

**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 C-2 RESOURCES / RFP - PRINTING	
Solicitation No. - N° de l'invitation 9F015-120133/A	Date 2012-06-08
Client Reference No. - N° de référence du client 20120133	
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-020-60658	
File No. - N° de dossier cw020.9F015-120133	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-06-26	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Werk(cw), Janet	Buyer Id - Id de l'acheteur cw020
Telephone No. - N° de téléphone (613) 998-3968 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CANADIAN SPACE AGENCY 6767 ROUTE DE L AEROPORT ST HUBERT Quebec J3Y8Y9 Canada	

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

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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation and resulting contract document is divided into six (6) parts plus annexes as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment and the visuals for reference.

2. Summary

The Communications and Public Affairs Directorate of the Canadian Space Agency (CSA) requires the following: reproduction and insertion of DVDs, printing and finishing, assembling and inserting of posters, index cards and custom die-cut guide books as per the sample for construction supplied and shipping of the separate Elementary Level and Secondary Level Educators' Kits developed for the Mission Expedition 34/35 – Chris Hadfield (referred to as ***Planting the Seed for Exploration*** and ***(RE) action: Trajectories to learning***).

For each Educators' Kit, at a minimum, the required services include supplying all activities and materials for the:

- Reproduction of a DVD
- Printing and assembly of the bilingual poster
- Printing and finishing of the bilingual guide book
- Printing and insertion of the assembled index cards
- Provision of proofs for approval as specified before production
- Delivery to destination

The Educators' Kits must be printed, laminated and constructed as per the *Robomath* educational kits in order to maintain continuity of appearance and quality to previously produced Educators' Kits. All Bidders who would like to have a *Robomath* sample are to email the Contracting Authority, janet.werk@pwgsc-tpsgc.gc.ca with their request at least five (5) calendar days before bid closing . In the email provide your courier address details along with a contact name and phone number.

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

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

Solicitation No. - N° de l'invitation

9F015-120133/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw020

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

20120133

File No. - N° du dossier

cw0209F015-120133

CCC No./N° CCC - FMS No/ N° VME

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/achoeng.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 in Gatineau (Quebec) by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids may not be transmitted by facsimile to PWGSC.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority 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.

5. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Financial Bid (1 hard copy and 1 electronic copy on CD/DVD or USB).

Section II: Certifications (1 hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

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

Section I: Financial Bid

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

Section II: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included. The Evaluated Price (EP) is the sum of quantity for evaluation purposes calculations in Annex B: Basis of Payment.

1.1.1 Mandatory Financial Criteria

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

2. Basis of Selection

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

PART 5 - CERTIFICATIONS

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

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

1. Certifications Precedent to Contract Award

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

1.1 Federal Contractors Program - Certification valued at \$200,000 or more

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 contract award. If the Bidder, or, if the Bidder 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 award of the Contract.

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 bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

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

The Bidder or the member of the joint venture

(a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, 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 the 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.

1.2 Canadian Content Certification

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

1.2.2. This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

PART 6 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *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 (2011-05-16), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

3. Security Requirement

There is no security requirement associated with this procurement.

4. Term of Contract

The contract will expire October 31, 2013, to permit an option for an additional print run if required next year.

4.1 Delivery Date

The Contractor must deliver the complete quantity specified by the CSA by no later than September 14, 2012 (preferred date is September 7, 2012).

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Janet Werk
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Communication Procurement Directorate
12th Floor, 360 Albert Street
Ottawa, ON K1A 0S5
Telephone: 613-993-3968 Facsimile
E-mail: janet.werk@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project /Technical Authority

The Project /Technical Authority for the Contract is:

The information will be provided in the contract.

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

5.3 Invoice Authority

The invoice authority is the person who is to receive the invoice.

The information will be provided in the contract.

Contracting Officer

Procurement and Contract Administration

Canadian Space Agency

6767, Route de l'Aéroport, Longueuil, QC, J3Y 8Y9

Tel :

E-mail:

The Invoice Authority is the representative of the department who is responsible for processing the payment. Invoice must be received by March 31, 2013.

5.4 Contractor's Representative (Bidder is to Fill in)

Name and telephone number of the person responsible for:

General Enquiries

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

Delivery follow-up

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

6. Payment

6.1 Basis of Payment - Firm Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price per logbook, as specified in Annex B for a cost of \$ _____ (*amount inserted 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.

