

**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 BINDER AND FILLER, LOOSE-LEAF-EDM	
Solicitation No. - N° de l'invitation W8486-136203/A	Date 2012-09-13
Client Reference No. - N° de référence du client W8486-136203	
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-038-61191	
File No. - N° de dossier cw038.W8486-136203	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-09-25	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Salter(CW Div.), Rebecca	Buyer Id - Id de l'acheteur cw038
Telephone No. - N° de téléphone (613) 990-3140 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE BLDG 236 EAST END 195 AVE&82ND ST EDMONTON Alberta T5J4J5 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 is divided into six 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, the Basis of Payment and the Visual Reference.

2. Summary

To provide the Department of National Defence with the foil stamping, finishing, assembly and delivery of the Check List Binders, NSN 7510-21-8060746.

The requirement is not subject to any security requirements.

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 will be in writing.

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 (2012-07-11) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications of 2003 referenced above is replaced by:

Bidders should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to provide such a list within the required time frame will render the bid non-responsive. Bidders must always submit the list of directors before contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

The text under Subsection 5 of Section 01 - Code of Conduct and Certifications of 2003 referenced above is replaced by:

The Bidder must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid, and must also provide Canada, when requested, with the corresponding Consent Forms. The Bidder will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any contract arising from this bid solicitation.

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority 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

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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 in separately bound sections as follows:

Section I: 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: 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 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 financial evaluation criteria.
- (b) The Contracting Authority 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 firm lot price will be 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. Code of Conduct Certifications - Certifications Required Precedent to Contract Award

1.1 Bidders should provide, with their bids or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid non-responsive.

The Contracting Authority may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared 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 (2012-07-16), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

The text under Subsection 4 of Section 43 - Code of Conduct and Certifications of 2030 referenced above is replaced by:

During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

3. Term of Contract

3.1 Period of the Contract

The period of the Contract is from date of Contract to November 23, 2012 inclusive.

3.2 Delivery Date

All the deliverables must be received on or before October 26, 2012.

4. Authorities

4.1 Contracting Authority

The Contracting Authority for the Contract is:

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

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Telephone: 613-990-3140
Facsimile: 613-993-2581
E-mail address: rebecca.salter@tpsgc-pwgsc.gc.ca

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

4.2 Technical Authority

The Technical Authority for the Contract (will be identified at contract award):

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

The 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 Technical Authority; however, the Technical 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 (Please complete with bid)

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 - Firm Lot Price

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm lot price for a cost of \$_____ (insert the amount at contract award). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

For the firm price portion of the Work only, 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 Single Payment

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

6. Invoicing Instructions

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.
2. Invoices must be distributed as follows:
 - (a) The original and one (1) copy must be forwarded to:

(to be identified at contract award)
 - (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
 - (c) one (1) copy must be forwarded with the shipment to the consignee:

DGLEPM / DLP 9-3-2-3
101 Colonel By Drive
Ottawa ON K1A 0K2
Attn: Eric Potvin

7. Certifications

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.

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;
- (c) the general conditions 2030 (2012-07-16) General Conditions - Higher Complexity - Goods;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Visual Reference;
- (i) the Contractor's bid dated _____ .

10. Defence Contract

SACC Manual clause A9006C (2012-07-16) 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 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

ANNEX "A" STATEMENT OF WORK

A.1 TITLE

Check Lists Binder, NSN # 7510-21-8060746

A.2 QUALITY

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

A.3 QUANTITIES

2,000 copies

A.4 OVERRUN / UNDERRUN

No overruns. No underruns. If overruns are delivered, they will be returned to the supplier or accepted at no cost to Canada.

A.5 REQUIREMENT

A.5.1 MATERIALS - COVER

8.375" x 5.875" Navy Blue, Suede finish (matte finish - not glossy), semi rigid vinyl, 2 ply, 28pt thickness (combined thickness of both layers), heat sealed on all edges and on edges of drilled holes.

