

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
Pacific Region
401 - 1230 Government Street
Victoria, B.C.
V8W 3X4
Bid Fax: (250) 363-3344

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 NEWSPAPER PRINTING SERVICE	
Solicitation No. - N° de l'invitation W0103-126539/A	Date 2012-03-13
Client Reference No. - N° de référence du client W0103-126539	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-210-5836	
File No. - N° de dossier VIC-1-34691 (210)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-03-30	Time Zone Fuseau horaire Pacific Daylight Saving Time PDT
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: Buchan, Torrey	Buyer Id - Id de l'acheteur vic210
Telephone No. - N° de téléphone (250) 363-8508 ()	FAX No. - N° de FAX (250) 363-0395
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFB ESQUIMALT 1522 ESQUIMALT ROAD VICTORIA British Columbia V9A7N2 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

Public Works and Government Services Canada - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

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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Solicitation No. - N° de l'invitation

W0103-126539/A

Amd. No. - N° de la modif.

File No. - N° du dossier

VIC-1-34691

Buyer ID - Id de l'acheteur

vic210

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

W0103-126539

CCC No./N° CCC - FMS No/ N° VME

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 Insurance Requirements: includes insurance requirements that must be addressed by bidders; and
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Mandatory Technical Criteria, the Point-Rated Criteria, the Basis of Payment, the Basis of Selection, Certifications, and Insurance Requirements.

2. Summary

The bidder must meet the following mandatory requirement in order to be considered:

The Department of National Defence has a requirement for the printing of 4,000 - 5,000 newspapers with flyer inserts on a weekly basis, for the CFB Esquimalt newspaper The Lookout. There may be occasional requirements to print additional copies. The Lookout currently prints 51 times per year, and may be reduced to 50 times per year depending on operational requirements. Inserts shall be picked-up by the Contractor no later than noon Thursdays, while DND will upload the newspaper digital file by no later than 5:00 PM on Fridays. The Contractor shall deliver the completed newspaper run by no later than 5:00 AM Monday mornings (or Tuesday if Monday is a statutory holiday), to a designated location at CFB Esquimalt.

The period of the contract is between April 01, 2012 and March 31, 2013, with an option year between April 01, 2013 and March 31, 2014.

The Requirement is subject to a preference for Canadian goods and/or 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 Manual issued by Public Works and

Government Services Canada.

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>)

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 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 British Columbia.

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: Technical Bid - One (1) hard copy
Section II: Management Bid - One (1) hard copy
Section III: Financial Bid - One (1) hard copy
Section IV: Certifications - 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 Policy on Green Procurement (<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

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Management Bid

In their management bid, bidders must describe their capability and experience, the project management team and provide client contact(s).

Section III: Financial Bid

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

- 1.2 **SACC Manual Clauses**

C3011T (2010-01-11), Exchange Rate Fluctuation

Section IV: Certifications

Bidders must submit the certifications required under Annex E, Certifications.

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, management, and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

- (c) The evaluation team will determine first if there are three (3) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Refer to Annex A - Mandatory Technical Criteria

1.1.2 Point Rated Technical Criteria

Refer to Annex B - Point-Rated Criteria

1.2 Management Evaluation

1.2.1 Point Rated Management Criteria

Refer to Annex B - Point-Rated Criteria

1.3 Financial Evaluation

1.3.1 Mandatory Financial Criteria

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

2. Basis of Selection

Refer to Annex D, Basis of Selection.

PART 5 - INSURANCE REQUIREMENTS

1. Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex F.

If the information is not provided in the bid, 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.

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

2.1 General Conditions

2035 (2012-03-02), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

3. Security Requirement

There is no security requirement associated with this requirement.

