the people and events that shape Canada.

The flagship events are Winterlude, Canada Day, Sound and Light Show and Winter Lights across Canada. Services may also be required for other events as well.

The majority of the events are held outdoors subject to various weather conditions, but some events may be held indoors.

3 Requirements

On an “as and when required basis” the Offeror must provide:

- 3.1.1 Two-way Radio Equipment Rental Services
- 3.1.2 Two-way Radio Equipment Rental Services – Accessories
- 3.1.3 Required Estimated Equipment and Accessories Quantities per event
- 3.1.4 Two-Way Radio Network
- 3.1.5 Technical Support Services

3.1 Deliverables

3.1.1 Two-way Radio Equipment Rental Services

3.1.1.1 The Offeror must:

- Maintain and provide a sufficient inventory of the various types of two-way radio equipment and accessories to satisfy the requirements of the different events and ensure back-up equipment is available in the event of malfunctions. The estimated quantities required per event are indicated in section 3.3 Estimated Equipment and Accessories Requirements per event;
- Provide delivery and pick up of all equipment and accessories according to pre-established schedules and locations within the National Capital Region as confirmed in each call-up;
- Respond to equipment requests within 48 hours of their receipt;
- Deliver, install and pick up all equipment, in appropriate transport containers prior to, during and after events;
- Provide itemized packing slips for all deliveries for tracking purposes; and,
- Provide itemized receipts when equipment is picked-up.

3.1.1.2 Two-way Radio Equipment Rental Services – Technical features and Specifications

The two-way radio equipment must:

- Be on UHF frequency band;
- Be water-resistant and of rugged construction, minimum IP 68, to be able to withstand adverse field conditions, such as being exposed to hard rain/snow and extreme heat conditions;
- Be compatible with all of the other equipment and accessories provided;
- Be of one of two types as required: Hand-held or Stationary (base); and,
- Have over 500 channels available on each unit.

A Hand-Held two-way radio is a device or transceiver which can both transmit and receive voice communication (they are also known as walkie-talkies, hand-held radios and portable radios). Each hand-held unit must be equipped with:

- An antenna;
- Two lithium-ion batteries with a minimum estimated operational capacity of 18 hours each;
- A Belt Clip to allow users to wear the radios;
- A Single charger with status display; and,
- A waterproof remote speaker microphone that can be clipped onto a user's clothing if requested on the call-up.



A Mobile/Base station is a two-way radio device which typically resides on a desk or in a control station.

Each two-way Radio Mobile/Base station device must include and be equipped with:

- A desk top microphone; and,
- A mag-mount antenna equipped with 25 feet length of coaxial cable ready to plug into the two-way radio device.

3.1.2 Two-way Radio Equipment Rental Services – Accessories

The Offeror must be able to provide the following accessories that must be compatible with the equipment provided:

Item	Item	Description
3.2.1	Spare Battery	Lithium-Ion with a minimum estimated operational capacity of 18 hours.
3.2.2	Belt-clip for Radio	Belt-clip for Radio
3.2.3	Remote lapel speaker microphone	Remote lapel speaker microphone equipped with a plug-in for the Surveillance accessory described as 3.2.5 below.
3.2.4	Headset	To be worn OVER the head and equipped with a boom microphone and a remote Push-To-Talk (PTT) button.
3.2.5	Surveillance accessory	Worn inside ear to provide one-way listening capacity and compatible to work with the remote speaker microphone
3.2.7	Single battery charger	Lithium-Ion radio battery charger equipped with status display that can charge one battery at a time.
3.2.8	Multi-battery charger	Lithium-Ion radio battery charger equipped with status display that can charge from 1 – 6 batteries simultaneously
3.2.9	Dispatcher Box	A foot-operated switch to choose from which base station to transmit and receive



3.1.3 Required Estimated Equipment and Accessories Quantities per event

The following quantity estimates below are provided for information purposes only and do not represent a guarantee of actual utilisation for the Standing Offer. Requirements are subject to change from year to year and from event to event. Specific requirements will be identified prior to an event by way of a Call-up against the resulting Standing Offer.

