

**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 BOOK,RECORD - CF 709	
Solicitation No. - N° de l'invitation W8486-135145/A	Date 2012-06-12
Client Reference No. - N° de référence du client W8486-135145	
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-030-60668	
File No. - N° de dossier cw030.W8486-135145	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-06-28	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: Michniewicz, Joe	Buyer Id - Id de l'acheteur cw030
Telephone No. - N° de téléphone (613) 998-7630 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Communication Procurement Directorate/Direction de
l'approvisionnement en communication
360 Albert St./ 360, rue Albert
12th Floor / 12ième étage
Ottawa
Ontario
K1A 0S5

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Certifications Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

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

List of Annexes:

- Annex "A" Statement of Work
Annex "B" Basis of Payment

PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven 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 Certifications: includes the certifications to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work and the Basis of Payment.

2. Summary

To provide the Department of National Defence with the printing, binding and delivery of 60,000 CF 709 Field Message Books.

All the deliverables must be received on or before August 31, 2012.

The requirement is limited to Canadian goods and services.

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.

1.1 SACC Manual Clauses

B3000T (2006-06-16) Equivalent Products

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 no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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 five (5) 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 as follows:

Section I: Technical Bid (1 hard copy)
Section II: Financial Bid (1 hard copy)
Section II: Certifications (1 hard copy)

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

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

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

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: Technical Bid

Bidders must provide the information requested at M.1 of Part 4.

Section II: Financial Bid

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 III: 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) The Contracting Authority will evaluate the bids.

1.1 Mandatory Technical Evaluation

- M.1 The Bidder must provide the following information with the proposal to demonstrate how the final delivery date for all items will be met:

Schedule (in accordance with the Annex A Statement of Work):

- Anticipated contract award date: July 3, 2012
- Artwork provided by the Contracting Authority at time of contract award.
- Pre-Press Proofs, as specified in Annex A Statement of Work, provided to the Project Authority within _____ (indicate number of business days) after receipt of artwork.
- Bindery Proofs, as specified in Annex A Statement of Work, provided to the Project Authority within _____ (indicate number of business days) after receipt of written approval of Pre-Press Proofs.
- For approval of final shipment of each item, delivery of five(5) final books will be done within _____ (indicate number of business days) after receipt of written approval of Bindery Proofs.
- Final delivery date on or before August 31, 2012.

Failure to meet M1 will render the bid non-responsive.

1.2 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 sum of the lot prices will determine the evaluated price.

2. Basis of Selection

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

PART 5 - CERTIFICATIONS

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

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

1. Certifications Precedent to Contract Award

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

1.1 Federal Contractors Program - Certification

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

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

The Bidder or the member of the joint venture

- a. () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, 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;
- d. () has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____ .

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

Solicitation No. - N° de l'invitation

W8486-135145/A

Amd. No. - N° de la modif.

File No. - N° du dossier

cw030W8486-135145

Buyer ID - Id de l'acheteur

cw030

CCC No./N° CCC - FMS No/ N° VME

W8486-135145

1.3 Canadian Content Certification

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

1.3.2 This procurement is limited to Canadian goods.

The Bidder certifies that:

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

Bidders should submit this certification completed with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive.

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 (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 Contract to September 30, 2012 inclusive.

3.2 Delivery Date

All the deliverables must be received on or before August 31, 2012.

4. Authorities

4.1 Contracting Authority

The Contracting Authority for the Contract is:

Joe Michniewicz
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Communications Procurement Directorate
360 Albert Street, 12th floor
Ottawa ON K1A 0S5

Telephone: 613-998-7630
Facsimile: 613-993-2581
E-mail address: joe.michniewicz@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.

Solicitation No. - N° de l'invitation

W8486-135145/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw030

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

W8486-135145

File No. - N° du dossier

cw030W8486-135145

CCC No./N° CCC - FMS No/ N° VME

4.2 Project Authority

The Project Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

The 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

General Enquiries (Project Manager):

Name: _____

Telephone No.: _____

Facsimile No.: _____

E-mail: _____

Back-up to Project Manager:

Name: _____

Telephone No.: _____

Facsimile No.: _____

E-mail: _____

5. Payment

5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, as specified in Annex B for a cost of \$ _____ (to be completed 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 Method of Payment

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

6. Invoicing Instructions

6.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

6.2 Invoices must be distributed as follows:

(a) The original copy must be forwarded with the shipment to consignee(s):

Montreal Delivery:
Dept. Of National Defence
Commanding Officer
CFSD Montreal
P.O. Box 4000 STN K
Montreal QC H1N 3R9
Attn: Invoice Receipt W1941

