

**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 a Standing Offer
Demande d'offre à commandes**

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

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

Title - Sujet Direct Deposit Envelopes	
Solicitation No. - N° de l'invitation EN891-131489/A	Date 2012-12-19
Client Reference No. - N° de référence du client EN891-131489	GETS Ref. No. - N° de réf. de SEAG PW-\$\$CW-033-61816
File No. - N° de dossier cw033.EN891-131489	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-01-08	
Time Zone Fuseau horaire Eastern Standard Time EST	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Baxter, Emily	Buyer Id - Id de l'acheteur cw033
Telephone No. - N° de téléphone (613)991-4756 ()	FAX No. - N° de FAX (613)993-2581
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - 1	PWGSC LOADING DOCK AND PRODUCTION CENTERS IN QUEBEC AND WINNIPEG	EN891	DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERV PORTAGE III 11B1, STN #84 11 LAURIER ST ATT: JOSEE BOURASSA Gatineau Quebec K1A0S5 Canada



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	DIRECT DEPOSIT ENVELOPES -SIZE 8 1 /4" X 3 1/2"	D - 1	EN891	1	Each	\$	\$		See Herein	
2	DIRECT DEPOSIT ENVELOPES -SIZE 7 "X 3 1/2"	D - 1	EN891	1	Each	\$	\$		See Herein	

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into six (6) parts plus annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
 - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, and a Usage Report.

2. Summary

This is a Request for Standing Offer (RFSO) for the printing of two (2) different Direct Deposit Returned envelopes on an "if and when required basis" for Public Works and Government Services Canada.

The Standing Offer will be for one (1) year from April 1, 2013 to March 31, 2014 with the option to extend it by two (2) periods of one (1) year each.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

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

Pursuant to section 01 of Standard Instructions 2006 and 2007, Offerors must submit a complete list of names of all individuals who are currently directors of the Offeror. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form and related documentation.

3. Debriefings

After issuance of a standing offer, 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 of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

1. 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 (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) *Manual issued by Public Works and Government Services Canada.*

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

The 2006 (2012-11-19) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2. Submission of Offers

Offers 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 Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will **not** be accepted.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority (sebastian.podlesny@pwgsc-tpsgc.gc.ca) no later than seven (7) calendar days 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 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 offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. 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, Canada.

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (One [1] hard copy)

Section II: Financial Offer (One [1] hard copy and one [1] soft copy on CD/DVD/USB)

Section III: Certifications (One [1] hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors are encouraged to:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

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

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) The Standing Offer Authority will evaluate the offers.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

M1. Corporate Experience

The Offeror must demonstrate that it has contracted or has been contractually bound to at least two (2) separate external clients (outside of the Offeror's own company) to provide printing of envelopes.

During the evaluation no corporate experience gained through internal clients will be accepted or reviewed.

The Offeror must provide the following information for each contract:

- (a) a description of the envelopes;
- (b) a description of the printing requirements of the envelopes provided by the Offeror;
- (c) the Client information for the Contract

1.2 Financial Evaluation

- 1.2.1** 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.

For evaluation purposes, the firm all inclusive prices submitted in the Annex B, Basis of Payment for the Standing Offer Period and all of the option years will be multiplied by the quantity for evaluation specified and then added, as specified in the Annex B Basis of Payment.

2. Basis of Selection

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

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

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

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

1.1 Code of Conduct and Certifications - Related documentation

- 1.1.1 By submitting an offer, the Offeror certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting an offer, the Offeror certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Offeror, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any offer in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Offeror and any of the Offeror's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the entire period of the Standing Offer and any call-ups made against the Standing Offer.

Offerors who are incorporated, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide the name of the owner with their offer or promptly thereafter. Offerors submitting offers as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names 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 will render the offer non-responsive. Providing the required names is a mandatory requirement for issuance of a standing offer and award of a contract.

Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the offer being declared non-responsive.

2. Additional Certifications Precedent to Issuance of a Standing Offer

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

2.1 Federal Contractors Program - Certification.

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a standing offer. If the Offeror, or, if the Offeror is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a standing offer.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive 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 offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Offeror does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Offeror must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

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

The Offeror 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, and/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, and/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), in which case a duly signed certificate of commitment is attached;
- D. () is subject to FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC).

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

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2.2 Canadian Content Certification

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

This procurement is limited to Canadian goods.

The Bidder certifies that:

() the good(s) offered are Canadian goods as defined in paragraph 1 of clause A3050T.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

2. Standard Clauses and Conditions

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

2.1 General Conditions

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

2.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "C". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from April 1, 2013 to March 31, 2014 inclusive.

