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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Evaluation Criteria and Selection Method, and the Offeror Reference Letter.

2. Summary

Public Works and Government Services Canada (PWGSC) has a requirement for a Regional Individual Standing Offer (RISO) to provide the designated user with reprography and binding services for documents with small, medium or large runs as well as services related to digitizing technical specifications, plans and related documents, and burning to compact discs, on an as required basis, with daily pickup service at Place Bonaventure, Montreal.

See Annex "A", Statement of Work, for details and specifications.

The period of the RISO is from the date of issuance until one (1) year later, with an option to extend the standing offer for two (2) additional periods of one (1) year each.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Insurance Requirements, and Part 7A - Standing Offer. Offerors should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents](#) Web site.

The requirement is subject to a preference for Canadian goods and/or services.

3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

4. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2012/07/11) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications - Offer of 2006 referenced above is replaced by:

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

Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) 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 offer being declared non-responsive.

The text under Subsection 5 of Section 01 - Code of Conduct and Certifications - Offer of 2006 referenced above is replaced by:

The Offeror must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the Offer, and must also provide Canada, when requested, with the corresponding Consent Forms. The Offeror will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any standing offer arising from this Request for Standing Offers (RFSO) and any call-ups made against the Standing Offer.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2. Submission of Offers

Offers 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 Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Quebec.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (one (1) hard copy)

Section II: Financial Offer (one (1) hard copy)

Section III: Certifications (one (1) hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, offerors are encouraged to:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) 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 Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Note: Annex E - Offeror Reference Letter, original copies of the reference letters must be signed and submitted with the offer.

Section II: Financial Offer

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

Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) () Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) () Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are three (3) or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

See Annex D (section 1), Technical Evaluation-Mandatory Technical Criteria.

1.2 Financial Evaluation

1.2.1 All offers must be submitted in Canadian currency.

1.2.2 See Annex B, Basis of Payment, and Annex D (section 2), Financial Evaluation.

1.2.3 Evaluation of Price

SACC Manual Clause M0220T (2007/05/25), Evaluation of Price

SACC Manual Clause M0222T (2010/01/11), Evaluation of Price

1.3 Mandatory Criterion BEFORE issuance of a standing offer

1.3.1 Performance Test

See Annexe D (section 3.1), Performance Test

2. Basis of Selection

2.1 See Annex D (section 4), Selection Method

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

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

1. Code of Conduct Certifications - Certifications Precedent to Issuance of a Standing Offer

1.1 Offerors should provide, with their offer or promptly thereafter, a complete list of names of all individuals who are currently directors of the Offeror. If such a list has not been received by the time the evaluation of offers is completed, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Offerors must submit the list of directors before issuance of a standing offer, failure to provide such a list within the required time frame will render the offer non-responsive.

The Standing Offer Authority may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229)

(<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) 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 offer being declared non-responsive.

2. Certifications Precedent to Issuance of a Standing Offer and Certifications Required with the Offer

Offerors must submit the certifications as provided below:

2.1 Certifications Precedent to Issuance of Standing Offer

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

2.1.1 Federal Contractors Program - Certification

Federal Contractors Program - over \$25,000 and below \$200,000

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

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

The Offeror 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 FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or

more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;

- d. () has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____ .

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

2.1.2 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 , offerors 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 FPS . 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 Offeror a FPS in receipt of a pension as defined above? YES () NO ()

If so, the Offeror 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 Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Offeror 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 an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

2.2 Certifications Required with the Offer

Offerors must submit the following duly completed certifications with their offer.

2.2.1 Canadian Content Certification

2.2.1.1 SACC Manual clause A3050T (2010/01/11) Canadian Content Definition

2.2.1.2 This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the good(s) offered are Canadian goods, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the offer will result in the good(s) offered being treated as non-Canadian goods.

The Offeror certifies that:

() a minimum of 80 percent of the total price for the offer consist of Canadian goods as defined in paragraph 1 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*.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement

1. At the Request for Standing Offers closing date, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicate in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

- 1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

2. Security Requirement

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE E0272-122885

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition).

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

3.1 General Conditions

2005 (2012/07/16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

The text under Subsection 4 of Section 11 - Code of Conduct and Certifications - Standing Offer of 2005 referenced above is replaced by:

During the entire period of the Standing Offer and any call-ups made against the Standing Offer, the Offeror must diligently update, by written notice to the Standing Offer Authority, the list of names of all individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Offeror must provide the corresponding Consent Forms.

3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "A". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the (to be specified at standing offer issuance).

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

The data must be submitted to the (to be specified at standing offer issuance) no later than fifteen (15) calendar days after the end of the reporting period.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is one (1) year starting from the date of standing offer issuance (specific dates will be identified at standing offer issuance).

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional 1 year periods, from _____ to _____ *(to be completed by Canada at standing offer issuance)* under the same conditions and at the rates or prices specified in the

Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Jenny Yee
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch

Telephone: (514) 496-3870
Fax: (514) 496-3822
E-mail address: jenny.yee@tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.3 Offeror's Representative

Name and telephone number of the individual responsible for:

General Enquiries

Name : _____

Title: _____

Telephone : _____

Facsimile : _____

E-mail address : _____

Delivery Follow-up :

Name : _____

Title: _____

Telephone : _____

Facsimile : _____

E-mail address : _____

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Public Works and Government Services Canada (PWGSC) at Place Bonaventure, Montreal (Quebec) and at Pierre Elliott Trudeau Airport, Dorval (Quebec).

7. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer or an electronic version.

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 5,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

9. Financial Limitation

Financial Limitation - Total

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$____(to be completed by Canada at standing offer issuance) (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or two (2) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012/07/16), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2029 (2012/07/16); General Conditions - Goods or Services (Low Dollar Value;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) the Offeror's offer dated _____ (*to be completed by Canada at standing offer issuance*).

11. Certifications

11.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

11.2 SACC Manual Clauses

SACC Manual clause M3060C (2008/05/12), Canadian Content Certification

12. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Quebec.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2029 (2012/07/16), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

The text under Subsection 4 of Section 25 - Code of Conduct and Certifications - Contract of 2029 referenced above is replaced by:

During the entire period of the Standing Offer and any call-ups made against the Standing Offer, the Offeror must diligently update, by written notice to the Standing Offer Authority, the list of names of all individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Offeror must provide the corresponding Consent Forms.

Section 12 Interest on Overdue Accounts, of 2029 (2012/07/16), General Conditions - Goods or Services (Low Dollar Value) will not apply to payments made by credit cards.

3. Term of Contract

3.1 Delivery Date

Delivery must be made in accordance with the specifications in Annex A - Statement of Work, section 7-Service Timeframes and section 8-Pick-up and Delivery.

4. Payment

4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in Annex B. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

4.2 Single Payment

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

4.3 SACC Manual Clauses

SACC Manual Clause A2000C (2006/06/16), Foreign Nationals (Canadian Contractor)
SACC Manual Clause A2001C (2006/06/16), Foreign Nationals (Foreign Contractor)
SACC Manual clause C2000C (2007/11/30), Taxes - Foreign-based Contractor
SACC Manual Clause C2604C (2010/01/11), Customs Duties, Excise Taxes and GST/HST - Non-resident

4.4 Payment by Credit Card *(to be completed by Canada at standing offer issuance)*

The following credit card is accepted: _____.

OR

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

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 the address shown on page 1 of the Contract for certification and payment.

6. Insurance

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

7. SACC Manual Clauses

Solicitation No. - N° de l'invitation

E0272-122885/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mta215

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

E0272-122885

File No. - N° du dossier

MTA-1-34591

CCC No./N° CCC - FMS No/ N° VME

SACC Manual clause A9068C(2010/01/11), Government Site Regulations
SACC Manual clause B7500C (2006/06/16), Excess Goods
SACC Manual clause P1005C(2010/01/11), Packaging and Packing of Printed Products
SACC Manual clause P1010C (2010/01/11), Quality Levels for Printing
SACC Manual clause P1011C(2010/01/11), Quality Levels for Colour Reproduction
SACC Manual clause P1016C(2010/01/11), Quality Levels for Binding

APPENDIX A STATEMENT OF WORK

Public Works and Government Services Canada (PWGSC) has a requirement for a **Regional Individual Standing Offer (RISO)** to provide the designated user with reprography and binding services for documents with small, medium or large runs as well as services related to digitizing technical specifications, plans and related documents, and burning to compact discs, as required.

Offeror responsibilities

- 1) The Offeror must have all the equipment necessary to meet the needs of PWGSC as per this statement of work.
- 2) In addition to providing the technical equipment, the Offeror shall provide the materials and labour required to do the reprography, binding, digitizing and burning work.
- 3) The Offeror must have a secure FTP site (file transfer protocol) for exchanging digital information.
- 4) The Offeror shall be responsible for quality assurance of all work requested and done under this standing offer.

1. REPRODUCTION OF PLANS/TECHNICAL DRAWINGS

Electrographic reproduction of drawings

Although the size of most drawings to be reproduced will be 34" x 48", some may measure up to 36" wide by any length. The number of drawings to reproduce may vary from 1 to 500. The number of copies of each may vary from 1 to 50. Occasionally, originals shall need to be enlarged to 200% or reduced to 50%.

The drawings shall be reproduced on:

- a) regular bond paper

The paper copy provided may be the original or a copy. The Offeror shall make copies from a copy obtained through digitization. While digitizing is normally done when the order is taken, at times, the Offeror shall digitize drawings to first save them on electronic media. Please note that file digitizing must be done in PDF format and be printable to scale.

The documents shall be reproduced from paper copies or electronic media. Electronic media provided to the Offeror may be in the form of e-mail messages, compact discs, USB keys and/or through a secure FTP site. These media may be coded in Windows XP for most requests and, very rarely, in Windows 7. Printed documents shall be sorted or grouped according to the instructions provided in the call-up.

Although the size of most drawings to be reproduced by electrographic reproduction will be 34" x 48", some may measure up to 36" wide by any length. The number of drawings to reproduce may vary from 1 to 500. The number of copies of each may vary from 1 to 50.

Each drawing reproduced SHALL be in single-sheet form, i.e. complete. NO composite drawings composed of sections joined together by gluing or other means shall be accepted.