4. Term of Contract**4.1 Period of the Contract**

The period of the Contract is from July 01, 2012 to June 30, 2013 inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one additional one year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least sixty calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities**5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Torrey Buchan
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch

Address: Suite 401 - 1230 Government Street
Victoria, BC V8W 1Y6

Telephone: 250-363-8508
Facsimile: 250-363-0395
E-mail address: torrey.buchan2@pwgsc-tpsgc.gc.ca

In the event you are unable to contact the above noted Authority, please contact:
PAC.VICCA@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.

5.2 Project Authority

Provided upon contract award.

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.

5.3 Contractor's Representative

Supplier is to complete table below and submit with their bid.

Contact for:	Name	Telephone	Email
Contracting issues			
Technical issues			
Invoicing issues			

6. Payment

6.1 Basis of Payment

Refer to Annex C, Basis of Payment

6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the contract expiry date, or
- (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

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:

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

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.

8.2 SACC Manual Clauses

A3060C(2008-05-12), Canadian Content Certification

9. Applicable Laws

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

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 2035 (2011-05-16), General Conditions - Higher Complexity - Services;
- (c) Annex A, Mandatory Technical Criteria;
- (d) Annex B, Point-rated Criteria;
- (e) Annex C, Basis of Payment;
- (f) Annex D, Basis of Selection;
- (g) Annex E, Certifications;
- (h) Annex F, Insurance Requirements;
- (i) the Contractor's bid dated _____

11. Defence Contract

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

12. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex F. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

13. SACC Manual Clauses

A9062C (2011-05-16), Canadian Forces Site Regulation
B7500C (2006-06-16), Excess Goods

ANNEX A

MANDATORY TECHNICAL CRITERIA

Title

Printing services for the Lookout Newspaper.

Background

The Department of National Defence requires the services of a printing company to print the Canadian Forces Base Esquimalt newspaper, known as the Lookout.

Scope

The scope of this requirement includes printing 4,000 - 5,000 newspapers with flyer inserts on a weekly basis. There may be occasional requirements to print additional copies. The Lookout currently prints 51 times per year, and may be reduced to 50 times per year depending on operational requirements.

Tasks

1. The Contractor must pick up insertions from the Lookout office, located at 1522 Esquimalt Road, on Thursday afternoons, no later than noon PST. It is the Contractor's responsibility to make arrangements for delivery of inserts to the Contractor's plant, and cover the delivery cost.
2. The contractor must provide a press FTP site where DND will upload the newspaper digital file from Lookout no later than 5 p.m. Friday.
3. The Contractor must proof the digital file prior to processing.
4. The Contractor must:
 - a. Correct identified problems with the file's contents. Examples include, but are not limited to: headlines out of place, missing ads, and spaces that look like something should be there.
 - b. If required, contact the Project Authority or his/her representative by telephone to resolve identified problems.
5. The Contractor must print a 12 to 36 page newspaper weekly, with a minimum process colour on one web to a maximum full colour throughout. . The newspaper must meet the following criteria:
 - a. The paper size is 11.375" x 14.5", with a printed image size of 10.25" x 13.5".
 - b. Paper stock must be 52 grams Electrabrite. The Contractor must provide printing on 62 grams Electrabrite if requested by the Project Authority or his/her representative.

The Contractor must deliver the newspapers to Building N1 at CFB Esquimalt - Naden no later than 0500 PST Mondays. Bundles of newspapers must be wrapped in plastic or other suitable material to protect the papers from the elements.

6. sort
 - a. 4,000 - 5,000 flat-fold Lookout newspapers with flyer inserts. Occasionally, there may be a requirement to increase the number of newspapers above this range. The Contractor must and bundle newspapers and inserts in accordance with top sheets supplied by the Project Authority or his/her representative.
 - b. 800 quarter-fold Lookout newspapers with no inserts for mailing out.

If Monday is a statutory holiday, the newspapers with flyer inserts must be delivered no later than 0500 PST the following working day.