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3.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) one-year periods under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Sebastian Podlesny
Communication Procurement Directorate
Public Works and Government Services Canada
Acquisitions Branch
360 Albert St
Ottawa, ON K1A 0S5

Telephone: 613-991-4756

E-mail address: sebastian.podlesny@pwgsc-tpsgc.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, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

4.2 Project Authority

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

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

4.3 Offeror's Representative

General Enquiries

Name: _____

Telephone no.: _____

Facsimile no.: _____

E-mail address: _____

Replacement to the Offeror's Representative

Name: _____

Telephone no.: _____

Facsimile no.: _____

E-mail address: _____

5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is the Payment Products and Services Directorate of the Department of Public Works and Government Services Canada (PWGSC).

6. Call-up Procedures

The process is as follows for issuing call-ups:

6.1 When a requirement is identified, the authorized Call-up authority from the Payment Products and Services Directorate of PWGSC will provide the Offeror a written notification, by e-mail, indicating:

- the type of envelope to be supplied,
- the quantity required,
- the required delivery date at destination, and
- the unit price for the envelopes in accordance with the Annex B Basis of Payment.

6.2 The Offeror must respond to the written notification by e-mail within one (1) business day to :

- confirm that the required quantities will be delivered in accordance with the stated delivery schedule, and
- provide the estimated price for shipping to destination based on the required quantities and delivery schedule.

6.3 The the authorized Call-up authority from the Payment Products and Services Directorate of PWGSC will confirm the requirement by providing a completed 942 - Call-up Against a Standing Offer form to the Offeror within one (1) business day of the Offeror's reply.

7. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942 "Call-up Against a Standing Offer" or an electronic version

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$200,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2030 (2012-11-19);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated _____ (insert date of offer)

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10. Certifications

10.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

10.2 SACC Manual Clauses

M3060C - Canadian Content Certification (2008-05-12)

11. 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, Canada.

B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work

The Contractor must provide the items detailed in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2030 (2012-11-19) General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

3. Term of Contract

3.1 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

4. Payment

4.1 Basis of Payment

For the Work described in the Statement of Work - Annex A:

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Annex B, Basis of Payment, to a limitation of expenditure of \$_____ (insert the amount at contract award). 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.

4.2 SACC Manual clause H1000C (2008-05-12) Single Payment

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

Invoicing Instructions

5.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the 2030 (2012-11-19) General Conditions - Higher Complexity - Goods. Invoices cannot be submitted until all work identified in the invoices is completed,

5.2 Invoices must be distributed as follows:

A) The original and two (2) copies must be forwarded to the following address for certification and payment.

Public Works and Government Services Operations
 11 Laurier Street
 Place du Portage III, 11B1, Stn #84
 Gatineau, QC K1A 0S5
 Attention: To be named upon award of a Standing Offer

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B) One (1) copy must be forwarded to the Standing Offer Authority identified under the section entitled "Authorities" of the Contract.

6. Insurance

SACC Manual clause G1005C (2008-05-12) Insurance

7. SACC Manual Clauses

THE FOLLOWING TERMS AND CONDITIONS ARE INCORPORATED HEREIN.

SACC Reference	Section	Date
D5328C	Inspection and Acceptance	2007-11-30
P1005C	Packaging and Packing of Printed Products	2010-01-11
P1012C	Quality Levels for Envelopes	2010-01-11
P1009C	Author's Alterations	2007-11-30

ANNEX "A"

STATEMENT OF WORK

A.1 Overview

Public Works and Government Services Canada has a requirement the printing of two (2) different types of envelopes and delivery to three (3) Canadian locations on an "if and when requested basis".

The Offeror must, at a minimum;

- Supply all materials
- Provide proofs prior to production
- Print and finish to final format envelopes in accordance with the supplied artwork, approved proofs and specifications
- Package the envelopes in such a manner as to protect contents
- Deliver envelopes to final destination(s) as per the delivery schedule for each call-up

A.1.1 - Estimated Annual Quantities

Public Works and Government Services Canada estimates that the minimum quantity ordered will be normally 5,000 envelopes although the required quantity will vary depending on the individual call-up.

The estimated minimum quantity is approximate and is not a guarantee of the actual number of envelopes to be produced for each call-up.

A.2 Work Description

A.2.1 Quality Levels

The quality level is Informational, to be in accordance with the Public Works and Government Services Canada publication entitled "Quality Levels for Printing" and /or "Quality Levels for Envelopes", latest issues.

A.2.2 Printing Overruns/Underruns:

No underrun will be accepted.