7.5 mil polished clear vinyl pocket on inside from top to bottom of Front and Back covers (opens along the 8.375" edge). 1" wide by 0.375" deep thumb notch on both pockets. Sealed edges on pockets.

7.5 mil clear plastic title slot on outside of Front cover. No thumb notch. Sealed edges on three sides. 3.125" x 2.125". Opens along left side of 2.125" edge.

A.5.2 MATERIALS - TEXT

40 sheet (page) protectors. 7.625" x 5.1875" sheet (page) protector. 7.5 mil polished clear vinyl. 3-holes. Holes spaced 2.75" center to center. Sheet (page) protector opens along 5.1875" edge. 1" wide by 0.5" deep thumb notch at 0.1875" from top of sheet protector.

A.5.3 FOIL STAMPING COVER

Gold foil stamping on outside Front cover. Contractor to provide die for foil stamping.

A.5.4 BINDERY

3 rings, 1.25" capacity, 2.75" center to center spacing. Rings along 8.375" edge. Each binder must be produced to final format, including assembling the front and back covers with the 40 sheet protectors and inserting the rings in to position in the three (3) holes.

A.6 PROOFS

One low resolution digital proof of cover showing type size and font, and placement of title slot. Proofs must be accounted for within the schedule. The client will return the signed proofs five (5) working days after receipt of documents.

A.7 PACKAGING / SHIPPING / LABELING

- a) Packed in cartons.
- b) Each box, carton, package must be labeled showing, in block letters at one end, the quantity of contents, size, title, form number, purchase order number and, if applicable, serial number.
- c) 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:
 - (1) The Contractor must strap, and if necessary wrap, shipments on standard 1.22m x 1.02m (40" x 48") wood pallets.
 - (2) The four-way forklift entry pallet shall be supplied at no charge to Department of National Defence. Total height, including pallet, must not exceed 1.9m (47"). The pallet load must not extend further than 2.54cm (1") from any edge of pallet.
 - (3) The Contractor must group items by stock number (on the same pallet) within consolidated shipments. Pallet loads composed of more than one stock number must be marked as MIXED ITEMS.
 - (4) Individual items exceeding 1.22m (48 in.) In length or 453.6kg (1000 lbs) must be secured to larger pallets or must have 10.16cm x 10.16cm (4 in. X 4 in.) Skids securely fastened to the bottom of the item. Skids must be separated by a minimum of 71.12 cm (28 in.).
- d) Any exception must require the prior approval of the Contracting Authority.

A.8 SAMPLES (PRIOR TO DELIVERY)

- a) The Contractor must provide the Technical Authority with two (2) finished sample copies, at no cost to Canada, prior to delivery.
- b) The two (2) finished samples must be delivered to the Technical Authority at least ten (10) business days before the expected delivery date.
- c) The Contractor is to give the Technical Authority five (5) working days to approve/reject the samples.
- d) The Contractor will be advised by the Technical Authority, or designated representative, whether the goods are approved for shipment to Depots.

A.9 DELIVERY INSTRUCTIONS

The Contractor must make a delivery appointment prior to delivery. Requests for appointments should be made seven (7) calendar days prior to the expected delivery date. For delivery appointments, contact:

EDMONTON DELIVERIES: 2,000 copies

W2481
 7 CFSD - RECEIPTS SECTION
 CFB EDMONTON
 195 AVE & 82 ST - Bldg 236
 EDMONTON AB T5J 4J5
 CANADA
 TELEPHONE: 780-973-4011 ext. 4524

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FAX: 780-973-4054

A.10 MATERIAL SUPPLIED

Client to provide previous sample for style only. Contractor to typeset text for front cover.

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

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 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).

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ANNEX "B"

BASIS OF PAYMENT

To provide the Department of National Defence with the foil stamping, finishing, assembly and delivery of the Check List Binders, NSN 7510-21-8060746.

