

**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 FORM - DND 2162	
Solicitation No. - N° de l'invitation W8486-124034/A	Date 2012-04-26
Client Reference No. - N° de référence du client W8486-124034	
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-033-60355	
File No. - N° de dossier cw033.W8486-124034	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-05-14	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: Baxter, Emily	Buyer Id - Id de l'acheteur cw033
Telephone No. - N° de téléphone (613) 991-4756 ()	FAX No. - N° de FAX (613) 993-2581
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

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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into five (5) 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;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, and a Visual for Reference.

2. Summary

The Department of National Defence (DND) has a requirement for printing of 130,000 copies of the DND 2162, Clothing/Footwear: Repairs or Alterations form, and delivery of the forms to Edmonton and Montreal, as specified in the Annex A Statement of Work.

The Contract is in effect for a period from the date of award to July 10, 2012 inclusively.

The mandatory delivery date at the final destinations is on or before June 8, 2012 by no later than 3:00 PM.

The responsive bidder with the lowest total evaluated price will be recommended for contract award.

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions(<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2012-03-02) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2. Submission of Bids

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

3. Enquiries - Bid Solicitation

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Financial Bid (one [1] hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to :

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders

Section I: Financial Bid

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the financial evaluation criteria.
- (b) The Contracting Authority will evaluate the bids.

1.1 Financial Evaluation

The 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.

For evaluation purposes the firm unit prices submitted in the Annex B Basis of Payment will be multiplied by the corresponding quantity, then added to determine the Total Evaluated Price.

2. Basis of Selection

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

PART 5 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

2.1 General Conditions

2030 (2012-03-02) General Conditions - Higher Complexity - Goods, apply to and form part of the Contract

3. Term of Contract

3.1 Period of the Contract

The period of the Contract is from date of award to July 10, 2012, inclusively.

3.2 Delivery Date

All the deliverables must be **received at the final destinations on or before June 8, 2012.**

4. Authorities

4.1 Contracting Authority

The Contracting Authority for the Contract is:

Emily Baxter
Public Works and Government Services Canada
Acquisitions Branch
Communications Procurement Directorate
360 Albert Street
Constitution Square
Ottawa, ON K1A 0S5

Telephone: 613-991-4756

E-mail address: emily.baxter@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.

4.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail: _____.

The Technical Authority named above 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.

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 firm unit prices as specified in Annex B for a cost of \$ (insert the amount at contract award). 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

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.

Invoices must be submitted on the supplier's own form and must be prepared so as to clearly show the following information:

- (a) The date
- (b) Company name, address, etc.
- (c) Item number, unit price, quantity, part number, reference number and description
- (d) Contract serial number

Invoices must be distributed as follows:

- (a) The original must be forwarded to the consignees for certification and payment:

- **Invoice for 600** packages of the DND 2162 Clothing/Footwear: Repairs or Alterations form (7530-21-9110280):

Dept of National Defence
7 CF Supply Depot
STN FORCES P.O. Box 10500
Edmonton, AB. T5J 4J5

Attn: INVOICE RECEIPTS W2481

- **Invoice for 2,000** packages of the DND 2162 Clothing/Footwear: Repairs or Alterations form (7530-21-9110280):

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

Attn: INVOICE RECEIPTS W1941

- (b) One (1) copy must be forwarded to:

National Defence headquarters
MGEN George R Pearkes Building
101 Colonel by Drive.
Ottawa, ON K1A 0K2

Attn: (to be completed at Contract award)

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

Payment will only be made on receipt of satisfactory invoices and confirmation from the DND Technical Authority that the goods/services have been received.

7. Applicable Laws

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

8. Priority of Documents

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

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

9. Defence Contract

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

10. Insurance

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

11. SACC Manual Clauses

THE FOLLOWING TERMS AND CONDITIONS ARE INCORPORATED HEREIN.

SACC Reference	Section	Date
D5328C	Inspection and Acceptance	2007-11-30
P1005C	Packaging and Packing of Printed Products	2010-01-11
P1009C	Author's Alterations	2007-11-30
P1010C	Quality Levels for Printing	2010-01-11
P1013C	Quality Levels for Forms	2010-01-11

ANNEX A

STATEMENT OF WORK

Title: DND 2162 / 7530-21-911-0280 / Clothing/Footwear: Repairs or Alterations form

A.1 OVERVIEW

The Department of National Defence (DND) has a requirement for printing of 130,000 copies of the DND 2162 Clothing/Footwear: Repairs or Alterations form (7530-21-911-0280), and delivery to two (2) destinations (Edmonton and Montreal + samples delivery to National Capital Region).