7. If requested, the Contractor must print a 4 - 20 page second section.
8. If a special project is being printed as an insertion into the weekly newspaper, the Contractor must invoice for this service separately.
9. If a weekly run of newspapers contains registration errors, the Contractor shall NOT be compensated for that week's newspaper run.

Constraints

1. The Contractor must accept files in Macintosh In Design format or Adobe PDF format on its Press FTP site. If the Lookout updates its programs, the Contractor must update accordingly to be compatible.
2. The Contractor must accept art and photographs in CS5 Photoshop format, and CS5 Adobe Illustrator format if requested; and alter these files, if necessary, before the file has gone to press.
3. The Contractor must accept and use Macintosh fonts in the production of the Lookout newspaper.
4. The Contractor must proof their output film to ensure the file is the same as the digital file provided by the Lookout.

Client Support

DND will ensure that flyer insertions are ready for pick up by noon on Thursday.

DND will upload the complete production file to the press FTP site no later than 17:00 PST each Friday.

Deliverables

The deliverables include 4,000 - 5,000 flat-fold newspapers with flyer inserts, and 800 quarter-fold newspapers without inserts, delivered to a designated location at CFB Esquimalt Naden no later than 0500 PST Mondays. Bundles of newspapers must be wrapped in plastic or other suitable material to protect the papers from the elements.

ANNEX B**POINT-RATED CRITERIA**

ITEM	TECHNCIAL/MANAGEMENT RATED CRITERIA	MAXIMUM ATTAINABLE POINTS 100 POINTS
A.	Company Organization and Experience	60 Points Total
1	Relevant experience, expertise and background of the organization and delivery of like services of a similar scope and size. Bidders should provide details for three (s) project examples, including work descriptions, dollar value, contact names and numbers. This relates to the firms experience only. Bidders should include three (3) customer references with the above information.	25 points
2	Bidders should identify their firms printing equipment, software/publishing programs, facilities, and delivery systems necessary to provide the referenced service.	20 points
3	Quality Assurance/Quality Control: The bidder should clearly outline their approach to quality control with regard to handling potential problems during the contract.	15 points
B.	Management/Personnel Experience	40 Points Total
1	Project Manager (PM): The Bidder should demonstrate relevancy of experience and provide complete details for the management of similar projects, this should include a resume showing qualifications, years of experience, trade affiliations, accreditation's, other relevant training and certificates demonstrating their direct experience and training.	20 points
2	Personnel: The Bidder should provide the name of personnel who will be assigned to this requirement, their qualifications, years of experience, trade affiliation(s), accreditation's), and other relevant training. Bidder should also advise of availability of back-up resources if required.	20 points

ANNEX C BASIS OF PAYMENT

For the period of this contract, the Contractor shall be paid firm, all inclusive prices upon delivery and acceptance of services at the specified rates shown below. The rates include all labour, overhead, fringe benefits, direct and indirect costs, photocopying, courier charges, telephone/facsimile charges, general administration fees, equipment/material charges, computer disks, travel expenses, travel time and profit.

1. In accordance with Annex "A", for the services required in the production of **one** "LOOKOUT" edition. Includes one web of process colour.

4,000 copies (52 Electrabrite)	Lot price (firm) per edition	
	Year One	Option Year
12 pages	\$	\$
16 pages	\$	\$
20 pages	\$	\$
24 pages	\$	\$
28 pages	\$	\$
32 pages	\$	\$
36 pages	\$	\$
5,000 copies (52 Electrabrite)	Lot price (firm) per edition	
	Year One	Option Year
12 pages	\$	\$
16 pages	\$	\$
20 pages	\$	\$
24 pages	\$	\$
28 pages	\$	\$
32 pages	\$	\$
36 pages	\$	\$
4,000 copies (62 Electrabrite)	Lot price (firm) per edition	
	Year One	Option Year
12 pages	\$	\$
16 pages	\$	\$
20 pages	\$	\$
24 pages	\$	\$
28 pages	\$	\$
32 pages	\$	\$
36 pages	\$	\$
5,000 copies (62 Electrabrite)	Lot price (firm) per edition	
	Year One	Option Year
12 pages	\$	\$
16 pages	\$	\$
20 pages	\$	\$
24 pages	\$	\$
28 pages	\$	\$
32 pages	\$	\$
36 pages	\$	\$