In addition, when the paper used for the reproduction is larger than the plan/drawing reproduced, the extraneous paper shall be removed by the Offeror. The strip of extraneous paper surrounding the entire plan/drawing must never exceed 2" (50.8mm) in width.

When a staple or stitch is required, a strip of reinforcement paperboard (1" wide) shall be placed on the front and back along the entire bound side, under the staples.

Electrostatic plotting of black and colour CAD drawings

Electrostatic plotting of electronic files at sizes up to 36" wide by any length on:

- a) bond paper

2. PHOTOCOPYING SERVICES

Black photocopying

Technical files

Printing of technical files in black ink, single- or double-sided. The number of technical files to be copied could be as high as 100 pages per order, at a rate of about 100 copies of each. The technical files will require a sequenced montage. Electronic files may be provided to produce some technical files.

The technical files shall be:

- a) grouped in sequential order
- b) bound using 1, 2 or 3 stitches with metal thread
- c) perforated with 2 or 3 standardized holes
- e) on bond paper, 8#, white, 17" x 22" 40M (sizes 8½" x 11", 8½" x 14" or 11" x 17")
- f) and/or in accordance with all instructions provided in the order

Colour photocopying

Production of high-quality colour photocopies, single- or double-sided, from original paper copies or electronic files in the following sizes: 8 ½" x 11", 8 ½" x 14", 11" x 17" and 23" x 33" on:

- a) coloured copy paper (Hammermill) 140M
- b) acetate transparencies

The documents shall be reproduced from paper copies or electronic media. Electronic media provided to the Offeror may be in the form of e-mail messages, compact discs, USB keys and/or through a secure FTP site. These media may be coded in Windows XP for most requests and, very rarely, in Windows 7. Printed documents shall be sorted or grouped according to the instructions provided in the call-up.

3. COVER PRINTING

Single-sided printing in black ink (normally 8½" x 11", 8½" x 14" or 9½" x 11") by electrography or equivalent process, or by off-set printing.

The documents shall be reproduced from paper copies or electronic media. Electronic media provided to the Offeror may be in the form of e-mail messages, compact discs, USB keys and/or through a secure FTP site. These media may be coded in Windows XP for most requests and, very rarely, in Windows 7. Printed documents shall be sorted or grouped according to the instructions provided in the call-up. These documents shall be reproduced on Rockland 130M paper (or equivalent) for black printing only, or on Cornwall C1S 10pts coated paper (or equivalent) for black or colour printing as per request.

4. BURNING TO COMPACT DISCS

Compact discs shall be delivered in transparent cases and the discs shall be identified by a stick-on label produced specifically for this purpose, printed in black or in colour as per request. Burning to compact discs shall be done using high-quality discs.

The file directories shall be as follows:

Drawings

1. Each drawing shall be digitized and converted into a PDF file, with one drawing per file. The files shall be named using the number identified on the drawing and the title shall correspond to the drawing that appears on the box containing the drawing's title (e.g. A01 Architecture cover page).

Specifications

2. Each division of specifications is to be digitized and converted to a PDF file with one division per directory. The directories shall be named with the number and title of the division. The names of the division are as follows:
 - A) Division 01 - General description
 - B) Division 02 - Locations of work
 - C) Division 03 - Concrete
 - D) Division 04 - Masonry
 - E) Division 05 - Metallurgy
 - F) Division 06 - Wood and plastics
 - G) Division 07 - Mould protection and thermal insulation
 - H) Division 08 - Windows and doors
 - I) Division 09 - Finishing
 - J) Division 10 - Specialties

- K) Division 11 - Equipment
 - L) Division 12 - Supplies
 - M) Division 13 - Special construction
 - N) Division 14 - Conversion of systems
 - O) Division 15 - Mechanical
 - P) Division 16 - Electrical
3. The first pages of the specifications entitled "Plans & Specifications" shall be digitized and converted to a PDF file. This file shall be entitled "Plans & Specifications - Table of Contents."
 4. In the event that there is an Addenda, the document shall be digitized and converted into a PDF file. The text shall be digitized and saved as a single file. The drawings shall be digitized with one drawing per PDF file. The name to identify each file shall be as follows: "Addenda number #" and the name of each Addenda drawing shall be as follows: "Addenda number # - Drawing XXX" (where xxx represents the name of the drawing).
 5. To summarize the creation of a compact disc:
 - The files shall be burned to a compact disc.
 - Once the PDF files are burned to a compact disc, the directories shall be created.
 - The directories shall be "Drawings," "Specifications," and "Addenda." The table of contents of the plans and specifications shall remain at the first level with the three directories.
 - Depending on the size of the PDF files, the English and French versions may be on a single compact disc. If they are too large, create one compact disc for the English version and one compact disc for the French version. (The compact disc shall be identified according to needs.)
 6. Procedures regarding the information on compact disc labels
 - No. DC / CD No. (number the copies of the compact discs)
 - 1 de / of (number of compact discs, e.g. 1 of 2 or 1 of 1)
 - No projet / Project No. (enter the project number)
 - Adresse / Address (enter the location of the project)
 - Titre / Title (provide the title of the project)

5. **BINDING**

Folding: Some sheets shall require folding (according to specifications provided upon placement of each order).

Assembly: Hand or machine assembly (including sorters) of single sheets in bundles or books (including cardboard). On occasion, covers may be provided by PWGSC.

