



## Government-Wide Integrity Regime

### Information Bulletin:

### Required information to submit with a bid or offer

## Effective date

This information bulletin is effective July 16, 2020.

## Context

The [Ineligibility and Suspension Policy](#) enables Public Works and Government Services Canada (PWGSC) to issue information bulletins associated with the Policy to provide greater clarity for informational purposes only.

## Mandatory information to submit with a bid or offer

For contracts and real property transactions subject to the Integrity Regime (see the [Ineligibility and Suspension Policy](#) for applicable exclusions), a supplier is required to submit:

### 1. All information required under Section 17 of the [Ineligibility and Suspension Policy](#), including a required list of names.

When submitting a bid or offer, a supplier is required to provide a list of names for an integrity verification. This is a mandatory requirement for award of a contract or real property agreement.

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 the names of the owners of the corporation.

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.

If a list of names has not been received by the time an evaluation of a bid or offer is completed, or is not received in a procurement process or real property transaction where no bid/offer will be submitted, the contracting or real property transactional authority will inform the supplier of a time within which to provide the information.

Failure to provide a list of names will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement.

If no form or template is included in the Request for Proposal / Request for Quotation / Invitation to Offer, the supplier may wish to use the [List of names for Integrity Regime verification form](#).

### 2. Any information pertaining to any criminal charge or conviction in the past three years

**of a Canadian offence listed in section 6 of the *Ineligibility and Suspension Policy* or similar foreign offence listed in section 7 of the policy.**

By submitting a bid or offer in response to a bid solicitation or real property transaction, the supplier is certifying the following:

- It has provided with its bid/offer a complete list of all foreign criminal charges and convictions pertaining to itself, and all foreign criminal convictions pertaining to its affiliates, and its proposed first-tier subcontractors that, to the best of its knowledge and belief, may be similar to any of the domestic listed offences in the policy.
- None of the domestic criminal offences, and other circumstances, described in the policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates or its proposed first-tier subcontractors.
- It is not aware of a determination of ineligibility or suspension issued by PSPC that applies to it, one of its affiliates, or its proposed first-tier subcontractors.

If a supplier is **unable to provide any of the certifications** required as listed above, it must submit a completed [Integrity declaration form](#) with its bid/offer.

**Suppliers submitting bids by mail** must include the completed form with their bid by placing the completed form in a sealed envelope labeled “Protected B”, and addressed to:

Integrity Regime, Departmental Oversight  
Branch  
Public Works and Government Services  
Canada  
L’Esplanade Laurier, West Tower  
300 Laurier Avenue West  
Floor 10, Room 10149

Ottawa, ON K1A 0R5  
Canada

**Suppliers that are submitting bids through the Electronic Procurement Solution (“SAP Ariba”) or using Canada Post *epost*** should follow the instructions to submit the form as provided on the [Integrity declaration form](#).

**Please Note: Only the completed form should be sent to the *epost* inbox provided on the form. All remaining bid materials must be sent to the address provided in the solicitation documentation. Any other material sent to this address will not be read or forwarded, and may result in a bid not being considered.**

## Updating Submitted Information

In the event that the information the supplier submitted with a bid or offer changes at any point, it is the responsibility of the supplier to submit updated information, in writing.

- During the evaluation of bids or offers, a supplier must, within 10 working days, inform the contracting or real property transactional authority of the changes to the list of names that was submitted.
- During performance of a contract or real property agreement, a supplier has a continuing obligation to inform the Registrar of Ineligibility and Suspension, within 10 working days, of:
  - any charge, conviction or other circumstance relevant to the Policy with respect to itself, its affiliates and its first-tier subcontractors; and
  - any change affecting the list of names submitted with the bid or offer.

The Registrar can be contacted at the following address:

Registrar of Ineligibility and Suspension  
Departmental Oversight Branch  
Public Works and Government Services  
Canada  
L'Esplanade Laurier, West Tower  
300 Laurier Avenue West  
Floor 10, Room 10149  
Ottawa, ON K1A 0R5  
Canada

**Email:** [PWGSC.O.integrity-TPSGC.O.integrite@pwgsc-tpsgc.gc.ca](mailto:PWGSC.O.integrity-TPSGC.O.integrite@pwgsc-tpsgc.gc.ca)

[PWGSC.O.integrity-TPSGC.O.integrite@pwgsc-tpsgc.gc.ca](mailto:PWGSC.O.integrity-TPSGC.O.integrite@pwgsc-tpsgc.gc.ca)

## Provision of Additional Information

In cases where the supplier is asked to provide additional information, including third-party validations, certifications, consent forms, etc., the supplier must provide the requested information within the time specified. Failure to do so may render the supplier ineligible to contract or enter into a real property agreement with Canada.

## Supplier due diligence

PWGSC expects a supplier to exercise due diligence as a part of its business processes when providing its list of names, certifications and any declarations.

As outlined in the [Information Bulletin: False or misleading certification or declaration](#), PWGSC will determine a supplier to be ineligible under the policy in the event that a supplier provides a false or misleading certification or declaration.

## How to contact us

If you have questions, please contact the Integrity Regime Team:

**Toll free: 1-844-705-2084**