Bidders must provide all inclusive pricing in the format specified, for each component identified in this ANNEX "B" - Basis of Payment.

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

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

The Bidder is required to submit a firm, all inclusive lot prices, for the production to final format, as described in Annex A, Statement of Work, including all operations (setup charges, etc.) materials ready for shipping, and transportation charges to two (2) destinations, FOB Destination, in Canadian funds, duty and excise taxes included, GST/HST extra if applicable.

QUANTITY : 2,000 copies

DELIVERY LOCATION : Edmonton

LOT PRICE: \$ _____ /LOT

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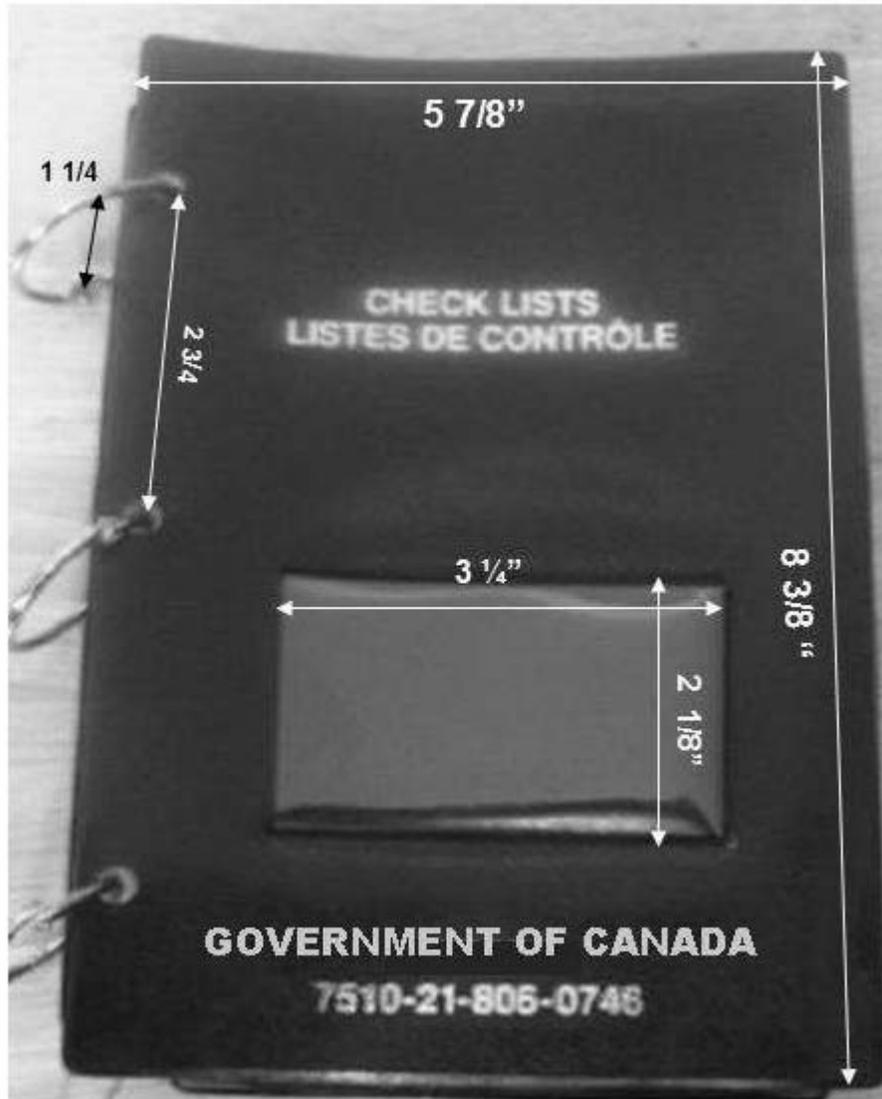
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ANNEX "C"

VISUAL FOR REFERENCE



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