

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

11 Laurier St./11, rue Laurier

Place du Portage, Phase III

Core 0A1 / Noyau 0A1

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services 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 therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet File Folder-envelope style CF478	
Solicitation No. - N° de l'invitation W8486-123971/A	Date 2012-03-26
Client Reference No. - N° de référence du client W8486-123971	
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-020-60162	
File No. - N° de dossier cw020.W8486-123971	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-04-11	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Werk(cw), Janet	Buyer Id - Id de l'acheteur cw020
Telephone No. - N° de téléphone (613) 998-3968 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Communication Procurement Directorate/Direction de
l'approvisionnement en communication

360 Albert St./ 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Communications Notification
4. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Certifications Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract
4. Authorities
5. Payment
6. Invoicing Instructions
7. Certifications
8. Applicable Laws
9. Priority of Documents
10. Insurance
11. Defence Contract
12. SACC Manual Clauses

List of Annexes:

Annex "A"	Statement of Work
Annex "B"	Basis of Payment
Annex "C"	Visuals For Reference

PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation and resulting contract document is divided into six (6) parts plus annexes 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 and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of 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, if applicable, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided; and

Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes:

Annex "A"	Statement of Work
Annex "B"	Basis of Payment
Annex "C"	Visuals For Reference

2. Summary

This request for proposal is to supply and deliver a quantity of 110,010 custom-made personnel record file folder envelopes (CF 478) to the Department of National Defence. A quantity of 50,000 custom-made personnel record envelopes are to be delivered to Edmonton and a quantity of 60,000 custom-made personnel record envelopes are to be delivered to Montreal and 10 samples to Ottawa.

Delivery at destination on or before June 6, 2012.

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

3. Communications Notification

As a courtesy, the Government of Canada requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract.

4. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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 2003 (2012-03-02) Standard Instructions - Goods or Services, are incorporated by reference into and form part of the bid solicitation.

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority (Janet.werk@tpsgc-pwgsc.gc.ca) no later than seven (7) 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.

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, Canada.

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.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Financial Bid (1 hard copy).

Section II: Certifications (1 hard copy)

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 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

Section I: Financial Bid

- 1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Section II: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included. The submitted firm lot prices per location in Annex B: Basis of Payment, will be added together to obtain the evaluated price.

1.1.1 Mandatory Financial Criteria

SACC Manual Clause A0220T (2007-05-25), Evaluation of Price

2. Basis of Selection

A bid must comply with the requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

1.1 Federal Contractors Program - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- (a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada;
- (b) () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;
- (d) () has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____.

Further information on the FCP is available on the HRSDC Web site.

1.2 Canadian Content Certification

1.2.1. SACC Manual clause A3050T (2010-01-11) Canadian Content Definition.

1.2.2. 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.

PART 6 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

The Contractor must perform the work in accordance with the Statement of Work at Annex A.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Manual issued by Public Works and Government Services Canada.

2.1 General Conditions

2030 (2012-03-02) General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

3. Term of Contract

The period of the contract is from date of award to July 29, 2012.

3.1 Delivery Date

All the deliverables must be received on or before June 6, 2012.

4. Authorities

4.1 Contracting Authority

The Contracting Authority for the Contract is:

Janet Werk
Public Works and Government Services Canada
Acquisitions Branch
Communication Procurement Directorate
12th Floor, 360 Albert Street
Telephone: 613-998-3968 Facsimile: 613-993-2581
E-mail: janet.werk@pwgsc-tpsgc.gc.ca

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.

4.2 Project /Technical Authority

The Project /Technical Authority for the Contract is:

The information will be provided in the contract.

The Project/Technical 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.

Solicitation No. - N° de l'invitation

W8486-123971/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw020

Client Ref. No. - N° de réf. du client

W8486-123971

File No. - N° du dossier

cw020W8486-123971

CCC No./N° CCC - FMS No/ N° VME

4.3 Contractor's Representative (Please Fill in)

Name and telephone number of the person responsible for:

General Enquiries

Name: _____
Telephone no.: _____
Facsimile no.: _____
E-mail address: _____

Delivery follow-up

Name: _____
Telephone no.: _____
Facsimile no.: _____
E-mail address: _____

5. Payment

5.1 Basis of Payment - Basis of Payment - Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, as specified in Annex B for a cost of \$ _____ (**amount inserted at contract award by contracting authority**). Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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.

5.2 Multiple Payment

SACC Manual clause H1001C (2008-05-12) Multiple Payments

6. Invoicing Instructions

6.1. 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.