Overruns will be accepted as follows:

- 3% overrun on quantities between 5,000 and 100,000 envelopes
- 2% overrun on quantities between 100,001 and 500,000 envelopes
- 1% overrun on quantities between 500,001 and 1,000,000 envelopes
- 0.5% overrrun on quantities greater than 1,000,001 envelopes

Overruns must be charged at the additional same run price (identified in Annex B) and shown as a separate item on the Invoice.

A.2.3 Material Supplied

The Project Authority will supply artwork as PDF files via email to the Offeror for printing as required. Some supplied artwork will include prepaid frank using the Canada Post ARTGRAPH and some will include the "Affix Sufficient Postage" (envelope format is standard for both envelopes)

The Offeror must preflight supplied files within 24 hours of their reception. The Offeror must contact the Project Authority immediately if supplied media varies from the description of the material supplied as stated in the Annex A Statement of Work.

The Offeror must also contact the Project Authority immediately if there are problems accessing or processing the files, outputting film/imaging plates or printing from the supplied files.

A.2.4 Proofs

For each Call-up, the Offeror must provide one (1) complete set of proofs as specified in A.2.4.1 to the identified Project Authority before printing.

Proofs must be accounted for in the schedule. Within one (1) business day of receipt of the Call-up by the Offeror, the Offeror must confirm the delivery date for the proofs to be delivered to the Project Authority address in the National Capital Region.

A.2.4.1 The Offeror must provide one (1) complete set of blueprints or digital (paper copy) proofs. Proofs must be backed-up, trimmed and folded to specification.

A.2.4.2: The Project Authority will return the signed proofs to the Offeror within **two (2)** business days after receipt of the proofs by the Project Authority.

A.2.4.3 Proofs must be sent to the following address:

Payment Products and Services Directorate
Place du Portage Phase III, 11B1, #72
Gatineau, QC
K1S 0S5
Attn: TBA

A.2.5.1 Envelope A - Government of Canada Direct Deposit Return Envelopes

Size: 8-1/4" x 3-1/2", two (2) side seam, open side (the side glued flaps must be inside the back panel)

Stock: 48M (24lb) natural Kraft recycled paper or approved equivalent

Ink: Black on front, back, and flap, bilingual, no bleeds

Flap: 1 - 7/16", full glue

Throat: 5/16"

A.2.5.2 Envelope Type B - Government of Canada Direct Deposit Return Envelopes

Size: 7" x 3-1/2", two (2) side seam, open side (the side glued flaps must be inside the back panel)

Stock: 48M (24lb) natural Kraft recycled paper or approved equivalent

Ink: Black on front, back, and flap, bilingual, no bleeds

Flap: 1 - 7/16", full glue

Throat: 5/16"

A.2.6 Delivery Schedule

A.2.6.1 The delivery date will be specified on the call-up.

A.2.7 Delivery/Distribution Requirements

A.2.7.1 In order to coordinate shipment delivery, the Offeror must provide notification to the destination address(es) three (3) business days before the date of delivery at destination. The Offeror must inform the identified contact at the destination address(es) as identified in A.2.7.2 by telephone of the date and time that the shipment will arrive at the destination address(es).

All shipments from the Offeror are subject to inspection and acceptance by the Project Authority, identified in the call-up, at destination.

Any shipment of poor quality stock, poor packaging, or broken pallets will be returned to the Offeror at its expense for replacement or repackaging.

A.2.7.2 Labelling and Packaging for Envelopes

The Offeror must follow the specified packaging and labelling instructions at all times.

Packaging and Skids

- At all times, envelopes must be packaged in boxes able to withstand extensive handling, not to exceed 2,000 envelopes per box.
- Boxes must be shipped on skids of 40" x 48" size, 4-way entry, and 54" high (maximum) including the skid.
- Boxes must be stacked as follows:
 - eight (8) two-tiered boxes per row and eight (8) rows high for a total for 64,000 envelopes per skid
 - OR**
 - four (4) single-tiered boxes per row and eight (8) rows high for a total of 64,000 envelopes per skid
- Cartons must be interlocked between rows
- Cartons must have heavy gauge cardboard corners for protection
- Skids are not to be double stacked for transportation
- Stock is to be firmly wrapped with stretch wrap ensuring that the skid and the boxes are sealed and held together as a single unit
- The Offeror must provide all shipping materials such as cartons, plastic straps, poly-wrap and skids etc.
- The Offeror must confirm receipt of each shipment at destination.

Labelling

- The Offeror must label each carton. Each label must include the envelope number, quantity enclosed, Call-up reference number and the destination address. Labels must also show the total number of cartons and the number of cartons in each shipment.