Edmonton Delivery:
Dept. Of National Defence
7 CF Supply Depot
STN Forces P.O. Box 10500
Edmonton AB T5J 4J5
Attn: Invoice Receipt W2481

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

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

7. Certifications

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

7.2 SACC Manual clause A3060A (2008-05-12) Canadian Content Certification

8. Applicable Laws

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

9. Priority of Documents

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

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

10. Defence Contract

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

11. Insurance

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

12. SACC Manual Clauses

SACC Manual clause A1009C (2008-05-12) Work Site Access
SACC Manual clause B7500C (2006-06-16) Excess Goods
SACC Manual clause D5328C (2007-11-30) Inspection and Acceptance
SACC Manual clause P1005C (2010-01-11) Packaging and Packing of Printed Products
SACC Manual clause P1010C (2010-01-11) Print Quality
SACC Manual clause P1016C (2010-01-11) Quality Levels for Binding
SACC Manual clause P1011C (2010-01-11) Quality Levels for Colour Reproduction

Solicitation No. - N° de l'invitation

W8486-135145/A

Amd. No. - N° de la modif.

File No. - N° du dossier

cw030W8486-135145

Buyer ID - Id de l'acheteur

cw030

CCC No./N° CCC - FMS No/ N° VME

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

W8486-135145

ANNEX "A"

STATEMENT OF WORK

TITLE: CF 709, Field Message Book / NSN 7530-21-883-3596

DESCRIPTION : Note-pad style book. 100 leaves (200 pages) per book. Silver Wire-O binding. Bound with 4 sheets of black pencil multi-use carbon with slip-sheets at back of book. Rounded corners.

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

QUANTITIES : 60,000 copies

OVERRUN / UNDERRUN : No overrun and no underrun will be accepted.

FRONT AND BACK COVERS:

Must be equivalent to Unisource Coated One Side (C1S), Blackhawk 32pt White.
Text in black on outside Front Cover only. No bleeds. No Coating/Varnish.
C1S side of sheet, on back cover to face outwards.

LEAVES/PAGES:

100 leaves/200 pages.
Printed on 40M white bond. Printed PMS 2995 (blue), quad rules 5mm. Bleed all around.
Perforated 0.4375" from top.

CARBONS:

Four sheets of black pencil multi-use with slip-sheets, Wire-O bound at back of the book.
Perforated 0.4375" from top.

SIZE : 4.5" (width) x 6.75" (height)

BINDERY:

Silver Wire-O binding. Bound on 4.5" top edge.
Front cover to be bound as flip-over style.
Rounded corners on bottom corners (away from bound edge) of covers, text pages and carbons.

PRE-PRESS PROOFS :

Two (2) sets of blueprints or low resolution digital proofs, folded and trimmed to size. Proofs must be accounted for within the schedule.

Proofs must be shipped as follows:

Ship proofs to :
Courier Handling Facility,
National Printing Bureau
45 Sacré-Coeur Boul.
Gatineau QC J8X 1A1

Attn :
DIMPS 3-5/ Forms Management
2ND Floor

Solicitation No. - N° de l'invitation

W8486-135145/A

Amd. No. - N° de la modif.

File No. - N° du dossier

cw030W8486-135145

Buyer ID - Id de l'acheteur

cw030

CCC No./N° CCC - FMS No/ N° VME

W8486-135145

Fraser Bldg
130 Bentley
Ottawa, ON K1A 0K2

Attn: (to be completed at contract award)

Supplier must give Forms Management five (5) working days to approve/reject the proofs.

BINDERY PROOFS :

Two (2) complete sets of bindery proofs* must be submitted to the DND Technical Authority for approval within _____ (to be inserted at time of contract award) business days of the contractor being provided with written approval of the Pre-Press Proofs.

*A trial fastening together of printed sheets into final format for approval. Bindery proofs must be produced in the final format as specified, including (as required for each item) all final trimmed printed pages (gathered in order) and all perforations or drilled holes with carbons and covers in place as required for each item.

Proofs must be shipped as follows :

Ship proofs to :
Courier Handling Facility,
National Printing Bureau
45 Sacré-Coeur Boul.
Gatineau QC J8X 1A1

Attn :
DIMPS 3-5/ Forms Management
2ND Floor
Fraser Bldg
130 Bentley
Ottawa, ON K1A 0K2
Attn: (to be completed at contract award)

Supplier must give Forms Management five (5) working days to approve/reject the proofs.

CORRECTIONS TO PROOFS RESULTING FROM CONTRACTOR ERROR :

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.

PACKAGING SPECIFICATIONS :

Packaging :

Shrinkwrap five (5) books per package.

