

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions Travaux  
publics et Services gouvernementaux Canada  
PO Box 1408, Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3C 2Z1  
Bid Fax: (204) 983-0338

**Revision to a Request for Supply  
Arrangement - Révision à une demande  
pour un arrangement en matière  
d'approvisionnement**

The referenced document is hereby revised; unless  
otherwise indicated, all other terms and conditions of  
the Solicitation remain the same.

Ce document est par la présente révisé; sauf  
indication contraire, les modalités de l'invitation  
demeurent les mêmes.

**Comments - Commentaires**

**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 -  
Western Region  
PO Box 1408, Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3C 2Z1

<b>Title - Sujet</b> NMSA Offset Printing Svc (Sheetfed)		
<b>Solicitation No. - N° de l'invitation</b> ET959-130297/B		<b>Date</b> 2012-08-10
<b>Client Reference No. - N° de référence du client</b> ET959-130297		<b>Amendment No. - N° modif.</b> 001
<b>File No. - N° de dossier</b> WPG-2-35032 (016)	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-016-8084		
<b>Date of Original Request for Supply Arrangement</b> <b>Date de demande pour un arrangement en matière d'app. originale</b>		2012-06-04
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-06-01</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Central Daylight Saving Time CDT
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hall, Marlene		<b>Buyer Id - Id de l'acheteur</b> wpg016
<b>Telephone No. - N° de téléphone</b> (204) 984-6423 ( )		<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Delivery Required - Livraison exigée</b>		
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>		
<b>Security - Sécurité</b> This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b> <b>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

***This amendment # 001 is raised to modify Solicitation # ET959-130297/B as follows:***

## **TABLE OF CONTENTS**

### **Delete: PART 5 - CERTIFICATIONS**

1. Certifications Precedent to Issuance of a Supply Arrangement

### **Insert: PART 5 - CERTIFICATIONS**

1. Code of Conduct Certifications - Consent to a Criminal Record Verification
2. Certifications Precedent to Issuance of a Supply Arrangement and Certifications Required with the Arrangement

### **List of Annexes:**

**Insert:** Annex E - Consent to a Criminal Record Verification

## **PART 2 - SUPPLIER INSTRUCTIONS**

### **Article 1. Standard Instructions, Clauses and Conditions**

**Delete:** The 2008 (2012-03-02) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

**Insert:** The 2008 (2012-07-11) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

## **PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS**

### **Article 1 - Arrangement Preparation Instructions**

**Delete:** (1) use 8.5 x 11 inch (216 mm x 270 mm) paper;

**Insert:** (1) use 8.5 x 11 inch (216 mm x 270 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and

## **PART 5 - CERTIFICATIONS**

**Delete:** Delete Part 5 - Certifications in its entirety

### **Insert:**

### **PART 5 - CERTIFICATIONS**

Suppliers must provide the required certifications to be issued a supply arrangement (SA). Canada will declare an arrangement non-responsive if the required certifications are not completed and submitted as Requested.

Compliance with the certifications suppliers provide to Canada is subject to verification by Canada during the arrangement evaluation period (before issuance of a SA) and after issuance of a SA. The Supply

Arrangement Authority will have the right to ask for additional information to verify suppliers' compliance with the certifications before issuance of a SA. The arrangement will be declared non-responsive if any certification made by the Supplier is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Supply Arrangement Authority for additional information will also render the arrangement non-responsive.

## **1. Code of Conduct Certifications - Consent to a Criminal Record Verification**

**1.1** Suppliers must submit with their arrangement, by Request for Supply Arrangements closing date:

- (a) a complete list of names of all individuals who are currently directors of the Supplier;
- (b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.

## **2. Certifications Precedent to Issuance of a Supply Arrangement and Certifications Required with the Arrangement**

Suppliers must submit the certifications as provided below:

### **2.1 Certifications Precedent to Issuance of Supply Arrangement**

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

#### **2.1.1 Federal contractors Program - Certification**

##### **Federal Contractors Program - \$200,000 or more (S3030T 2010-08-16)**

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a supply arrangement. If the Supplier, or, if the Supplier 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 issuance of a supply arrangement.

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

2. If the Supplier 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 Supplier must fax (819-953-8768) a copy of the signed form *LAB 1168*, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

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

The Supplier or the member of the joint venture

- (a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) ( ) is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_  
(e.g. has not been declared an ineligible contractor by HRSDC).

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

### 2.1.2 Former Public Servant Certification (S3025T 2010-01-11)

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, suppliers 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:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) 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 Pension Continuation 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 Supplier a FPS in receipt of a pension as defined above? YES ( ) NO ( )

If so, the Supplier must provide the following information:

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

### Work Force Reduction Program

Is the Supplier a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES ( ) NO ( )

If so, the Supplier must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) 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 the arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.