2. Cost of one second section (4 to 20 pages):

4,000 copies (52 Electrabrite)	Lot price (firm)	
	Year One	Option Year
4 pages	\$	\$
8 pages	\$	\$
12 pages	\$	\$
16 pages	\$	\$
20 pages	\$	\$
5,000 copies (52 Electrabrite)	Lot price (firm)	
	Year One	Option Year
4 pages	\$	\$
8 pages	\$	\$
12 pages	\$	\$
16 pages	\$	\$
20 pages	\$	\$
4,000 copies (62 Electrabrite)	Lot price (firm)	
	Year One	Option Year
4 pages	\$	\$
8 pages	\$	\$
12 pages	\$	\$
16 pages	\$	\$
20 pages	\$	\$
5,000 copies (62 Electrabrite)	Lot price (firm)	
	Year One	Option Year
4 pages	\$	\$
8 pages	\$	\$
12 pages	\$	\$
16 pages	\$	\$
20 pages	\$	\$

3. Additional Costs

Description	Price (firm)	
	Year One	Option Year
One additional web of process colour (covers 4 mating pages)	\$	\$
Costs associated with flyer inserts (no applicable size restrictions or limitations) Per 1000 Inserts	\$	\$
Corrections to digital files (under ½ hour)	\$	\$
Corrections to digital files (over ½ hour), Per Hour	\$	\$
Sub-total		

Evaluated Total:

Sub-total 'Year One' + Sub-total 'Option Year'

Solicitation No. - N° de l'invitation

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

vic210

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

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File No. - N° du dossier

VIC-1-34691

CCC No./N° CCC - FMS No/ N° VME

The financial bid of the bidder shall be evaluated based upon the aggregate total of the rates for the duration of the contract and the option year. The bidder must provide pricing for each of the line items above. Failure to do so will result in the bid being non-compliant and rejected.

ANNEX D

BASIS OF SELECTION

1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation;
 - (b) meet all mandatory technical criteria; and
 - (c) obtain the required minimum of 75 points overall for the evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
2. Bids not meeting (a), (b) and (c) will be declared non-responsive.
3. The evaluation will be based on the highest responsive combined rating of technical merit and price.
The ratio will be 60 % for the technical merit and 40 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 % (insert the percentage for technical merit).
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an **example** where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Calculations:			
Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating	83.84	75.56	80.89
Overall Rating	1st	3rd	2nd

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ANNEX E

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

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. 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. 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

- () 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;
- () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- () 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;

() 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 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- an individual;
- an individual who has incorporated;
- a partnership made of former public servants; or
- a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? Yes () No ()

If so, the Bidder must provide the following information:

- name of former public servant;
- date of termination of employment or retirement from the Public Service.

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? Yes () No ()

If so, the Bidder must provide the following information:

- name of former public servant;
- conditions of the lump sum payment incentive;
- date of termination of employment;
- amount of lump sum payment;
- rate of pay on which lump sum payment is based;
- period of lump sum payment including start date, end date and number of weeks;
- number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

1.3 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

1.4 Education and Experience

SACC Manual clause A3010T (2010-08-16), Education and Experience

2. Certifications Required with the Bid

2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the services offered are Canadian services, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the services offered being treated as non-Canadian services.

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The Bidder certifies that:

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

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

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

ANNEX F

INSURANCE REQUIREMENTS

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

The Commercial General Liability policy must include the following:

- A. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- B. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- C. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- D. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- E. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- F. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- G. Employees and, if applicable, Volunteers must be included as Additional Insured.
- H. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- I. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- J. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- K. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- L. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.