Binding: some items shall be bound in one of the following methods:

- a) Plastic spiral binding
- b) Cerlox binding
- c) Wire-O binding
- d) Staple or stitch in one corner
- e) Two lateral staples
- f) Three lateral staples
- g) Leaflet binding

Holes: 1 hole, 2 holes or 3 standardized holes.

Padding

6 DRY MOUNTING AND LAMINATION

Dry mounting or laminating on:

- A) Foamcore 3/16"
- B) Gatorboard 1/2"

Some items require single- or double-sided lamination, up to 36" wide by any length. The laminate shall be 1.7 mil. or 3.0 mil., according to the instructions provided in the call-up. 3.0 mil. laminate is recommended for sheets 24" or more.

7 SERVICE TIMEFRAMES

Service timeframes are as follows:

Regular service: delivery to client within 48 hours of placing order (excluding weekends and statutory holidays).

Emergency service: delivery to client within 5 hours of placing order (excluding weekends and statutory holidays).

8 PICK-UP AND DELIVERY

The Offeror must provide:

1. Regular pick-up and delivery service once daily, Monday to Friday (excluding statutory holidays), at 11:00 a.m., at the following address:

Public Works and Government Services Canada
Place Bonaventure, Southeast Portal B
800 de la Gauchetière Street West, Suite 7300
Montreal, Quebec

2. On-call emergency one-hour pick up service.

3. Delivery service to different addresses may be required when requested and identified on the order. For most deliveries not made to Place Bonaventure, the address will be:

Public Works and Government Services Canada
700 Leigh Capréol
PE Trudeau Airport
Dorval, Quebec
H4Y 1G7

9. MATERIAL PROVIDED

PWGSC shall provide the Offeror with the necessary originals (documents, technical drawings, plans, technical files, etc.) that are ready for reproduction (with or without crop marks), or the corresponding electronic files, compact discs or USB keys.

10. WORK ELEMENTS

All the elements needed to fill an order -- supplied by PWGSC or supplied and purchased by the Offeror for said order -- shall be considered the property of Canada and shall be returned to PWGSC, transport fees paid, upon completion of the work, in the same condition in which they were supplied. Electronic files, having been used for completion of the work, shall be destroyed as soon as the work is completed and delivered.

11. USAGE REPORT

The Offeror shall submit to (to be determined upon issuance of the standing offer) a quarterly usage report containing the following elements:

- transactions (all orders)
- operations per transaction
- amounts broken down by operation and total value of transactions

The Offeror shall include in its rates any fees associated with the production of such reports, as the Basis of Payment (Appendix B) does not include a clause to this effect.

APPENDIX B (Part A)

BASIS OF PAYMENT

The Offeror must submit firm unit prices, GST extra, if applicable. The pick-up and delivery service to Place Bonaventure and handling must be included in all prices, except for Part D. Quote FOB including all delivery charges to the destination specified, unless otherwise detailed herein.

Prices are FOB to PWGSC, Place Bonaventure, Southeast Portal B, 800 de la Gauchetière Street West, Suite 7300, Montreal, Quebec, H5A 1L6, and include the price for pick-up and delivery once a day, at 11:00 a.m., Monday to Friday (statutory holidays excluded).

QUANTITIES ARE ESTIMATED AND ARE USED FOR EVALUATION ONLY

* Please note that file digitizing must be done in PDF format and be printable to scale.

PART A (Refer to item 1 of the Statement of Work)

1. REPRODUCTION OF PLANS/TECHNICAL DRAWINGS

1.1 Plan

Price per finished square foot, including cost for material

	Year 1	Year 2	Year 3
Reproduction on bond paper (black line)	\$ _____/sq. ft (1,000)	\$ _____/sq. ft (1,000)	\$ _____/sq. ft (1,000)

1.2 Digitizing of drawings to be saved in electronic format (PDF)

Price per square foot by digitization

	Year 1	Year 2	Year 3
200 DPI	\$ _____/sq. ft (1,000)	\$ _____/sq. ft (1,000)	\$ _____/sq. ft (1,000)
400 DPI	\$ _____/sq. ft (300)	\$ _____/sq. ft (300)	\$ _____/sq. ft (300)

1.3 Digitizing of drawings for printing

Price per square foot by digitization

	Year 1	Year 2	Year 3
200 DPI	\$ _____/sq. ft (200)	\$ _____/sq. ft (200)	\$ _____/sq. ft (200)
400 DPI	\$ _____/sq. ft (50)	\$ _____/sq. ft (50)	\$ _____/sq. ft (50)

14 Reproduction of scanned drawings

Each copy of drawings produced in this manner SHALL be in single-sheet form. Composite drawings composed of sections joined together by gluing or other means shall not be accepted.

Price per finished square foot, including cost for material

	Year 1	Year 2	Year 3
Printed at 100%, bond paper	\$ _____/sq. ft (1,000)	\$ _____/sq. ft (1,000)	\$ _____/sq. ft (1,000)
Reduced or enlarged, bond paper	\$ _____/sq. ft (1,000)	\$ _____/sq. ft (1,000)	\$ _____/sq. ft (1,000)

15 Reproduction of drawings provided in electronic media

Each copy of drawings reproduced in this way SHALL be in single-sheet form. Composite drawings composed of sections joined together by gluing or other means shall not be accepted.