#### 2.1.3 Forestry Stewardship Council Certification

Suppliers must provide proof of Forestry Stewardship Council (FSC) certification by providing a copy of their current certificate and/or provide FSC certification number.

#### 2.1.4 Status and Availability of Resources

2.1.4.1 SACC Manual clause S3005T (2008-12-12) Status and Availability of Resources.

#### 2.1.5 A3059T Canadian Content Certification (2010-01-11)

This procurement is limited to Canadian goods and Canadian services.

The Bidder certifies that:

- ( ) a minimum of 80 percent of the total bid price consist of Canadian goods and Canadian services as defined in paragraph 5 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.

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

#### **2.1.6 Set-aside for Aboriginal Business S3035T (2011-05-16)**

1. This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business, as detailed in Annex 9.4 Requirements for the Set-aside Program for Aboriginal Business, of the Supply Manual.
2. The Supplier:
  - (i) certifies that it meets, and will continue to meet throughout the duration of the Arrangement, the requirements described in the above-mentioned annex.
  - (ii) agrees that any subcontractor it engages under the Arrangement must satisfy the requirements described in the above-mentioned annex.
  - (iii) agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned Annex.
3. The Supplier must check the applicable box below:
  - (i) ( ) The Supplier is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

**OR**

  - (ii) ( ) The Supplier is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
4. The Supplier must check the applicable box below:
  - (i) ( ) The Aboriginal business has fewer than six full-time employees.

**OR**

  - (ii) ( ) The Aboriginal business has six or more full-time employees.
5. The Supplier must, upon request by Canada, provide all information and evidence supporting this certification. The Supplier must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Supplier must provide all reasonably required facilities for any audits.
6. By submitting an arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.

#### **2.1.7 Owner/Employee Certification - Set-aside for Aboriginal Business S3036T (2011-05-16)**

If requested by the Supply Arrangement Authority, the Supplier must provide the following certification for each owner and employee who is Aboriginal:

1. I am \_\_\_\_\_ (*insert "an owner" and/or "a full-time employee"*) of \_\_\_\_\_ (*insert name of business*), and an Aboriginal person, as defined in Annex 9.4 of the Supply Manual, entitled "Requirements for the Set-aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Printed name of owner and/or employee

\_\_\_\_\_  
Signature of owner and/or employee

\_\_\_\_\_  
Date

## 2.2 Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications with the arrangement.

- (a) Form PWGSC-TPSGC 229 (2012/06) - Consent to a Criminal Record Verification. Reference Annex E.

## PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

### Article 2.1 General Conditions

**Delete:** 2020 (2012-03-02) General Conditions - supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

**Insert:** 2020 (2012-07-16) General Conditions - supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

### Article 6. On-going Opportunity for Qualification

**Insert:** Should closing date fall on the weekend or statutory holiday, the next business day will become the closing date.

### Article 7. Priority of Documents

**Delete:** (b) the general conditions 2020 (211-05-16), General conditions - Supply Arrangement - Goods or Services;  
(d) the Supplier's arrangement date \_\_\_\_\_ (*insert date of arrangement*).

Solicitation No. - N° de l'invitation

ET959-130297/B

Amd. No. - N° de la modif.

001

Buyer ID - Id de l'acheteur

wpg016

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

ET959-130297

File No. - N° du dossier

WPG-2-35032

CCC No./N° CCC - FMS No/ N° VME

---

**Insert:** (b) the general conditions 2020 (2012-07-16), General conditions - Supply Arrangement - Goods or Services;  
(d) Annex E, Consent to a Criminal Record Verification;  
(e) the Supplier's arrangement date \_\_\_\_\_ (insert date of arrangement).



**B. BID SOLICITATION**

**Article 2.3.2 SA Holder selection for requirements valued from \$10,000.01 and under \$25,000.00 including GST/HST.**

**Delete:** In accordance with the Government Contract Regulations Part 1, Section 6 (b) which permits the award of contracts, without soliciting bids, where the estimated expenditure **does not exceed \$25,000.00 including GST/HST**, Client Department / Agency may send a Bid Solicitation (9400-3) to **three (3) supply arrangement holders of their choice**.

**Insert:** Where the estimated expenditure **does not exceed \$25,000.00 including GST/HST**, Client Department / Agency may send a Bid Solicitation (9400-3) to **three (3) supply arrangement holders of their choice**.

**C. RESULTING CONTRACT CLAUSES****Article 1. General**

**Delete:** (a) 2T-HIGH1 (for higher complexity requirements), general conditions 2010 (2012-03-02).

**Insert:** (a) 2T-HIGH1 (for higher complexity requirements), general conditions 2010 (2012-07-16).

**INSERT:**

**ANNEX E  
CONSENT TO A CRIMINAL RECORD VERIFICATION**

See attached PDF form "Consent to a Criminal Record Verification".

**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME**