

**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 ENVELOPE, MAILING	
Solicitation No. - N° de l'invitation W8486-124023/A	Date 2012-04-26
Client Reference No. - N° de référence du client W8486-124023	
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-028-60362	
File No. - N° de dossier cw028.W8486-124023	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-05-11	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: Hooles, Norah	Buyer Id - Id de l'acheteur cw028
Telephone No. - N° de téléphone (613) 949-7247 ()	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	

ENVELOPES DND 320 NATO # N7530-21-894-4253**TABLE OF CONTENTS****PART 1 - GENERAL INFORMATION**

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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into five (5) parts plus attachments and 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;

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

The Annexes include the Statement of Work, the Basis of Payment, and Visuals for Reference

2. Summary

The Department of National Defence has a requirement for the supply and delivery of envelopes, DND 320, NATO # N7530-21-894-4253 for a total quantity of 1,000 boxes (500,000 envelopes) and ten (10) samples.

The deliveries are:

150 boxes (75,000 envelopes) to be delivered to Edmonton,
850 boxes (425,000 envelopes) to be delivered to Montréal, and
10 samples to be delivered to Ottawa.

The deliveries are requested by June 8, 2012.

3. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be 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 - Competitive Requirements, 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 (Norah.Hooles@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 the province of Ontario.

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid as follows:

Section I: Financial Bid (one [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.

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 [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to :

- 1) use 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: 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.

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) The Contracting Authority will evaluate the bids.

1.1 Financial Evaluation

The firm quantities for each destination will be multiplied by the firm price per box submitted in Annex B, Basis of Payment and the Price for Evaluation will be added to obtain the total evaluated price (B.1 + B.2).

Submitted prices 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.

2. Basis of Selection

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

PART 5 - 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 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.

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

3.1 Period of the Contract

The period of the contract is from date of award to _____ inclusive.

3.2 Delivery Date

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

4. Authorities

4.1 Contracting Authority

The Contracting Authority for the Contract is:

Norah Hooles
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Communications Procurement Directorate
Floor 12, 360 Albert Street
Ottawa, ON K1A 0S5

Telephone: 613-949-7247
Facsimile: 613-993-2581

E-mail address: norah.hooles@tpsgc-pwgsc.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 Technical / Project Authority

The Technical / Project Authority for the Contract is (available with contract):

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

4.3 Contractor's Representative

(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 - Edmonton Delivery

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price per box, as specified in Annex B for a cost of \$ _____ (insert the amount at contract award). 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 Basis of Payment - Montreal Delivery

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price per box, as specified in Annex B for a cost of \$ _____ (insert the amount at contract award). 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.

5.3 Multiple Payments

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:

6.2.1 The original and a copy must be forwarded to the consignees for certification and payment:

a) **For the Delivery to Edmonton**

Invoice for 150 Boxes 75,000 envelopes (500/box)

Department of National Defence
7 CF Supply Depot
STN Forces P.O. Box 10500
Edmonton AB T5J 4J5

Attention: INVOICE RECEIPT W2481

b) **For the Delivery to Montréal**

Invoice for 850 Boxes 425,000 envelopes (500/box)

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

Attention: INVOICE RECEIPT W1941

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

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

Attention: Norah Hooles

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

Department of National Defence
DNA / DGLEPM / DLP 9-3-2-3
101 Colonel By Drive
Ottawa, ON K1A 0K2

Attention: (to be completed at contract award)

7. Applicable Laws

The Contract 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 bidder in its bid, if applicable.*)

8. 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 _____.

9. Defence Contract

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

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. SACC Manual Clauses

The following terms and conditions are incorporated herein.

B7500C	Excess Goods	2006-06-16
P1005C	Packaging and Packing of Printed Products	2010-01-11
P1010C	Quality Levels for Printing	2010-01-11
P1012C	Quality Levels for Envelopes	2010-01-11

ANNEX A STATEMENT OF WORK

Title: MAILING ENVELOPES DND 320 NATO Stock Number N7530-21-894-4253

Description: Envelope

Print Quality: Office, to be in accordance with the Public Works and Government Services Canada publication entitled "Quality Levels for Printing" and "Quality Levels for Envelopes", latest issues.

Poor quality impression subject to rerun at no charge to the Department of National Defence.

Quantities: 150 boxes (75,000 envelopes of 500 per box) to be delivered to Edmonton
 850 boxes (425,000 envelopes of 500 per box) to be delivered to Montreal
Total 1,000 boxes

10 sample envelopes to Ottawa

Overrun / Underrun: No overruns and no under runs will be accepted. If overruns are delivered to the depot, they will be returned to the Contractor or accepted at no cost to the Canada.

Size: 9-5/8" width
 5-1/2" length

Stock: Recycled stock
 Must be equivalent to Cascade Natural Kraft 24lb (48M)

Ink: Black ink on face and flap. No bleeds

Artwork: Text on Face, Back and Flap differ (see sample supplied with Contract)
 Signature: located on Face of envelope, position (as per Federal Identification Program standards) Canada Wordmark (size 45 mm) centered on flap and form number located on the left of the flap.