6.2 Limitation of Price

SACC Manual clause C6000C (2011/05/16) - Limitation of Price.

6.3 Multiple Payments

SACC Manual clause H1001C (2008/05/12) Multiple Payments.

7. Invoicing Instructions

7.1. 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.

7.2. Invoices must be distributed as follows:

- (a) The original must be forwarded to the **Invoice Authority** for certification and payment listed above (5.3).
- (b) One (1) copy must be forwarded to **Technical/Project Authority** listed above.
- (c) One (1) copy must be forwarded to:
 - Public Works and Government Services Canada
 - Communication Procurement Directorate
 - Constitution Square Building
 - 360 rue Albert, 12th Floor
 - Ottawa, Ontario. K1A 0S5
 - Attn: Janet Werk

8. Certifications

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

9. Applicable Laws

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

10. 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

11. Insurance

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

12. SACC Manual clause

THE FOLLOWING TERMS AND CONDITIONS ARE INCORPORATED HEREIN

- D5328C (2007-11-30) Inspection and Acceptance
- P1005C (2010-01-11) Packaging and Packing of Printed Products
- P1010C (2010-01-11) Quality Levels for Printing
- P1011C (2010-01-11) Quality Levels for Colour Reproduction
- P1016C (2010-01-11) Quality Levels for Binding
- B7500C (2007-06-16) Excess Goods

ANNEX A STATEMENT OF WORK

A.1 REQUIREMENTS

The Communications and Public Affairs Directorate of the Canadian Space Agency (CSA) requires the following: reproduction and insertion of DVDs, printing and finishing, assembling and inserting of posters, index cards and custom die-cut guide books as per the sample for construction supplied and shipping of the separate Elementary Level and Secondary Level Educators' Kits developed for the Mission Expedition 34/35 – Chris Hadfield (referred to as ***Planting the Seed for Exploration*** and ***(RE) action: Trajectories to learning***).

For each Educators' Kit, at a minimum, the required services include supplying all activities and materials for the:

- Reproduction of a DVD
- Printing and assembly of the bilingual poster
- Printing and finishing of the bilingual guide book
- Printing and insertion of the assembled index cards
- Provision of proofs for approval as specified before production
- Delivery to destination

The Educators' Kits must be printed, laminated and constructed as per the *Robomath* educational kits in order to maintain continuity of appearance and quality to previously produced Educators' Kits. *Robomath* Educators' Kits samples will be supplied upon request. All Bidders who would like to have a *Robomath* sample are to email the Contracting Authority, janet.werk@pwgsc-tpsgc.gc.ca with their request at least five (5) calendar days before bid closing. In the email provide your courier address details along with a contact name and phone number.

A.2 PRINT QUALITY LEVEL

Library quality in accordance with the Public Works and Government Services Canada booklets entitled "Quality Levels for Printing", "Quality Levels for Colour Reproduction" latest issues and "Quality Levels for Binding".

A.3 PRINTING UNDERRUNS/ OVERRUNS

No overruns and no underruns will be accepted from the stated quantity.

EDUCATORS' KITS: ELEMENTARY LEVEL- ***Planting the Seed for Exploration*** AND SECONDARY LEVEL- ***(RE) action: Trajectories to learning***

Each of the two (2) separate Educators' Kits (Elementary Level and Secondary Level) consists of the following items:

- Guidebook with custom die-cut 3 panel cover, in bilingual format
- Four (4) different index cards per language (4 English and 4 French) for the **ELEMENTARY LEVEL- *Planting the Seed for Exploration*** and two (2) different index cards per language (2 English and 2 French) for the **SECONDARY LEVEL- *(RE) action: Trajectories to learning***. All printed on both sides
- One (1) poster printed on both sides
- One (1) DVD

The specifications stated apply to both Elementary Level Educators' Kit and Secondary Level Educators' Kit; however, the images and content will be different for each.

A.4.1: GUIDE

SUMMARY: Bilingual Guidebook with a three (3) panel, custom die-cut and laminated cover and separate English and French text pages saddle wire bound separately on spines at left and right of the center panel of the cover.

QUANTITY: 20,000 **Elementary level** Educators' Kits and 20,000 **Secondary level** Educators' Kit

Option to reprint a minimum of 1,000 up to a maximum of 5,000 each of either the Elementary level or the Secondary level Educators' Kit or both after initial delivery and before contract expiry. The option to reprint will be decided by the Technical/Project Authority.