Winterlude:

Portable radio units:	250
Speaker / Microphone:	200
Headset / Microphone:	50
Individual chargers:	100
Multi-chargers (of 6):	30
Base station units:	10

Canada Day:

Portable radio units:	220
Speaker / Microphone:	150
Headset / Microphone:	70
Individual chargers:	100
Multi-chargers (of 6):	25
Base station units:	10
Surveillance kits:	20

Sound and Light:

Portable radio units:	6
Speaker / Microphone:	6
Individual chargers:	1
Multi-chargers (of 6):	1
Base station units:	1

Winter Lights across Canada:

Portable radio units:	50
Speaker / Microphone:	50
Individual chargers:	50
Multi-chargers (of 6):	5
Base station units:	1



3.1.4 Two-Way Radio Network:

3.1.4.1 The Offeror must:

- Provide a two-way radio network with reliably consistent coverage, minimal frequency interference and clear communications regardless of the amount of users on air for all of the National Capital Region (NCR) as it is defined in the map on the National Capital Commission website ([Map 1: National Capital Region | Capital 2067 \(ncc-ccn.gc.ca\)](http://Map 1: National Capital Region | Capital 2067 (ncc-ccn.gc.ca)));
- Obtain and assume the costs and responsibility of all licensing necessary for the use of all wireless devices mandated by Innovation, Science, Economic Development Canada (ISED) regulations and operate this equipment within the permitted frequency band width;
- Conduct a complete test of the functionality of and reliability of the two-way radio network for coverage and programming one week prior to each event; and,
- In the case of a rental lasting more than 2 weeks, tests must be performed weekly after the first week. Test dates to be provided for each call up as the test cannot be on an event day (i.e. July 1st).

3.1.4.2 Two-way Radio Network: Technical features and Specifications

- Be Digital (UHF) frequency;
- Provide a dedicated frequency exclusively available to PCH users;
- Be able to accommodate between 6 and 250 portable radios;
- Be able to accommodate 10 talk groups simultaneously;
- Permit each talk group to operate independently of the other talk groups and it must permit the talk groups to communicate with each other; and,
- Be able to be programmed so that different talk groups can be on different portable radios and/or mobile base station units.

3.1.5 Technical Support Services:

- Provide 24 hours a day / 7 days a week services for technical support;
- Provide technical support services to deliver, install, test, dismantle and dispatch operations equipment within a Joint Operation Centre (location to be determined prior the Event);
- Provide as-and-when required technical support services on a 24 hours a day / 7 days a week basis during events;
- Provide technical support services within sixty (60) minutes of receiving an emergency call;
- Provide technical support services in order to conduct installation, modifications and trouble shooting;



- Provide the services of a qualified technician in all instances where technical support services are required; and,
- Replace malfunctioning equipment and accessories within 60 minutes of receiving a call during an event and delivering the items either to the event site or the warehouse. Delivery times that exceed the regular business hours of the Offeror will be addressed on a case-by-case basis to not jeopardize the event. It may be required to deliver items past the regular business hours of the Offeror depending on the severity of the situation.

3.2 Procedure for issuance of call-ups and amendments

Before the issuance of a call-up, the Project Authority will submit for analysis to the Offeror by email a description of the event (location, time, duration, projected equipment requirements and technical requirements, etc.). In as much as possible, the request for analysis will be sent 30 calendar days before the requirement of equipment.

If an item or service that does not appear in the Basis of Payment is required, the Technical or Project Authority will include a request for quote for the item or service.

The Offeror will have 3 working days to provide comments or suggestions and a quote, if applicable, for extra items/services.

A call-up will then be issued by the Contracting Authority as identified in the call-up.

If a call-up has to be changed in any way (change or dates, quantities, addition of or removal of items or services, etc.), a call-up amendment will be issued by the Contracting Authority.

4. Constraints

4.1 Language of work

The language of work may be in French or English.