Price per finished square foot, including cost for material

	Year 1	Year 2	Year 3
Printed at 100%, bond paper	\$ _____/sq. ft (1,000)	\$ _____/sq. ft (1,000)	\$ _____/sq. ft (1,000)
Reduced or enlarged, bond paper	\$ _____/sq. ft (1,000)	\$ _____/sq. ft (1,000)	\$ _____/sq. ft (1,000)

16 Electrostatic plotting of drawings in BLACK, as per the specifications

Price per finished square foot, including cost for material

	Year 1	Year 2	Year 3
Bond paper	\$ _____/sq. ft (1)	\$ _____/sq. ft (1)	\$ _____/sq. ft (1)

17 Electrostatic plotting of drawings in COLOUR, as per the specifications

Price per finished square foot, including cost for material

	Year 1	Year 2	Year 3
Bond paper	\$ _____/sq. ft (1)	\$ _____/sq. ft (1)	\$ _____/sq. ft (1)

All price boxes must be completed without exception, otherwise, the offer will be deemed non responsive.

APPENDIX B (Part B)

BASIS OF PAYMENT

The Offeror must submit firm unit prices, GST extra, if applicable. The pick-up and delivery service to Place Bonaventure and handling must be included in all prices, except for Part D. Quote FOB prices including all delivery charges to the destination specified, unless otherwise detailed herein.

Prices are FOB to PWGSC, Place Bonaventure, Southeast Portal B, 800 de la Gauchetière Street West, Suite 7300, Montreal, Quebec, H5A 1L6, and include the price for pick-up and delivery once a day, at 11:00 a.m.

QUANTITIES ARE ESTIMATED AND ARE USED FOR EVALUATION ONLY

* Please note that file digitizing must be done in PDF format and be printable to scale.

PART B (Refer to item 2 of the Statement of Work)

2 COPYING SERVICES

21 Black copying

The estimated number of copies is 500,000 per year. For the purpose of evaluation, all unit prices will be multiplied by the estimated number of copies per year.

YEAR 1

A) White paper	Price per single-sided copy	Price per double-sided copy
Size: 8 1/2 x 11	\$	\$
Format 8 1/2 x 14	\$	\$
Size: 11 X 17	\$	\$
B) Colour paper	Price per single-sided copy	Price per double-sided copy
Size: 8 1/2 x 11	\$	\$
Size: 8 1/2 x 14	\$	\$
Size: 11 X 17	\$	\$

YEAR 2

A) White paper	Price per single-sided copy	Price per double-sided copy
Size: 8 1/2 x 11	\$	\$
Size: 8 1/2 x 14	\$	\$
Size: 11 X 17	\$	\$
B) Colour paper	Price per single-sided copy	Price per double-sided copy
Size: 8 1/2 x 11	\$	\$
Size: 8 1/2 x 14	\$	\$
Size: 11 X 17	\$	\$

YEAR 3

A) White paper	Price per single-sided copy	Price per double-sided copy
Size: 8 1/2 x 11	\$	\$
Size: 8 1/2 x 14	\$	\$
Size: 11 X 17	\$	\$
B) Colour paper	Price per single-sided copy	Price per double-sided copy
Size: 8 1/2 x 11	\$	\$
Size: 8 1/2 x 14	\$	\$
Size: 11 X 17	\$	\$

22 Colour copying

The estimated number of copies is 1,000 per year. For the purpose of evaluation, all unit prices will be multiplied by the estimated number of copies per year.

YEAR 1

A) White paper	Price per single-sided copy	Price per double-sided copy
Size: 8 1/2 x 11	\$	\$
Size: 8 1/2 x 14	\$	\$
Size: 11 X 17	\$	\$
Size: 23 x 33	\$	\$
B) Colour paper	Price per single-sided copy	Price per double-sided copy
Size: 8 1/2 x 11	\$	\$
Size: 8 1/2 x 14	\$	\$
Size: 11 x 17	\$	\$
Size: 23 x 33	\$	\$

YEAR 2

A) White paper	Price per single-sided copy	Price per double-sided copy
Size: 8 1/2 x 11	\$	\$
Size: 8 1/2 x 14	\$	\$
Size: 11 X 17	\$	\$
Size: 23 x 33	\$	\$
B) Colour paper	Price per single-sided copy	Price per double-sided copy
Size: 8 1/2 x 11	\$	\$
Size: 8 1/2 x 14	\$	\$
Size: 11 x 17	\$	\$
Size: 23 x 33	\$	\$

YEAR 3

A) White paper	Price per single-sided copy	Price per double-sided copy
Size: 8 1/2 x 11	\$	\$
Size: 8 1/2 x 14	\$	\$
Size: 11 X 17	\$	\$
Size: 23 x 33	\$	\$
B) Colour paper	Price per single-sided copy	Price per double-sided copy
Size: 8 1/2 x 11	\$	\$
Size: 8 1/2 x 14	\$	\$
Size: 11 x 17	\$	\$
Size: 23 x 33	\$	\$

Prices will be calculated per unit for the following item.