COVER:

PAPER: HannoArt Silk 111lb. Cover, white, or approved equivalent*, Basis Weight: 110 - 111lb; brightness: 88-92; opacity standard: 91.0 - 97.0.

*Proposed equivalents must be submitted for approval in writing to the Contract Authority no less than **3 days** before bid closing. Proposed equivalent stocks must meet a minimum brightness rating of 88, and a minimum opacity rating of 91.

SIZE: Flat Size: 36.375" x 12.5"
Folded Size: 8.625" x 11"

INK: Four colour process (4/4) plus 3 mil gloss lamination on 2 sides. Bleeds all sides. Lamination must not interfere with glue for pockets. Print Screen 10 micron Stochastic Screening.

INSIDE:

PAPER: HannoArt Gloss 100lb. text, white, or approved equivalent*. Basis weight: 100lb; brightness: 88 - 92; opacity standard: 93.0-96.0.

*Proposed equivalents must be submitted for approval in writing to the Contract Authority no less than **3 days** before bid closing. Proposed equivalent stocks must meet a minimum brightness rating of 88, and a minimum opacity rating of 93.

SIZE: Flat Size: 17" x 11"
Folded Size: 8.5" x 11"

INK: Four colour process throughout + aqueous (4/4 + overall gloss varnish on 2 sides). Bleeds all sides. Print Screen 10 micron Stochastic Screening.

NUMBER OF PAGES: English and French texts are separate and saddle wire bound at separate locations on cover)

English: 28 page format

French: 28 page format

BINDING/CONSTRUCTION:

The Contractor must construct and bind the Guides exactly as per the artwork and the samples for reference supplied:

COVER:

- Three (3) panel cover, laminated, scored and folded accordion style
- Two (2) pockets (1 pocket on the inside surface of the outside edge of the left panel and 1 pocket on the inside surface of the outside edge of the light panel) measuring 5" x 11" (opening along the 11" way)
- Single Score at folds for glue tabs and pockets and double score (box score) at left and right of center panel for fold and to create the spines for binding the separate English and French texts with the cover.
- Die-cut for pockets and two (2) slits for inserting the DVD in position on the center panel (for reference: see .pdf for die cuts)
- Fold cover at score lines for pockets and spines for binding.
- There are 2 glue flaps for each pocket measuring 0.75 inches as per the supplied artwork.
- Glue pockets at glue tabs.
- The Contractor must supply the die (electronic file will be given to the contractor).

TEXT:

- English text pages must be trimmed, folded, gathered and saddle stitched with the cover at the spine between the English cover panel and the centre panel.
- French text pages must be trimmed, folded, gathered and saddle stitched with the cover at the spine between the French cover panel and the centre panel.

Fold cover for pockets at spines.

A4.2: INDEX CARDS

Six (6) different English index cards and six (6) different French index cards printed and laminated on 2 sides.

QUANTITY: Elementary level Educators' Kit: 20,000 each of 4 different index cards in English and French (20,000 X 4 X 2 = 160,000 total)

Secondary level Educators' Kit: 20,000 each of 2 different index cards in English and French (20,000 X 2 X 2 = 80,000 total) total)

FINALSIZE: 5.5" x 10.5"

COVER: HannoArt Silk 111lb. Cover, white, or approved equivalent*, Basis weight:110 -111lb; Brightness: 88-92; Opacity standard: 91.0 - 97.0.

*Proposed equivalents must be submitted for approval in writing to the Contract Authority no less than **3 days** before bid closing. Proposed equivalent stocks must meet a minimum brightness rating of 88, and a minimum opacity rating of 91.

INK: Four colour process (4/4) plus 3 mil gloss lamination on 2 sides. Bleeds all sides. Print Screen 10 micron Stochastic Screening.

BINDING/CONSTRUCTION: Collated in sets of four (4) different index cards per language for the **ELEMENTARY LEVEL- *Planting the Seed for Exploration*** and collated in sets of two (2) different index cards per language for the **SECONDARY LEVEL- (RE) action: *Trajectories to learning***, and inserted into the corresponding pocket for each language in the custom die-cut guidebook cover.