The Contractor must, at a minimum:

- Provide proofs for approval prior to production for all requirements
- Supply all materials
- Print as per the artwork supplied to the Contractor and final approved proofs
- Package and deliver the samples to the specified address for authorization prior to delivery
- Package and deliver the complete quantities to the addresses specified in the Contract
- Return all components and working materials to the DND Technical Authority

A.2 WORK DESCRIPTION

A.2.1 Quality Levels:

The print quality level is Office, to be in accordance with the Public Works and Government Services Canada publication entitled "Quality Levels for Printing" and /or "Quality Levels for Forms", latest issues.

A.2.2 Printing Specifications:

Quantity: 2,600 packages (130,000 copies) + 10 sample copies

Final Size: 8.5" x 8.5"

Stock: Carbonless Copy Paper
 Part 1 (CB) - 30M White (minimum acceptable bond paper weight is 28M)
 Part 2 (CFB) - 28M Canary (minimum acceptable bond paper weight is 26M)
 Part 3 (CF) - 30M Pink (minimum acceptable bond paper weight is 28M)

Number of pages: Each form is composed of 3 parts

Printing: Black ink
 Screen 10% of Black ink (as per sample and artwork provided)

Serial Numbering: From **1694001 to 1824000 in black or red ink
 Position in strike-in box at bottom right (as per sample and artwork provided)

Binding: Fan-apart adhesive along the top width

Forms Handling: To be completed by hand, and then all parts separated

A.2.3 Printing Overruns/Underruns:

No overruns and no underruns will be accepted.

A.2.4 Material Supplied

The DND Technical Authority will supply material in a PDF file format and as a paper copy along with a sample for construction only.

The Contractor must preflight supplied files within 24 hours of their reception. The Contractor must contact the DND Technical Authority immediately if supplied media varies from the description of the material supplied as stated in the Annex A Statement of Work.

The Contractor must also contact the Technical Authority immediately if there are problems accessing or processing the files, outputting film/imaging plates or printing from the supplied files.

A.2.5 Proofs

The Contractor must provide proofs to DIMPS 3-5 Forms Management for approval before production. DIMPS 3-5 Forms Management will require two (2) business days after receipt from the Contractor to review the supplied proofs. Proofs must be accounted for within the schedule.

The Contractor must supply and deliver two (2) complete sets of proofs (blueprints or digital paper proofs) to DIMPS 3-5 Forms Management for approval.

The Contractor must deliver the proofs to the Proofs address below:

DIMPS 3-5/Forms Management
130 Bentley (2nd floor)
Ottawa, ON K1A 0K2

Attn: (to be completed at contract award)

DIMPS 3-5 Forms Management will keep one (1) set of proofs and return the other to the Contractor. The Contractor must pick-up the signed proofs at the Proofs address upon notification from the DND Technical Authority.

Proofs are to be returned upon completion of the Contract.

A.2.6 Delivery Schedule

A.2.6.1 The Contractor must deliver the samples for shipping authorization seven (7) days before the expected delivery date.

A.2.6.2 The Contractor must deliver the complete quantities of the DND 2162 Clothing/Footwear: Repairs or Alterations form (7530-21-911-0280), to the delivery addresses as specified in A.2.7 by no later than May 4, 2012.

A.2.6.3 Samples Authorization Prior to Delivery

Ten (10) samples of the DND 2162 Clothing/Footwear: Repairs or Alterations form (7530-21-911-0280), and all material supplied must be sent to:

DIMPS 3-5/Forms Management
130 Bentley (2nd floor)
Ottawa, ON K1A 0K2

Attn: (to be completed at contract award)

The Contractor will be advised by DIMPS 3-5 / Forms Management personnel whether the goods are authorized for shipment to the Depots. The Contractor must provide DIMPS 3-5 Forms Management seven (7) business days to authorize delivery of the samples.

The Contractor must not ship the quantities to the specified delivery addresses without authorization from DND Forms Management

A.2.7 Delivery/Distribution Requirements

A.2.7.1 Shipping Instructions - Scheduling

The Contractor must deliver the forms to Canadian Forces (CF) Supply Depots by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the Depot Traffic Section at the appropriate location shown below. The consignee may refuse shipments when prior arrangements have not been made.

W2481 (Edmonton)

7 CFSD - Receipts Section
CFB Edmonton
195 Ave & 82 St - Bldg. 236
Edmonton, AB T0A 2H0
Telephone: 780-973-4011 ext. 4524
Fax: 780-973-4054

W1941 (Montreal)

25 CFSD Montreal - Receipts Section
CFB Montreal
6363 Notre Dame Est
Montreal, QC H1N 2E9
Telephone: 514-252-2777 ext. 2363
Fax: 514-252-2122

A.2.7.3 Labelling and Packaging

Packaging

The Contractor must shrink wrap the forms in packages of 50 sets.