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- The Offeror must include a packing slip with every shipment. A copy of the packing slip must also be faxed to 1-819-956-1664.

A.3 Components

- All original material supplied (artwork, electronic media, photographs) or created during production (negatives, separations, proofs, etc.) of the work is deemed to be the property of the Government of Canada and must be returned at no cost with samples of the printed product after each call-up is completed to the proofs address.

- The Offeror must return all components to the Project Authority within five (5) working days of completion of work at no additional cost to Canada.

- Components must be packaged appropriately and shipped in a manner to ensure safe delivery at the specified destination.

- Invoices will not be paid until the components are received.

A.4 Quality Assurance

Quality Assurance by the Offeror: The Offeror must perform all necessary quality assurance procedures to ensure the product meets the specified quality levels and specifications of the Annex A Statement of Work.

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ANNEX B BASIS OF PAYMENT

The Offeror must submit pricing in the format specified for each component identified in this Annex B Basis of Payment. Failure to price one of the components in the format specified will render the bid non-responsive.

If pricing is not provided for a component, a price of zero will be assigned for the component and the bidder will be provided an opportunity to agree with the zero amount.

If the bidder agrees then the Basis of Payment will be considered compliant. However if the bidder disagrees then the proposal will be found non-compliant and no further evaluation will be done.

The Offeror must submit firm, all inclusive prices, FOB destination, GST/HST extra if applicable. Prices must include all materials and operations (set-up charges, provision of proofs, printing, fabrication to final format, etc.) to supply the final products and ready the items for shipping.

Shipping costs incurred in the performance of the work will be paid at cost with no allowance for profit or overhead and upon receipt of proper cost support documentation. Transportation charges must be prepaid by the Contractor and shown as a separate item on the invoice, supported by a copy of the prepaid transportation bill.

Additional quantities and overruns will be calculated on a pro-rata basis using the additional same run cost.

Quantities for evaluation shown in the pricing grid of the Annex "B" pricing schedules are estimates for evaluation purposes only and are not a guarantee of the actual number of hours required for author's alterations or the number of items to be produced, nor are they intended to reflect any expectations on behalf of the Government of Canada.

See Excel Spreadsheets attached.

OFFERORS ARE RESPONSIBLE TO ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET SUPPLIED TO THEM AND RETURN IT ON CD/DVD/USB ALONG WITH A PRINT OUT OF THE COMPLETED ANNEX B FINANCIAL PROPOSAL WITH THEIR PROPOSAL

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Escalation for Paper (Offeror to complete)

1. The resulting standing offer will contain a provision for price adjustment (increase or decrease) of the portion of the price directly related to the base transaction cost of paper. Price adjustment will apply only to increase or decrease of the base transaction cost of paper that may occur at any time during the resulting standing offer period but not before thirty (30) days after the issuance of the standing offer.

2. Offerors must provide their base transaction cost(s) and the quantity of the paper on which the base transaction cost is established in their offer as follows:

- (a) envelope paper (if applicable): _____ lb. at a base transaction cost per Cwt. of \$ _____ , and which represent _____ percent of the unit price(s).
Brand name and paper supplier: _____ .

3. Upon request from the Standing Offer Authority, offerors must provide supporting documentation to confirm the base transaction cost. Such documentation may consist of a copy of the quotation from the paper supplier(s).

Escalation for paper clause to be included in Standing Offer:

1. The portion of the price directly related to the base transaction cost of paper is subject to price adjustment (increase or decrease) at any time during the standing offer period but not before _____ (insert the date corresponding to the end of the 30-day period after the issuance of the standing offer). The price will be adjusted using the percentage of the announced increase or decrease that came into effect by applying it to the applicable base transaction cost.

2. To request a price adjustment, the Offeror must provide the Standing Offer Authority with a notice indicating the increase or decrease in the base transaction cost of paper identified below. Such notice must contain the price as publicly announced by at least three (3) paper suppliers who supply the grade specified in the Standing Offer and the date the price came into effect.

3. The base transaction cost of paper subject to price adjustment is as follows:

- (a) envelope paper (if applicable): _____ lb. at a base transaction cost per Cwt. of \$ _____ , and which represent _____ percent of the unit price(s).
Brand name and paper supplier: _____ .

4. The Offeror must provide a copy of the quotation from the paper supplier(s) to support the above base transaction cost and a copy of the revised quotation from the paper supplier(s) to support the adjusted base transaction cost.

5. Any price adjustment must be approved by the Standing Offer Authority and will be evidenced through a revision to the Standing Offer.

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Annex D

Visual Reference