4.3 POSTER

SUMMARY: 2 sided- bilingual poster English one side; French one side

QUANTITY: 20,000 for the Elementary level Educators' Kits. 20,000 for the Secondary level Educators' Kits

TRIM/SIZE: Flat: 22" x 34"
Folded: 8.5" x 11"

PAPER: HannoArt Gloss 100lb. text, white, or approved equivalent*: Basis weight: 100lb; Brightness: 88 - 92; Opacity standard: 93.0-96.0.

*Proposed equivalents must be submitted for approval in writing to the Contract Authority no less than **3 days** before bid closing. Proposed equivalent stocks must meet a minimum brightness rating of 88, and a minimum opacity rating of 93.

INK: Four colour process + overall gloss varnish on 2 sides (4/4 + overall gloss varnish on 2 sides). Bleeds all sides. Print Screen 10 micron Stochastic Screening.

BINDING/CONSTRUCTION: Three folds 34", then one on 22". 25% French faced up; 75% English faced up. Assemble with the Elementary level Educators' Kits and the Secondary level Educators' Kits

4.4 DVD

The Contractor must reproduce the required quantities of the DVDs for the Elementary level Educators' Kits and the Secondary level Educators' Kits from the supplied masters.

QUANTITY: 20,000 Elementary level Educators' Kits. 20,000 Secondary level Educators' Kits

GRADE: Professional Grade DVDs - 4.7GB

CONTENT: Gaming engine Unreal Engine 2.5 featuring the International Space Station's 3D environment focused on science and problem solving. The application is bilingual and compatible with Mac and PC computers. The application's version is 1.0. File size 3 GB.

IMAGE: Image printed four colour process + white. The DVD must be inserted in each guide

A.4.5: ASSEMBLY / PACKAGING

4.5.1 Assembled Guide:

The Contractor must assemble the guide by binding the English and French text pages with the cover, inserting the four (4) different index cards per language for the **ELEMENTARY LEVEL- *Planting the Seed for Exploration*** and the two (2) different index cards per language for the **SECONDARY LEVEL- *(RE) action: Trajectories to learning*** in the custom die-cut guide cover.

4.5.2 Packaging of Guides and Posters:

The Contractor must fold, assemble and package the Posters with the Guide.

The Contractor must ensure that the appropriate Elementary level Educators' Kits and Secondary level Educators' Kits and posters are packaged together. The Contractor must shrink-wrap the guidebook and poster together: one (1) poster and one (1) Guidebook of in each package.

A.5 MATERIAL SUPPLIED

- The Technical/Project Authority will supply the artwork on a DVD or a FTP site containing CS 5.5 Mac platform and .PDF x1A to the Contractor. DVD masters will be provided for reproduction of the DVDs. Also an *in-house mock-up* of each Educators' Kit will be provided the Contractor as reference for construction.
- Original supplied artwork material must not be altered in any way, and must be returned upon completion of the work to the Technical/Project Authority in the same condition that it was supplied to the Contractor.
- The Contractor is to allow time for verifying the files on the supplied media. The Contractor must contact the Technical/Project Authority within 24 hours of receipt if the supplied media varies from the description of the materials as stated in the specifications.
- The Contractor must also contact the Technical/Project Authority within two (2) working days if:
 - there are problems accessing or processing the files;
 - there are problems outputting film or printing from the supplied media;
 - the supplied images do not conform to usage for the specified item.

A.6 PROOFS

- The Contractor must produce and deliver the required proofs to the Technical/Project Authority at the address provided in the Contract Clause section clause 5. Authorities.
- Proofs must be provided prior to production and must be accounted for in the schedule. The Contractor must provide the Technical/Project Authority five (5) working days to approve/reject the proofs.
- The Contractor must obtain written approval by the Technical/Project Authority prior to production.

The Technical/Project Authority will return the proofs to the Contractor within (5) business days.

For each of the Elementary level and Secondary level Educators' Kit:

A.6.1: Before proceeding with the printing of posters, index cards and guidebooks:

A.6.1.1 The Contractor must provide two (2) complete sets of blueprints or digital proofs of the guidebook (cover and English and French texts), each of the index cards (English and French) and of the poster (English and French). Proofs must be folded and trimmed to final size with score lines, and die-cut areas indicated on each.

A.6.1.2 The Contractor must provide one set of high resolution colour laminated proofs of the guidebook (the cover and English and French texts), each of the index cards (English and French) and of the poster (in English and French).