- Each box, carton, package shall be labelled showing in block letters at one end the quantity of contents, size, title, form number, purchase order number and if applicable serial number
- For all shipments exceeding 0.566 m³ or 15.88 kg (20ft³ or 35 lbs), except for those shipped by courier, the following shall apply:

The Contractor shall strap, and if necessary wrap, shipments on standard 1.22 m x 1.02 m (48 in. X 40 in.) wood pallets. The four-way forklift entry pallet shall be supplied at no charge for DND. Total height, including pallet shall not exceed 1.19 m (47 in.). The pallet load shall not extend further than 2.54 cm (1 in.) from any edge of the pallet.

Individual items exceeding 1.22 (48 in.) in length or 453.6 kg (1000 lbs.) shall be secured to larger pallets or shall have 10.16 cm x 10.16 cm (4 in. X 4 in.) Skids securely fastened to the bottom of the item. Skids shall be separated by a minimum of 71.12 cm (28 in.)

- Any exception requires the prior approval of the Contracting Authority.

Labelling

- Each carton prepared for delivery must be properly identified with labels showing, in block letters, the title of the product, the quantity enclosed, the description of the publication in each carton, special instructions, and the delivery address.
- Placement of labels on the cartons must be visible.

A.2.8 Components

- All components supplied (artwork, electronic media, photographs) or created during production (negatives, separations, proofs, revised and edited digital files) required to complete the Contract, 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 DND Technical Authority at a designated location which may differ from the delivery address within five (5) working days of completion of work 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 file used to print the requirement. Invoices will not be paid until final electronic files are received.

A.2.9 Quality Assurance

Quality Assurance by Contractor: The Contractor must perform all necessary quality assurance procedures to ensure the product meets the specified quality levels and specifications of the Annex A Statement of Work. Print or bindery problems including (but not limited to) blurred print, inconsistent ink density or screen quality, registration problems or improper folding will be rejected.

ANNEX B**BASIS OF PAYMENT**

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 must submit firm, all inclusive unit prices, FOB destination, GST/HST extra if applicable. Prices must include all materials and operations (set-up charges, printing, assembly, provision of 10 sample copies, etc.) to supply the final products and ready the items for shipping; transportation charges to the two destinations specified in Annex A included.

Destination	Quantity for Evaluation	Price per Package of 50 sets	Evaluated Price (Quantity for Evaluation multiplied by the Price per Package of 50 sets)
B.1 Edmonton 7530-21-9110280	600	\$ /package	\$
B.2 Montreal 7530-21-9110280	2,000	\$ /package	\$
Total Evaluated Price (B.1 + B.2)			\$

Solicitation No. - N° de l'invitation

W8486-124034/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw033

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

W8486-124034

File No. - N° du dossier

cw033W8486-124034

CCC No./N° CCC - FMS No/ N° VME

ANNEX C
VISUAL FOR REFERENCE

(see attached)



CLOTHING / FOOTWEAR: REPAIRS OR ALTERATIONS
VÊTEMENTS / CHAUSSURES : RÉPARATIONS OU RETOUCHES

NAME – NOM		RANK – GRADE	SN – NM
PHONE – N° DE TÉL. ▷		BASE – STATION	

FOR TAILOR'S USE À L'USAGE DU TAILLEUR	
DATE IN DATE REÇU	➔
ANTICIPATED COMPLETION DATE DATE ANTICIPÉE D'ACHÈVEMENT	➔

NO. N°	ARTICLE	WORK REQUIRED TRAVAIL À ÊTRE EXÉCUTÉ	CONTRACT NO. N° DU CONTRAT	QTY QTÉ	PRICE PRIX	EXTENSION PRIX TOTAL
TOTAL COST OF SERVICE PRIX TOTAL DU TRAVAIL ➔						

APPROVED FOR (B SUP O)
APPROUVÉ POUR (O APPRO B)

DSS 942 / DND 626 SERIAL NO.
N° DE SÉRIE DE LA FORMULE DSS 942 / DND 626

RECEIVED IN GOOD ORDER (MEMBER)
REÇU EN BON ÉTAT (MEMBRE)

SIGNATURE

DATE

DISTRIBUTION: COPY 1 (WHITE) – CONTRACTS SECTION
COPY 2 (YELLOW) – MEMBER
COPY 3 (PINK) – CONTRACTOR / TAILOR
(as applicable)

COPIE 1 (BLANCHE) – SECTION DES CONTRATS
COPIE 2 (JAUNE) – MEMBRE
COPIE 3 (ROSE) – ENTREPRENEUR / TAILLEUR
(selon la cas)

SERIAL NO. – N° DE SÉRIE

NOTE: MEMBER MUST SURRENDER COPY 2 (YELLOW) TO REDEEM ARTICLES

NOTA : LE MEMBRE DOIT REMETTRE LA COPIE 2 (JAUNE) POUR REPRENDRE SES ARTICLES

DND 2162 (8-93) 7530-21-911-0280

Design: Forms Management 613-957-6899 (02-2012)
Conception : Gestion des formulaires 613-957-6906

LaK: Black.

Size: 8 1/2" x 6 1/2"