6.2. Invoices must be distributed as follows:

(a) The original must be forwarded to the consignees for certification and payment:

- **Invoice for 50,000** custom-made personnel record envelopes (2,000 packages shrink wrapped in quantities of 25)

Dept of National Defence
7 CF Supply Depot
STN FORCES P.O. Box 10500
Edmonton, AB. T5J 4J5

Attn: INVOICE RECEIPTS W2481

- **Invoice for 60,000** custom-made personnel record envelopes (2,400 packages shrink wrapped in quantities of 25)

Dept of National Defence
Commanding Officer
CFSD Montreal
P.O. Box 4000 STN K
Montreal, QC. H1N 3R9

Attn: INVOICE RECEIPTS W1941

(b) One (1) copy must be forwarded to:

Public Works and Government Services Canada
Communication Procurement Directorate
Constitution Square Building
360 rue Albert, 12th Floor
Ottawa, Ontario. K1A 0S5
Attn: Janet Werk

(c) One (1) copy must be forwarded to:

National Defence headquarters
MGEN George R Pearkes Building
101 Colonel by Drive.
Ottawa, ON K1A 0K2

Attn: (to be completed at contract award)

7. Certifications

7.1 Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

8. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of **Ontario**.

9. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2030 (2012-03-02) General Conditions - Higher Complexity - Goods;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated

10. Insurance

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

11. Defence Contract

SACC Manual clause A9006C (2008-05-12) Defence Contract

12. SACC Manual Clauses

THE FOLLOWING TERMS AND CONDITIONS ARE INCORPORATED HEREIN.

P1010C	Quality Levels for Printing	2010-01-11
P1016C	Quality Levels for Binding	2010-01-11
P1005C	Packaging and packing of Printed Products	2010-01-11
B7500C	Excess Goods	2006-06-16

ANNEX A STATEMENT OF WORK

TITLE: Personnel Record Envelopes (CF 478)

N7530-21-9056613 100507886

DESCRIPTION: For the supply and delivery of 110, 010 custom-made personnel record envelopes. A quantity of 50,000 custom-made personnel record envelopes are to be delivered to Edmonton and a quantity of 60,000 custom-made personnel record envelopes are to be delivered to Montreal.

PRINT QUALITY : Informational, to be in accordance with the Public Works and Government Services Canada publication entitled "Quality Levels for Printing" and /or "Quality Levels for Binding".

QUANTITIES: 50,000 custom-made personnel record envelopes to Edmonton
60,000 custom-made personnel record envelopes to Montreal
10 sample custom-made personnel record envelopes to Ottawa

FOLDED SIZE: 15" width
10" length
15" width flap x 3-13/16 length
Flap: flap is not a straight cut. 15" W x 2-14/16"L on edges; 5" towards the centre from the left and right edges: flap length is 3-9/16"

FLAT SIZE: 34-1/16"W x 25-12/16"L

STOCK: Domtar Colors Smooth or approved equivalent* - 150lb - TAG - Manilla

INK: Green ink (PMS 348) on face, back and flap. No bleeds.

ARTWORK: Text on Face and Back differ. Text on back and flap are the same.
Manufacturer to combine masters as per sample construction supplied

DIE: The Contractor must create the die.

TAPE: Tyvec synthetic (dupont) 108.5d or approved equivalent*

* Proposed equivalents must be submitted for approval in writing to the Contract Authority by March 29 midnight.

BINDING/CONSTRUCTION:

Custom made die-cut, Center seam on back of envelopes 1" overlay (glue on overlay) with 3 scores per gusset (sides and bottom), folded and glue with permanent adhesive as per the sample supplied.

Bottom overlap 10/16" glued

Gusset-type envelope: gusset measure 1½ " wide. Bottom gusset - corners left and right must be closed and tucked in. Bottom gusset is fully taped. From the side gussets the

tape starts at ¼ " from fold of flap and is taped along the length for approximately 2".
Construct, score and tape as per sample supplied.

Flap - **No glue on flap**, flap to be folded down on finished product with 6 scores for expansion on flap

Envelopes must be shrink wrapped in packages of 25.

FORMS HANDLING: Handwritten

SAMPLE: Upon contract award, the contracting authority will send a PDF version of the sample custom-made personnel record envelope to the Contractor. This Sample is for construction only. Final measurements are as per above.

OVERRUN / UNDERRUN: No underruns will be accepted. No overruns will be accepted. If overruns are delivered, they will be returned to the supplier or accepted at no cost to Canada.

MATERIAL SUPPLIED: The artwork will be provided to the supplier as a PDF file via email upon contract award. (Artwork will be available after April 16, 2012). The supplier must allow time in their estimate for verifying the files on the supplied media. The supplier must contact the project authority immediately if the media varies from the description of the material supplied.

PROOFS : 2 sets of blueprints or low resolution digital proofs, trimmed to size. After receipt of electronic files, proofs have to be accounted for within the schedule.

National Defence Headquarters
DIMPS 3-5/ Forms Management
2nd floor
Fraser Building
130 Bentley
Ottawa ON K1A 0K2
Attn: (to be completed at contract award)

SCHEDULE / DELIVERY : Delivery at destinations on or before June 6, 2012.

SAMPLES APPROVAL PRIOR TO DELIVERY:

Ten (10) samples of custom-made personnel record envelopes and all material supplied must be sent to:

National Defence Headquarters
DIMPS 3-5/ Forms Management
2nd floor
Fraser Building
130 Bentley
Ottawa ON K1A 0K2
Attn: (to be completed at contract award)

The Contractor will be advised by DIMPS 3-5 / Forms Management personnel whether the goods are approved for shipment to the Depots. The contractor must provide DIMPS 3-5 Forms Management five (5) working days to approve/reject the samples. Do not provide the sample to forms management less than five (5) days before the expected delivery date. No under or overruns will be accepted.