All employees of the Contractor must be able to communicate in at least one of Canada's official languages

4.2 Work Locations

The location of the Work Sites, and Delivery Points will be identified in the call-ups for each event and these may be anywhere in the National Capital Region.]

NB: The main delivery point for all equipment will be:

Canadian Heritage warehouse
84 Bayview Station Road
Ottawa, ON
K1Y 4L6

The event sites could include but are not limited to:

Gatineau, Quebec:

- Jean Cartier Park
- Canadian Museum of History
- Other sites as required

Ottawa, Ontario:

- Confederation Park
- Parliament Hill
- War Memorial
- Rideau Canal Skateway
- Other sites as required

4.3 Project Schedule

It is anticipated that the rental of two-way radio devices and network will be required for the following events each year of the Standing Offer. These events are subject to change and the information is provided solely for information purposes.

4.3.1 Canada Day:

On July 1, the Capital comes alive with shows, street performances, concerts, and memorable activities for the whole family at one of the Capital's main Canada Day sites. The equipment is required during the first week of June until one (1) week after the Event. There are two (2) delivery dates; one delivery three (3) weeks before the event and one delivery is due (1) week before the start of the event. All equipment is returned one (1) week after the event. The main sites are Parliament Hill and Le Breton flats in Ottawa and Canadian Museum of History and ZIBI festival plaza in Gatineau

4.3.2 Sound and Light Show:

The bilingual show is projected on Parliament's Centre Block and takes place every evening from early July to early September. The equipment must be available starting



for the first week of July until one week following the event. All equipment is returned one (1) week after the event.

4.3.3 Winter Lights Across Canada:

Capital cities throughout the country are brought together by the annual celebration of Winter Lights across Canada. The opening ceremony usually takes place the first week of December on Parliament Hill. The equipment must be available starting one (1) week before the opening of the event. All equipment is returned one (1) week after the event.

4.3.4 Winterlude:

Winterlude is a winter festival held every three first weekends of February. Winterlude activities take place on several sites in the National Capital Region. The equipment is required in early January until the end of the month of February. There are two (2) delivery dates: one delivery during the first week of January and one delivery one week prior to the start of the event. All equipment is returned one (1) week after the event.

4.3.5 Other events

There may be other events at various locations that will require these services as well.

5 Support Provided by PCH

- Facilitate access for equipment deliveries;
- Provide personnel (Project Authority) that will be available to coordinate activities; and,
- Define requirements for each event and provide initial schedule for equipment and/or technical support services to the Offeror 30 days prior to an event, whenever possible.



ANNEX B – BASIS OF PAYMENT

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Contract.

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

Price Adjustments

Beginning with the first option year (May 1, 2025) and applying to the subsequent option year, prices will be adjusted annually by applying an economic indicator to the previous year's prices. The annual average of the percentage change in the Core Consumer Price Index (CPI), as published by the Bank of Canada, will be used to determine the prices for each option year exercised. The data used to calculate the annual average percentage change can be found at the following Bank of Canada webpage:

[Consumer Price Index, 2000 to Present - Bank of Canada](#)

The prices of the previous year will be multiplied by the “ % change” published for the twelve-month period preceding the Standing Offer anniversary date (for the following year) or the month preceding the month in which the option is exercised.

A. Firm all-inclusive Prices

During the period of the Standing Offer, for Work performed in accordance with any resulting call-up (contract) against the Standing Offer, the Contractor will be paid as specified below.



A1. Initial Period of the Standing Offer

A1.1 July 31, 2023 to April 30, 2025

Line Item	Description	Qty	Weekly Rate	Monthly Rate	Hourly Rate	Replacement Cost/unit*
1	Portable Radio Unit	Ea.	\$	\$		
2	Spare Battery	Ea.	\$	\$		
3	Speaker / Microphone	Ea.	\$	\$		
4	Headset / Microphone	Ea.	\$	\$		
5	Individual Chargers	Ea.	\$	\$		
6	Multi-chargers (for 6 units)	Ea.	\$	\$		
7	Base Station Units	Ea.	\$	\$		
8	Surveillance kits	Ea.	\$	\$		
9	Technical Support Services	Hr.			\$	

** In the event that PCH has to replace any of the items listed above (1 to 8) due to losses or damages beyond repair, the Offeror will be paid the “Replacement Cost per unit” submitted by the Offeror during the initial period of the Standing Offer.*

NB: When Technical Support Services are part of a call-up, they must be billed by the unit of 1 hour.