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.

Solicitation No. - N° de l'invitation

W8486-135145/A

Amd. No. - N° de la modif.

File No. - N° du dossier

cw030W8486-135145

Buyer ID - Id de l'acheteur

cw030

CCC No./N° CCC - FMS No/ N° VME

W8486-135145

Labeling :

The Contractor is responsible for addressing any items being delivered according to the delivery address supplied, including output and application of any required labels.

Packaging of Items :

Each box, carton, or package shall be labelled showing in block letters at one end the quantity, size, title form number, requisition number and if applicable, serial number.

For all shipments exceeding 0.566m³ or 15.88 kg (20 ft³ 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" by 40") wood pallets. The four-way forklift entry pallet shall be supplied at no charge to the Department of National Defence. Total height, including pallet, shall not exceed 1.19 m (47"). The pallet load shall not extend further than 2.54 m (1") from any edge of the pallet.
- The Contractor shall group items by stock number (on the same pallet) within consolidated shipments. Pallet loads composed of more than one stock number shall be marked as MIXED ITEMS.
- Individual items exceeding 1.22 m (48") in length or 453.6 kg (1000 lbs) shall be secured to large pallets or shall have 10.16 cm x 10.16 cm (4" by 4") skids securely fastened to the bottom of the item.
- Skids shall be separated by a minimum of 71.12 cm (28").
- Any exception shall require the prior approval of the Technical Authority.

PRIOR TO DELIVERY :

Contractor must provide Forms Management with five (5) finished sample copies prior to delivery. Supplier is to give Forms Management five (5) working days to approve/reject the samples. Contractor must not provide the samples to forms management less than five (5) days before the expected delivery date. The Contractor will be advised by Forms Management personnel whether the goods are approved for shipment to Depots.

CONTRACTOR MUST NOT SHIP UNTIL APPROVAL IS RECEIVED FROM FORMS MANAGEMENT.**DELIVERY INSTRUCTIONS-MONTREAL DELIVERY :**

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

40,000 copies:

W1941

25 CFSD Montreal Receipts Section

Tel: 514-252-2777 x 2363

Fax: 514-252-2122

Deliver to :

25 CFSD Receipts Section

CFB Montreal

6363 Notre Dame Est

Montreal QC H1N 2E9

DELIVERY INSTRUCTIONS-EDMONTON DELIVERY :

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

Solicitation No. - N° de l'invitation

W8486-135145/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw030

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

W8486-135145

File No. - N° du dossier

cw030W8486-135145

CCC No./N° CCC - FMS No/ N° VME

20,000 copies:

W1941

7 CFSD Receipts Section

Tel: 780-973-4011 x 4533

Fax: 780-973-4054

Deliver to :

7 CFSD - Receipts Section

CFB Edmonton

195 Ave & 82 St. - bldg 236

Edmonton AB T5J 4J5

MATERIAL SUPPLIED :

- PDF copy for front cover.
- Negative, imposed 9-on, dead-cut, for quad-ruled leaves.
- Sample for construction

The Contractor must allow time in their estimate for the verification of the files on the supplied media. The Contractor must contact the Contracting officer 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) for any printing requirement is deemed to be property of Canada and must be returned at no cost with five (5) samples of the printed product after each request is completed. The Contractor is responsible for the delivery of components to the designated location which may differ from the delivery address or destination(s).

Solicitation No. - N° de l'invitation

W8486-135145/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw030

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

W8486-135145

File No. - N° du dossier

cw030W8486-135145

CCC No./N° CCC - FMS No/ N° VME

ANNEX B

BASIS OF PAYMENT

To provide the Department of National Defence with the printing, binding and delivery of 60,000 copies + 5 Samples (at no additional cost to Department of National Defence) of CF 709 Field Message Book.

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

The Bidder is required to submit a firm, all inclusive lot price, for the printing and finishing of 40,000 copies of the final product, as described in Annex A, Statement of Work, including all operations (setup charges, etc.), materials to ready the items for shipping, and transportation charges to one destination in Montreal, Quebec, FOB Destination, in Canadian funds, duty and excise taxes included, GST extra if applicable.

\$ _____ / Lot (40,000 copies)

The Bidder is required to submit a firm, all inclusive lot price, for the printing and finishing of 20,000 copies of the final product, as described in Annex A, Statement of Work, including all operations (setup charges, etc.), materials to ready the items for shipping, and transportation charges to one destination in Edmonton, Alberta, FOB Destination, in Canadian funds, duty and excise taxes included, GST extra if Applicable.

\$ _____ / Lot (20,000 copies)