Do not ship until you receive approval from Forms Management.

PACKAGING / SHIPPING / LABELING :

The Contractor must shrink wrap the custom-made personnel record envelopes in quantities of 25.

- Each box, carton, package shall be labelled showing in block letters at one end the quantity of contents, size, title, form number, purchase order number and if applicable serial number.
- For all shipment exceeding 0.566 m³ or 15.88 kg (20ft³ or 35 lbs), except for those shipped by courier, the following shall apply:

The Contractor shall strap, and if necessary wrap, shipments on standard 1.22 m x 1.02 m (48 in. X 40 in.) wood pallets. The four-way forklift entry pallet shall be supplied at no charge for DND. Total height, including pallet shall not exceed 1.19 m (47 in.). The pallet load shall not extend further than 2.54 cm (1 in.) from any edge of the pallet.

Individual items exceeding 1.22 (48 in.) In length or 453.6 kg (1000 lbs.) shall be secured to larger pallets or shall have 10.16 cm x 10.16 cm (4 in. X 4 in.) Skids securely fastened to the bottom of the item. Skids shall be separated by a minimum of 71.12 cm (28 in.).

- Any exception requires the prior approval of the Contracting Authority.

DELIVERY INSTRUCTIONS:**Shipping Instructions - Scheduling**

The Contractor must deliver the goods to Canadian Forces (CF) Supply Depots by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the Depot Traffic Section at the appropriate location shown below. The consignee may refuse shipments when prior arrangements have not been made.

W2481 (Edmonton)

7 CFSD - Receipt Section
CFB Edmonton
195 AVE & 82 ST - bldg. 236
Edmonton, Alberta T0A 2H0
Telephone: 780-973-4011 ext. 4533
Fax: 780-973-4054

W1941 (Montreal)

25 CFSD Montreal - Receipts Section
CFB Montreal
6363 Notre Dame Est
Montreal, Quebec H1N 2E9
Telephone: 514-252-2777 ext. 2363
Fax: 514-252-2122

COMPONENTS:

All original material supplied (artwork, electronic media) or created during production (negatives, separations, proofs) for any printing requirement is deemed to be property of the crown and must be returned at no cost at the end of the contract. Supplier is responsible for the delivery of components to the designated location which may differ from the delivery address or destination(s).

ANNEX B
BASIS OF PAYMENT

The bidder is required to submit firm, all inclusive prices, FOB destination, GST/HST extra if applicable, transportation included.

The all inclusive prices include all materials and operations to print, finish, package and ready the complete quantity of the final envelopes for shipping as specified in the Statement of Work (including, but not limited to, all set ups, delivery of proofs as well as the printing and finishing of the 10 required samples and delivery(shipping) to the specified destinations).

Destination	Evaluated Quantity	Bidders Proposal
Edmonton	50,000	\$ /lot
Montreal	60,000	\$ /lot

Solicitation No. - N° de l'invitation

W8486-123971/A

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cw020W8486-123971

Buyer ID - Id de l'acheteur

cw020

Client Ref. No. - N° de réf. du client

W8486-123971

CCC No./N° CCC - FMS No/ N° VME

ANNEX C

VISUALS FOR CONTRUCTION REFERENCE ONLY (See attached)

PROTECTED B / PROTÉGÉ B

Service Number
Numéro matricule

Surname / Nom

Given Names / Prénoms

CANADIAN FORCES
FORCES CANADIENNES

PERSONNEL RECORDS ENVELOPE
ENVELOPPE DES DOSSIERS DU PERSONNEL

Face - Manufacture To Combine Masters as Per Sample Construction supplied.
Ink: Green (Pans 348)
Text: Contained on the envelope

Face - Manufacture To Combine Masters as Per Sample Construction Supplied.
Ink: Green (Pms 348)
Text: Centred on the envelope.

PROTECTED A when empty but displaying the service number. Envelope must be marked with the suitable security classification when used to safeguard documents classified in accordance with A-SJ-100-001/AS-000, Chapter 3.

PROTÉGÉ A lorsque vide mais affichant le numéro matricule. Il faut marquer l'enveloppe de la classification de sécurité appropriée lorsqu'elle sert à conserver des documents classifiés conformément au chapitre 3 de l'A-SJ-100-001/AS-000.

COMPONENT ÉLÉMENT

PROTECTED B / PROTÉGÉ B

Flap



PROTECTED B / PROTÉGÉ B

INSTRUCTIONS

When filing, fold flap in.
When shipping, expose flap
and secure with elastic band.

Pour le classement, replier le rabat vers l'intérieur.
Pour l'expédition exposer le rabat et le fixer avec
un élastique.

Back (Bottom)

PROTECTED B / PROTÉGÉ B

part.

* Entered on the envelope.