A2. Option Periods

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

During the extended period of the Standing Offer, the Offeror will be paid as specified below to perform all the Work in relation to the Standing Offer extension.

A2.1 Option Period 1 (May 1, 2025 to April 30, 2026)

(Pricing table to be amended during the month prior to the end of Year 2 and in accordance with the paragraph entitled Price Adjustment)



A2.2 Option Period 2 (May 1, 2026 to April 30, 2027)

(Pricing table to be amended during the month prior to the end of first Option Period and in accordance with the paragraph entitled Price Adjustment)



ANNEX C – FORM 942: CALL UP AGAINST A STANDING OFFER

Page: 1

CALL-UP AGAINST A STANDING OFFER COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE		Contact - Personne-ressource Name of Contracting Authority		Email - Courriel Contracting Authority's Email Address	
PST No. - N° de TPS As per standing offer Selon l'offre permanente		Tel No. - N° du Tél. Telephone Number		Order No. N° of la commande 45000000	
Standing offer/SA No. - N° d'offre permanente/AMA Standing Offer Number 4600XXXX		Fax No. - N° de télécop. Offeror's Fax Number		Order date Date de la commande	
Vendor # - N° fournisseur XXXXXX		OA # - N° OC.		Date of Call-up	
Name of Standing Offer Holder Address of Standing Offer Holder		Tel No. - N° du Tél. Offeror's Telephone Number		Date required - Date requise pour le	
Contact Name - Nom du contact Offeror's Contact		U of I U de D		Unit Price Prix unitaire	
Description Description		Quantity Quantité		Disc Esc.	
00010 -Description of Requirement Details of Requirement / Reference to attached documents (if applicable)		Amount Montant		Ext. Price Prix Calculé	
Financial Codes Codage financier 1350 - XXXXX - XXXX - XXXXX - XXXXX - XXXXXXXX - XXXX - XXXX -		Amount Montant		Amount before tax T. taxes - T. taxes / CAD Amount of tax T. Amount - Montant T. / CAD Total including taxes	
Delivery Address - Adresse de livraison CANADIAN HERITAGE K1A 0M5 GATINEAU		Invoicing address - Adresse de facturation See Delivery Address / Voir adresse de livraison		FOB - FAB Terms of payment - Modalités de paiement A/P Due 30 Days from Doc. Date Direct T. Amount - Montant T. / CAD Total including taxes	
Special Instructions - Instructions spéciales Electronic invoices are accepted if email is indicated in the invoicing address - Les factures électroniques sont acceptées si un courriel est indiqué dans l'adresse de facturation Services shown above at the prices or pricing basis and in accordance with the other terms and conditions stated in the Standing Offer. Each invoice must be accompanied by a packing slip or delivery slip. All invoices, shipping bills and packing slips must show the order number. Au fournisseur: Votre offre permanente, dont le numéro figure ci-haut, est acceptée selon les modalités suivantes: Vous êtes prié de fournir les biens ou services indiqués ci-haut aux prix ou selon les modalités de prix et en conformité des autres conditions stipulées dans l'offre permanente. Ne seront fournis en vertu de la présente commande que les biens et services figurant dans l'offre permanente. Chaque envoi sera accompagné d'un bordereau d'emballage ou d'expédition. Les factures, connaissements et bordereaux d'emballage doivent tous porter le numéro de la demande.		Signature of authorized individual Name of authorized individual Date of signature Approved and signed for the Minister. Approuvé et signé pour le Ministre.		Signature of authorized individual Name of authorized individual Date of signature	

