

**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**

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

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

<b>Title - Sujet</b> PRINTING OF ENVELOPES	
<b>Solicitation No. - N° de l'invitation</b> EN578-133229/A	<b>Date</b> 2013-05-06
<b>Client Reference No. - N° de référence du client</b> EN578-13-3229	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$CW-033-62691
<b>File No. - N° de dossier</b> cw033.EN578-133229	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-05-24</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Podlesny, Sebastian	<b>Buyer Id - Id de l'acheteur</b> cw033
<b>Telephone No. - N° de téléphone</b> (613)991-4756 ( )	<b>FAX No. - N° de FAX</b> (613)991-5870
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 6B1 11 LAURIER ST Gatineau Quebec K1A0S5 Canada	
<b>Security - Sécurité</b> 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**

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

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## 7. *SACC Manual* Clauses

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

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

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions 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 the Usage Reports.

### 2. Summary

This solicitation is for Regional Envelope Requirements - Provision of printed envelopes for all government departments and agencies schedules I, I.1, II and III of the *Financial Administration Act* in the National Capital Region with delivery across Canada.

All Standing Offers authorized as result of this solicitation will be on an "as and when" requested basis and will be valid for a period of two (2) years with the option to extend the period of offer for two (2) additional one (1) year periods under the same terms and conditions.

Canada anticipates that multiple standing offers for ten (10) standard envelope types may be authorized for six (6) categories. The ten (10) standard envelopes are seven (7) without windows and three (3) with windows (Avpexine or Biodegradeable material).

An individual call-up spending limitation of \$25,000.00 will apply.

The Categories are:

#### Group 1 Small Envelopes

Category 1	Low Quantity	500 - 5,000
Category 2	Medium Quantity	5,001 - 50,000
Category 3	High Quantity	50,001 and over

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## Group 2 Large Envelopes

Category 4	Low Quantity	500 - 5,000
Category 5	Medium Quantity	5,001 - 50,000
Category 6	High Quantity	50,001 and over

Offerors are invited to submit an Offer on one (1) or more categories.

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

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

### **3. Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing will be in writing.

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

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

The 2006 (2013-03-21) 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 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.

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)

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.

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 [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, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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 Applicable Taxes must be shown separately..

#### **Payment by Credit Card**

Canada requests that offerors complete one of the following:

- (a) ( ) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

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The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

- (b)            ( )      Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

### **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) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **1.1. Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

**M1.** The Offeror must demonstrate that it 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 (within the Offeror's own legal entity [or joint venture partnership] and includes the parent, subsidiaries and other affiliates of the Offeror) will be accepted or reviewed.

The Offeror must provide the following information for each contract:

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

**M2.** By the Request for Standing Offer closing date the Offeror must have obtained certification under any one (1) of the following environmental programs:

- Environmental Choice Program - EcoLogoM Program CCD-041 (Lithographic Printing Services)
- Environmental Choice Program - EcoLogoM Program CCD-080 (Envelopes)
- Forest Stewardship Council (FSC) Chain-of-Custody Certification(COC)
- Sustainable Forestry Initiative (SFI) Chain-of-Custody Certification
- Canadian Standards Association Sustainable Forest Management Standards (CSA/SFMS)
- Program for the Endorsement of Forest Certifications (PEFC)
- ISO 14001

The Offeror must provide a copy of its current certification or certifications with its bid.

#### **1.2 Financial Evaluation**

Offerors must offer prices for all items in the Categories (1-6) of their choice. All prices for each Category for the Standing Offer period and the option periods will be added to obtain the total evaluated price. Each Category (1-6) will be evaluated individually.

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

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## **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.

For each Category, all responsive offers whose total evaluated price is no more than 10% above the average total evaluated price, including the two (2) one (1) year options, will be recommended for issuance of a Standing Offer.

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## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and related documentation to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications and related documentation 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, to provide the related documentation 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

By submitting an offer, the Offeror certifies that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard Instructions 2006. The related documentation therein required will assist Canada in confirming that the certifications are true.

### 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 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.

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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.

## **2.2 Canadian Content Certification**

This procurement is limited to Canadian services.

The Offeror certifies that:

( ) the services offered are Canadian services as defined in paragraph 4 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.

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

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## **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 Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-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.

#### **3. Term of Standing Offer**

##### **3.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from June 1, 2013 to May 31, 2015.

##### **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 two (2) additional one (1) 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 thirty (30) days 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:

Name: Sebastian Podlesny  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Communications Procurement Directorate  
360 Albert Street

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12th Floor  
Ottawa ON K1A 0S5  
Telephone: 613-991-4756  
Facsimile: 613-991-5870  
E-mail address: sebastian.podlesny@tpsgc-pwgsc.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 against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

#### **4.3 Offeror's Representative**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail address: \_\_\_\_\_

#### **5. Identified Users**

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11 in the National Capital Region.

#### **6. Call-up Procedures**

Identified Users will proceed as follows to issue Call-ups:

Any Identified User will issue a Call-up or electronic document to the Offeror which provides the requirement, which will include a Statement of Work specifying the envelopes to be purchased as well as the delivery date. The Offeror has forty-eight (48) hours to clarify any aspects of the Statement of Work before confirming the order and scheduling the work for delivery. Estimated shipping charges must be provided upon request.

## 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 \$25,000.00 (Applicable Taxes 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 (2013-04-25), General Conditions - Higher Complexity - Goods
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Usage Reports
- h) the Offeror's offer dated \_\_\_\_\_.

## 10. Certifications

### 10.1 Compliance

Compliance with the certifications and related documentation 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, provide the related documentation or if 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.

SACC Manual clause M3060C (2008-05-12) Canadian Content Certification

## 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.

## **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**

2030 (2013-04-25), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

Section 19 Interest on Overdue Accounts, of 2030 (2013-04-25), General Conditions - Higher Complexity - Goods, will not apply to payments made by credit cards.

### **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 - Firm Price**

For the printing of envelopes or printing and manufacturing of envelopes described in the Contract:

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price of \$ \_\_\_\_\_ (insert the amount at contract award). Customs duties are included, and Applicable Taxes are extra.

#### **4.2 Basis of Payment - Limitation of Expenditure**

For the shipping of the envelopes requested in the Contract:

The Contractor will be reimbursed for the shipping costs reasonably and properly incurred to a limitation of expenditure of \$ \_\_\_\_\_ (insert the amount at contract award). Customs duties are included, and Applicable Taxes are extra.

#### **4.3 Method of Payment**

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

#### 4.4 Payment by Credit Card

Records of purchases made with acquisition cards must be kept for audit trail purposes and to facilitate reconciliation and account verification (e.g. requisitions, logs of transactions made by telephone, acquisition card receipts, other receipts or statements).

The following credit card is accepted: \_\_\_\_\_.

OR

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

#### 5. Invoicing Instructions

5.1 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.

5.2 Invoices must be distributed as follows:

The original and one (1) copy with must be forwarded to the address shown on page 1 of the contract for certification and payment.

#### 6. Insurance

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

#### 7. SACC Manual Clauses

SACC Manual clause D5328C (2007-11-30) Inspection and Acceptance

SACC Manual clause P1005C (2007-11-30) Packaging and packing of Printed Products

SACC Manual clause P1009C (2007-11-30) Author's Alterations

SACC Manual clause P1010C (2010-01-11) Quality Levels for Printing

SACC Manual clause P1012C (2007-11-30) Quality Levels for Envelopes

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## ANNEX A

### STATEMENT OF WORK

#### 1. WORK DESCRIPTION

##### 1.1 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.

##### 1.2 PRINTING OVERRUNS/UNDERRUNS

No overruns/underruns will be accepted.

##### 1.3 MATERIAL SUPPLIED

Printing on envelopes must be completed in accordance with the instructions provided with each call-up. The location of the printing (Front, Back, and Flap of the envelopes) will be specified on the individual call-up. Samples may be provided with each call-up.

Certain designated users may request the Offeror to hold artwork supplied for specific envelopes and overprint as required according to call-ups as they are received. These call-ups will identify the envelopes and quantities required

**Artwork :** The Offeror may be required to create the artwork for the printing from instructions provided with the call-up. Artwork. Typesetting and positioning of the text will be in accordance with the Federal Identity Program (FIP) Guidelines. Information on the FIP may be obtained at: [http://www.tbs-sct.gc.ca/fip-pcim/index\\_e.asp](http://www.tbs-sct.gc.ca/fip-pcim/index_e.asp)

##### 1.4 PROOFS

When proofs are required by an Identified User, they MUST be submitted electronically for approval prior to production. Approval of proofs must be accounted for in the delivery schedule.

##### 1.5 STANDARD ENVELOPES

###### SIZE:

###### Small Envelopes

1. 3-7/8" x 8-7/8" Number 9 Business
2. 3-7/8" x 8-7/8" Number 9 Business with standard size window or special size window
3. 4-1/8" x 9-1/2" Number 10 Business
4. 4-1/8" X 9 1/2" Number 10 Business with standard size window or special size window

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**Large Envelopes****5.** 7-1/2" x 10-1/2"**6.** 9" x 12"**7.** 9 1/2" x 12"**8.** 9 1/2" x 12" with standard size window or special size window**9.** 9 1/2" x 15"**10.** 10" x 13"**WINDOW SIZE:**For quantities below 50,001:

Standard Size: 1 1/8" x 4 1/2"

Standard Position: From Left: 5/8". From Bottom: 3/4"

For quantities of 50,001 or more:

A special window size may be requested. The special window size will be less or equal to 10 square inches at any position.

**ENVELOPE STOCK:**

All envelopes use 24 lb Recycled Envelope Natural Kraft Paper.

**WINDOW MATERIAL:**

The window material must be glued around the edges of the windows in a manner that will not interfere with automated insertion of inserts into the envelopes.

**Standard Window Material:** Avpexine**Optional Window material:** made of **Biodegradable** material

Window material must meet or exceed Canada Post's standards as described in the "Postal Standards for Lettermail and Incentive Lettermail" publication available on their website at:

<http://canadapost.com/tools/pg/standards/PSIm-e.pdf>

**Haze:** Measured according to ASTM International D1003. Haze must not exceed 75%.**Gloss:** ASTM International D 2457 60- degree Procedure – Standard Method of Test for Specular Gloss of Plastic Films. Gloss reading must be of 159 or less.**INK:**

Printing with black Ink. Vegetable-based is preferred, although other environmentally preferable inks are acceptable.

**The usage of the Canada Wordmark must be as follows:**

1. for #9 Business envelopes use 24 pt. wordmark;
2. for #10 Business envelopes use 28 pt. wordmark;

- 
3. for any envelope larger than size #10 Business, use:
    - a) 42 pt. wordmark for up to and including size 9-1/2" x 12" (where 10 pt. and 8 pt. type is used for the signature text);
    - OR
    - b) 48 pt. wordmark for sizes larger than 9-1/2" x 12" (where 12 pt. and 10 pt. type is used for the signature text).
  4. The Canada wordmark must be positioned so as to be centered vertically and horizontally on the flap in all cases, regardless of type of envelope construction or size.

**CONSTRUCTION:**

All envelopes are Open Side. All envelopes must be either cross-back, inside or outside side seams. The window envelopes will be with one window only. Envelopes must be provided according to the specifications included in each individual Call-up.

**FLAP:**

Full glue

**2. PACKAGING AND LABELLING:**

To ensure envelopes arrive at destination in an undamaged condition, packaging and labelling must be, at a minimum, in accordance with SACC Manual clause P1005C(2010-01-11) Packaging and packing of Printed Products.

The call-up document will specify any special packaging instructions required by the client and will be limited to following formats:

- Bands (elastics or paper) of 100's
- Tabbing in 100's

All cartons or packages must be clearly identified as to quantity and contents.

Packaging must be recyclable, unless otherwise specified.

**3. COMPONENTS:**

- All components required for completing a call-up/order, whether produced or purchased by the Offeror, or supplied to the Offeror are the property of the Government of Canada.
- The Offeror must return all components to the Project Authority identified with each call-up/order within five (5) working days of receiving the request to do so and at no additional cost to Canada.
- Components must be packaged appropriately and shipped in a manner to ensure safe delivery at the specified destination.
- Components include any electronic files that the Offeror may be holding as part of a call-up.

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- The Offeror must provide a copy of the final electronic file used to print the requirement. Invoices will not be paid until final electronic files are received. The Offeror must download the files to appropriate media, CD, DVD, etc. as requested. The Offeror must identify the files being returned by labelling the media with the files contained on it and also providing a hard copy printout identifying all files on the media.

#### **4. DESTINATION:**

Destination will be specified in the individual call-up form. 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. All deliveries must be FOB Destination.

#### **5. QUALITY ASSURANCE BY THE OFFEROR**

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.

## ANNEX B

### BASIS OF PAYMENT

The Offeror must submit firm, all inclusive prices, FOB destination, Applicable Taxes extra, for each item in one (1) or more of the Categories (1, 2, 3, 4, 5 and 6) identified that covers the Standing Offer and the extension periods. 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.

**By not providing a price for a component in a Category, the Offeror agrees that they are not to be considered for issuance of a Standing Offer for that Category.**

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.

The Categories are:

#### Group 1 Small Envelopes

Category 1	Low Quantity	500 - 5,000
Category 2	Medium Quantity	5,001 - 50,000
Category 3	High Quantity	50,001 and over

#### Group 2 Large Envelopes

Category 4	Low Quantity	500 - 5,000
Category 5	Medium Quantity	5,001 - 50,000
Category 6	High Quantity	50,001 and over

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 items to be produced, nor are they intended to reflect any expectations on behalf of the Government of Canada.

**OFFERORS MUST 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 OFFER**

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: \_\_\_\_\_ lb. at a base transaction cost per Cwt. of \$\_\_\_\_\_, and which represent \_\_\_\_\_ percent of the unit price(s).

Brand name and paper supplier: \_\_\_\_\_ .

(b) Window material: \_\_\_\_\_ lb. at a base transaction cost per Cwt. of \$\_\_\_\_\_, and which represent \_\_\_\_\_ percent of the firm lot price(s).

Brand name and paper supplier: \_\_\_\_\_ .

(c) Window material (biodegradable): \_\_\_\_\_ lb. at a base transaction cost per Cwt. of \$\_\_\_\_\_, and which represent \_\_\_\_\_ percent of the firm lot 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: \_\_\_\_\_ lb. at a base transaction cost per Cwt. of \$\_\_\_\_\_, and which represent \_\_\_\_\_ percent of the unit price(s).

Brand name and paper supplier: \_\_\_\_\_ .

(b) Window material: \_\_\_\_\_ lb. at a base transaction cost per Cwt. of \$\_\_\_\_\_, and which represent \_\_\_\_\_ percent of the firm lot price(s).

Brand name and paper supplier: \_\_\_\_\_ .

(c) Window material (biodegradable): \_\_\_\_\_ lb. at a base transaction cost per Cwt. of \$\_\_\_\_\_, and which represent \_\_\_\_\_ percent of the firm lot price(s).

Brand name and paper supplier: \_\_\_\_\_ .

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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.