23 Photocopy on acetate transparency

		Year 1	Year 2	Year 3
A) Colour photocopy	Size: 8 1/2 x 11	\$ _____/copy	\$ _____/ copy	\$ _____/copy
B) Black photocopy	Size: 8 1/2 x 11	\$ _____/copy	\$ _____/copy	\$ _____/copy

All price boxes must be completed without exception, otherwise, the offer will be deemed non responsive.

APPENDIX B (Part C)

BASIS OF PAYMENT

The Offeror must submit firm unit prices, GST extra, if applicable. The pick-up and delivery service to Place Bonaventure and handling must be included in all prices, except for Part D. Quote FOB prices including all delivery charges to the destination specified, unless otherwise detailed herein.

Prices are FOB to PWGSC, Place Bonaventure, Southeast Portal B, 800 de la Gauchetière Street West, Suite 7300 Montreal, Quebec, H5A 1L6, and include the price for pick-up and delivery once a day, at 11:00 a.m.

QUANTITIES ARE ESTIMATED AND ARE USED FOR EVALUATION ONLY

*** Please note that file digitizing must be done in PDF format and be printable to scale.**

PART C (Refer to items 3, 4, 5 and 6 of the Statement of Work)

3 Cover paper

3.1 Rockland 130M paper or equivalent - Black copying

	Year 1	Year 2	Year 3
A) Size: 8 1/2 x 11	\$ /copy	\$ /copy	\$ /copy
B) Size: 8 1/2 x 14	\$ /copy	\$ /copy	\$ /copy
C) Size: 9 1/2 x 11	\$ /copy	\$ /copy	\$ /copy

3.2.1 Cornwall C1S 10pt coated paper or equivalent - Black copying

	Year 1	Year 2	Year 3
A) Size: 8 1/2 x 11	\$ /copy	\$ /copy	\$ /copy
B) Size: 8 1/2 x 14	\$ /copy	\$ /copy	\$ /copy
C) Size: 9 1/2 x 11	\$ /copy	\$ /copy	\$ /copy

3.2.2 Cornwall C1S 10pt coated paper or equivalent - Colour copying

	Year 1	Year 2	Year 3
A) Size: 8 1/2 x 11	\$ /copy	\$ /copy	\$ /copy
B) Size: 8 1/2 x 14	\$ /copy	\$ /copy	\$ /copy
C) Size: 9 1/2 x 11	\$ /copy	\$ /copy	\$ /copy

4. Compact disc

		Year 1	Year 2	Year 3
4.1	Compact disc label	\$ _____ each	\$ _____ each	\$ _____ each
4.2	File copying (first compact disc)	\$ _____ each	\$ _____ each	\$ _____ each
4.3	Additional compact discs	\$ _____ each	\$ _____ each	\$ _____ each

5. Binding

YEAR 1

5.1 Cerlox Punching included	11" binding (price per binding)	14" binding (price per binding)
1 to 25 sheets per book	\$ _____	\$ _____
26 to 75 sheets per book	\$ _____	\$ _____
76 to 100 sheets per book	\$ _____	\$ _____
101 to 200 sheets per book	\$ _____	\$ _____
201 to 300 sheets per book	\$ _____	\$ _____
301 to 400 sheets per book	\$ _____	\$ _____
401 to 500 sheets per book	\$ _____	\$ _____
5.2 Plastic spiral Punching included	11" binding (price per binding)	14" binding (price per binding)
1 to 25 sheets per book	\$ _____	\$ _____
26 to 75 sheets per book	\$ _____	\$ _____
76 to 100 sheets per book	\$ _____	\$ _____
101 to 200 sheets per book	\$ _____	\$ _____
201 to 300 sheets per book	\$ _____	\$ _____
301 to 400 sheets per book	\$ _____	\$ _____
401 to 500 sheets per book	\$ _____	\$ _____
5.3 Wire-O Punching included	11" binding (price per binding)	14" binding (price per binding)
1 to 25 sheets per book	\$ _____	\$ _____
26 to 75 sheets per book	\$ _____	\$ _____
76 to 100 sheets per book	\$ _____	\$ _____
101 to 200 sheets per book	\$ _____	\$ _____
5.4 Unsewn binding with black fabric back cover	11" band (each)	14" band (each)
1 to 25 sheets per book	\$ _____	\$ _____
25 to 75 sheets per book	\$ _____	\$ _____
76 to 100 sheets per book	\$ _____	\$ _____

YEAR 2

5.1 Cerlox Punching included	11" binding (price per binding)	14" binding (price per binding)
1 to 25 sheets per book	\$	\$
26 to 75 sheets per book	\$	\$
76 to 100 sheets per book	\$	\$
101 to 200 sheets per book	\$	\$
201 to 300 sheets per book	\$	\$
301 to 400 sheets per book	\$	\$
401 to 500 sheets per book	\$	\$
5.2 Plastic spiral Punching included	11" binding (price per binding)	14" binding (price per binding)
1 to 25 sheets per book	\$	\$
26 to 75 sheets per book	\$	\$
76 to 100 sheets per book	\$	\$
101 to 200 sheets per book	\$	\$
201 to 300 sheets per book	\$	\$
301 to 400 sheets per book	\$	\$
401 to 500 sheets per book	\$	\$
5.3 Wire-O Punching included	11" binding (price per binding)	14" binding (price per binding)
1 to 25 sheets per book	\$	\$
26 to 75 sheets per book	\$	\$
76 to 100 sheets per book	\$	\$
101 to 200 sheets per book	\$	\$
5.4 Unsewn binding with black fabric back cover	11" band (each)	14" band (each)
1 to 25 sheets per book	\$	\$
26 to 75 sheets per book	\$	\$
76 to 100 sheets per book	\$	\$

YEAR 3

5.1 Cerlox Punching included	11" binding (price per binding)	14" binding (price per binding)
1 to 25 sheets per book	\$	\$
26 to 75 sheets per book	\$	\$
76 to 100 sheets per book	\$	\$
101 to 200 sheets per book	\$	\$
201 to 300 sheets per book	\$	\$
301 to 400 sheets per book	\$	\$
401 to 500 sheets per book	\$	\$
5.2 Plastic spiral Punching included	11" binding (price per binding)	14" binding (price per binding)
1 to 25 sheets per book	\$	\$
26 to 75 sheets per book	\$	\$
76 to 100 sheets per book	\$	\$
101 to 200 sheets per book	\$	\$
201 to 300 sheets per book	\$	\$
301 to 400 sheets per book	\$	\$
401 to 500 sheets per book	\$	\$
5.3 Wire-O Punching included	11" binding (price per binding)	14" binding (price per binding)
1 to 25 sheets per book	\$	\$
26 to 75 sheets per book	\$	\$
76 to 100 sheets per book	\$	\$
101 to 200 sheets per book	\$	\$
5.4 Unsewn binding with black fabric back cover	11" band (each)	14" band (each)
1 to 25 sheets per book	\$	\$
26 to 75 sheets per book	\$	\$
76 to 100 sheets per book	\$	\$

Assembly

		Year 1	Year 2	Year 3
5.5	Wire stitching (manual)	\$ _____ each	\$ _____ each	\$ _____ each
5.6	Wire stitching (automatic)	\$ _____ /m of stitching	\$ _____ /m of stitching	\$ _____ /m of stitching

Folding

		Year 1	Year 2	Year 3
5.7	Machine folding (make-ready included, maximum 2 folds)	\$ _____ /m folds	\$ _____ / m folds	\$ _____ /m folds
5.8	Hand folding	\$ _____ each	\$ _____ each	\$ _____ each

Punching

		Year 1	Year 2	Year 3
5.9	Punching (Drill)	\$ _____ /m sheets	\$ _____ /m sheets	\$ _____ / m sheets

Perforation

		Year 1	Year 2	Year 3
5.10	Perforation (Drill)	\$ _____ /m sheets	\$ _____ / m sheets	\$ _____ / m sheets

Assembly

		Year 1	Year 2	Year 3
5.11	Hand or machine assembly (including sorters) of single sheets in bundles or in books (including cardboard). Occasionally, covers may be provided by PWGSC.	\$ _____ /m sheets	\$ _____ /m sheets	\$ _____ /m sheets

Padding

		Year 1	Year 2	Year 3
5.12	Padding (including cardboard backing)	\$ _____ /m sheets	\$ _____ /m sheets	\$ _____ /m sheets

Packaging

		Year 1	Year 2	Year 3
5.13	Paper tape	\$ _____ each	\$ _____ each	\$ _____ each
5.14	Shrink film packaging (shrink wrap)	\$ _____ each	\$ _____ each	\$ _____ each

Hard cover book

		Year 1	Year 2	Year 3
5.15	Hard cover book (first copy)	\$ _____ per original	\$ _____ per original	\$ _____ per original
5.16	Additional hard cover book	\$ _____ per copy	\$ _____ per copy	\$ _____ per copy

6 Dry mounting and lamination

Dry mounting or lamination, on:	Year 1	Year 2	Year 3
A) Foamcore 3/16"	\$ _____/sq. ft (15)	\$ _____/sq. ft (15)	\$ _____/sq. ft (15)
B) Gatorboard 1/2"	\$ _____/sq. ft (15)	\$ _____/sq. ft (15)	\$ _____/sq. ft (15)
C) Lamination 1.7 mil	\$ _____/sq. ft	\$ _____/sq. ft	\$ _____/sq. ft
D) Lamination 3.0 mil	\$ _____/sq. ft	\$ _____/sq. ft	\$ _____/sq. ft

All price boxes must be completed without exception, otherwise, the offer will be deemed non responsive.

APPENDIX B (Part D)
BASIS OF PAYMENT

The Offeror must submit firm unit prices, GST extra, if applicable. The pick-up and delivery service to Place Bonaventure and handling must be included in all prices, except for Part D. Quote FOB prices including all delivery charges to the destination specified, unless otherwise detailed herein.

Prices are FOB to PWGSC, Place Bonaventure, Southeast Portal B, 800 de la Gauchetière Street West, Suite 7300, Montreal, Quebec, H5A 1L6, and include the price for pick-up and delivery once a day, at 11:00 a.m.

PART D

These prices will not be assessed to select the lowest Offeror but will be used by the Offeror and PWGSC in the event that the standing offer is awarded.