Binding / Construction:
 Manufacturer's standard flap (along top width 9-5/8") with full glue
 Envelopes must be boxed with 500 envelopes per box

Forms Handling: Handwritten, typewritten, label or through a laser printer.

Sample: Upon contract award, the Contracting Authority will deliver a sample envelope to the Contractor.

Packaging: 500 envelopes in a box.

Proofs:

Proofs must be accounted for within the schedule.

The Project Authority will return the signed proofs **seven (7)** working days after receipt of documents/

Two (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 Proofs must be shipped as follows:

DIMPS 3-5/ Forms Management
Fraser Building, 2nd Floor
130 Bentley Avenue
Ottawa, ON K1A 0K2

Attention: (to be completed at contract award)

Telephone:
Email:

Corrections to Proofs resulting from Contractor Error:

If / when corrections are required, the Contractor must provide a complete set of corrected proofs to the DND Technical Authority for approval in accordance with the schedule. The final delivery date at destination will not be changed.

SAMPLES APPROVAL PRIOR TO SHIPMENT OF FULL ORDER:

Ten (10) samples of mailing envelopes and all material supplied must be sent to:

Deliver samples through

Courier Handling Facility
Load Dock
National Printing Bureau
45, Sacré-Coeur Boulevard
Gatineau, QC J8X 1A1

The package must be addressed to:

DIMES 3-5/ Forms Management
Framer Building, 2nd Floor
130 Bentley Avenue
Ottawa, ON K1A 0K2

Attention: (to be completed at contract award)

Prior to Delivery:

The Contractor must provide Forms Management with ten (10) finished samples prior to delivery as specified under the heading "Samples".

The Contractor must provide Forms Management seven (7) working days to approve/reject the samples. The Contractor must not provide the samples to Forms Management less than ten (10) days before the expected delivery date.

The Contractor must not commence or continue with production of the items and must not make any deliveries until the Contractor has received notification from the Technical Authority (Forms Management) that the sample(s) are acceptable. Any production of items before samples acceptance will be at the sole risk of the Contractor.

Schedule / Delivery:

The total quantity must be delivered at destinations on or before _____.

Packaging and Labelling:

The Contractor must package the item in quantities 500 envelopes per box.

- Each box, carton, package shall be labeled 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

THE CONTRACTOR MUST NOT SHIP UNTIL APPROVAL IS RECEIVED FROM FORMS MANAGEMENT.

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw028

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

W8486-124023

File No. - N° du dossier

cw028W8486-124023

CCC No./N° CCC - FMS No/ N° VME

Delivery Instructions

Delivery to Edmonton:

A delivery appointment must be made, prior to delivery. For delivery appointments, contact :

ENVELOPES DND 320 NATO Stock Number N7530-21-894-4253
150 boxes of 500 envelopes each)

Telephone: (available with contract)

Fax:

W2481

Department of National Defence

7 CFSD - Receipts Section

CFB Edmonton

195 Avenue & 82 Street, Building 236

Edmonton, AB T5J 4J5

Delivery to Montréal:

A delivery appointment must be made, prior to delivery. For delivery appointments, contact:

ENVELOPES DND 320 NATO Stock Number N7530-21-894-4253 to:

850 boxes of 500 envelopes each

Telephone: (available with contract)

Fax:

W1941

Department of National Defence

25 CFSD Receipts Section

CFB Montreal

6363, Notre Dame Est

Montreal, QC H1N 2E9

Material Supplied:

A technical package, a previously printed sample, will be delivered to the Contractor after Contract award.

The Contractor must contact the DND Technical Authority only after receiving the Technical Package provided to them.

The Contractor must allow time in their estimate for verifying the files on the supplied media. The Contractor must contact the Contracting Authority immediately if the media varies from the description of the material supplied as stated in the specifications or the laser proof.

Components:

All original material supplied (artwork, electronic media) or created during production (negatives, separations, proofs etc.) for any printing requirement is the property of the Canada and must be returned at no cost upon completion of the work. The Contractor must deliver the components to the DND Technical Authority.

ANNEX B BASIS OF PAYMENT

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

The all inclusive price per destination includes all materials and operations to print, fabricates, package and ready the complete quantities of the envelopes for shipping as specified in the Annex A Statement of Work (including, but not limited to, all set ups, creation and delivery of proofs, printing and finishing to final format and the **ten (10)** required samples etc.) and delivery to the specified destinations.

ENVELOPES DND 320 NATO Stock Number N7530-21-894-4253

(500 envelopes per box)

	Delivery Destination	Firm Quantity (boxes)	Price PER BOX of 500 envelopes	Price for Evaluation (Firm quantities multiplied by price per box)
B.1	Edmonton (75,000 envelopes)	150	\$ _____ -	\$ _____
B.2	Montréal (425,000 envelopes)	850	\$ _____	\$ _____
	Total Evaluated Price (B.1 + B.2) =			\$ _____

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Buyer ID - Id de l'acheteur

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File No. - N° du dossier

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ANNEX C VISUAL FOR REFERENCE

(See ATT 001, distribution through MERX)