A.6.2: The Contractor must provide an unprinted Mock-up/Paper dummy of the guidebook, the index cards and the poster, trimmed, die-cut, folded and glued to final size as required for each item. The index cards and the poster must be assembled and inserted into position in the guide as specified.

A.7 CORRECTIONS TO PROOFS RESULTING FROM CONTRACTOR MISTAKE/ERROR:

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

A.8 QUALITY ASSURANCE

Quality Assurance by Contractor: The Contractor will perform all necessary quality assurance procedures to ensure the product meets the specified quality levels and specifications as stated above.

A.9 PACKAGING SPECIFICATIONS:

A.9.1 Packaging:

- Packaged in cartons. All cartons should be clearly labeled indicating the name of the contractor, item title, as well as a description and form number of the product, the quantity in each carton and the stock number.

- All cartons should be identically packaged and completely filled, i.e. (they should all have the same quantity and item in each carton). The cartons must be sturdy and capable of withstanding the heavy contents (up to a maximum of 25 lbs.) as well as able to sustain considerable handling.

A.9.2 Labeling:

The Contractor is responsible for labeling any items being distributed to the CSA. This includes output and application of any required labels. Identification labels on boxes must be produced using a template provided by the CSA Technical/Project Authority (MS Word) that contains pre-populated fields and other fields to be completed by the supplier to ensure that the packaging has the minimum amount of information required.

Must be completed with the following information:

- (a) The date of manufacture (date format: YYYY-MM-DD).
- (b) The number of units per box, of packages (if applicable) and units per package as well as the total number of units for the entire order.
- (c) The weight per box in kilograms.
- (d) The work order, file number or any other coding used to identify the contract in your files.
- (e) Contract number.

A.10 DELIVERY

All deliverables are to be shipped to the attention of the Technical/Project Authority:

Delivery Address

CSA in St. Hubert, Quebec
Attn: Technical/Project Authority (Nellie Lapointe)
Agence spatiale canadienne | Canadian Space Agency
6767, Route de l'Aéroport
Longueuil, QC, J3Y 8Y9

A.11 COMPONENTS

- All original material supplied (artwork, electronic media) or created during production (negatives, separations, proofs) for any printing requirement is deemed to be property of the crown.
- All components required to complete the contract including dies, whether produced or purchased by the Contractor or provided to the Contractor are the property of the Government of Canada.
- The Contractor must return all components to the Technical/Project Authority upon completion of the contract or within five 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.
- The Contractor must provide a copy of the final electronic files used to print the requirement. Invoices will not be paid until final electronic file(s) is (are) received. The Contractor must download the files to appropriate media, CD, DVD, etc. as requested by the Technical/Project Authority.

ANNEX B

BASIS OF PAYMENT

Bidders must provide pricing in the format specified in the Annex B: Basis of Payment Excel workbook. Failure to provide prices in the format specified will render the proposal non-responsive.

Failure to price one of the components may render the proposal 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 amounts.

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.

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

Excel workbook distributed by MERX

The Bidder is to fill out the escalation for paper clauses, if applicable.

Escalation for Paper (RFP clause)

1. The resulting contract 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 contract period but not before thirty (30) days after contract award.
2. Bidders must provide their base transaction cost(s) and the quantity of the paper on which the base transaction cost is established in their bid as follows:
 - a. cover stock (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: _____ .
 - b. text stock (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 Contracting Authority, bidders must provide supporting documentation to confirm the base transaction cost. Such documentation may consist of copy of quotation from the paper supplier(s).

Escalation for Paper (contract clause)

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 contract period but not before ***TBD (insert the date corresponding to the end of the 30-day period after contract award)***. 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.

To request a price adjustment, the Contractor must provide the Contracting Authority with a notice indicating the increase or decrease in the base transaction cost of the paper necessary to complete the requirement of the Contract, if applicable. Such notice must contain the price as publicly announced by at least three (3) paper supplier who supply the grade specified in the Contract and the date the price came into effect.

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

cover stock (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: _____ .

text stock (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: _____ .

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

Any price adjustment must be approved by the Contracting Authority and will be evidenced through a contract amendment.

Solicitation No. - N° de l'invitation

9F015-120133/A

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

20120133

Amd. No. - N° de la modif.

File No. - N° du dossier

cw0209F015-120133

Buyer ID - Id de l'acheteur

cw020

CCC No./N° CCC - FMS No/ N° VME

Annex "C"
Visuals for reference