Service standards (Refer to item 7 of the Statement of Work)

Emergency service will require the document ordered to be delivered to the ordering office within 5 hours of the order from the client (weekends and statutory holidays excluded).

Emergency: A mark-up of _____% of the total cost will be added to the cost of service and pick-up and delivery of the order.

A set amount of \$ _____ will be added to the invoiced cost of pick-up and delivery to PWGSC – Dorval, upon request.

All price boxes must be completed without exception, otherwise, the offer will be deemed non responsive.

ANNEX C



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

E0272122885

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Public Works and Government Services Canada	
2. Branch or Directorate / Direction générale ou Direction SMGSC			
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail SERVICES DE REPRODUCTION			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:

Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui

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PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET Très SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET Très SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEX D EVALUATION CRITERIA AND SELECTION METHOD

1. Technical evaluation – Mandatory Technical Criteria

To be deemed responsive, offers must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria (listed below). Offerors tendering non responsive offers will be excluded from further participation in the selection process.

To be responsive, your offer must meet the following MANDATORY technical criteria:

Once any of the technical criteria is not met, the evaluation will end without further consideration.
--

Mandatory Technical Criteria
A) The Offeror must possess the required security clearance, in accordance with the Security Requirements Check List (SRCL).
B) When tendering their offers, Offerors must provide two (2) reference letters (original copies) from clients in federal, provincial or municipal agencies or large enterprises (eg: STM, Bell Canada) for similar work performed in the last three (3) years (see Annex E). Together, the reference letters must demonstrate that the Offeror has satisfactorily provided all of the following services: <ul style="list-style-type: none">- Printing of drawings/blueprints- Document digitization- CD burning- Binding

2. Financial evaluation

Price evaluation will be determined according to the Basis of Payment in Annex B, which Offerors must complete.

The sum of the evaluated prices of Parts A, B and C for the three (3) years will constitute the total evaluated price of the financial offer.

The evaluated price for Part A will be calculated on the basis of a system of factors shown in parentheses under the lines provided for entering prices. The unit prices of all the items for all three (3) years will be multiplied by their corresponding factors and added together to give the evaluated price of Part A.

The evaluated price for Part B will be calculated on the basis of the estimated quantities shown in Part B for estimated use. The unit prices of all of the items for all three (3) years will be multiplied by their corresponding estimated number of copies per year and added together to give the evaluated price of Part B.

The evaluated price for Part C will be calculated by adding the unit prices of all the items for all three (3) years together. If there are any factors indicated in parentheses under any of the lines for entering the unit prices, the corresponding unit price will be multiplied by the factor before being added to the total of Part C.

Part D will not be considered for purposes of evaluation, but must still be completed correctly.

The Basis of Payment in Annex B will become effective if the Offeror is selected for issuance of the standing offer.

3. Mandatory criteria PRIOR TO the issuance of a standing offer

3.1 Performance test

The offer retained after meeting the mandatory technical and price criteria specified above, with the lowest evaluated price, will be evaluated on the basis of the following performance test:

A) The Offeror must provide a neat, clean and clear test sample of the items listed below, in which even the smallest characters are legible without creating confusion and which meets the requirements of the Statement of Work (Annex A):

i) Compact Disk: The drawing provided by PWGSC is to be digitized and converted into a PDF file, keeping the same scale (Format A1), as described in sections 4.1 and 4.6 of the Statement of Work.

ii) Printed copy of a drawing: The drawing provided by PWGSC is to be reduced by 50%, as specified in section 1 of the Statement of Work.

iii) Sample of documents in a Cerlox binding (50 printed sheets with front and back cover), as specified in section 5 of the Statement of Work.

*For i and ii: A drawing will be provided for the performance test; and
For iii: The document content is at the Offeror's discretion.*

NB: This performance test must be performed by the Offeror within 48 working hours of the order from PWGSC. If the test proves positive, the offer will be recommended for issuance of a standing offer. Otherwise, we will evaluate the next responsive offer with the lowest price through the same performance test before issuance of a standing offer, and so forth. Materials provided by PWGSC for the purpose of executing the performance test must be returned at the same time as the test samples and must be in the same condition as they were received.

4. Selection method

To be deemed responsive, an offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria. The responsive offer meeting all the criteria specified in Annex D - Evaluation Criteria and Selection Method, with the lowest evaluated price, will be recommended for issuance of a standing offer.

Annex “E”
Offeror Reference Letter

This form must be completed and included with the offer. As specified in Annex D - Evaluation Criteria and Selection Method, two (2) reference letters are required.

This is a mandatory requirement

This form must be completed by a customer from the public domain; either at the federal, provincial or municipal level; or any large scale company (e.g. STM, Bell Canada, etc). The Offeror must attach this form with their offer.

Place, _____, date _____, 201____.

The present is to confirm that the company _____ has completed the work of (check off all that apply):

- ☐ printing of “Blue Prints”
- ☐ document digitalization
- ☐ CD burning
- ☐ binding

for a value of _____ .00\$ (*having a minimal value of \$35,000.00 (GST included) spread out over one year*).

The work carried out by this company was completed to our whole satisfaction according to the contractual terms and conditions, the schedule and the budget.

Signature of the responsible authority

Title of person responsible

Organization name

Phone Number

*** Letters must be recent and only original copies will be accepted.**