



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

11 Laurier St./11, rue Laurier

Place du Portage, Phase III

Core 0A1 / Noyau 0A1

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet RFSO - Direct Deposit Return Envel.	
Solicitation No. - N° de l'invitation EN891-141052/A	Date 2013-10-17
Client Reference No. - N° de référence du client EN891-141052	
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-033-63713	
File No. - N° de dossier cw033.EN891-141052	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-11-04	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Richard, Josette	Buyer Id - Id de l'acheteur cw033
Telephone No. - N° de téléphone (613) 990-3814 ()	FAX No. - N° de FAX (613) 993-2581
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Communication Procurement Directorate/Direction de
l'approvisionnement en communication

360 Albert St./ 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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EN891-141052/A

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

EN891-141052

Amd. No. - N° de la modif.

File No. - N° du dossier

cw033EN891-141052

Buyer ID - Id de l'acheteur

cw033

CCC No./N° CCC - FMS No/ N° VME

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into six 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 6A, Standing Offer, and 6B, Resulting Contract Clauses:
- 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 6B, 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 Usage Report and the Visual Reference.

2. Summary

This is a Request for Standing Offer (RFSO) for the printing of two (2) different types of Direct Deposit Return envelopes on an "if and when required basis" for Public Works and Government Services Canada.

The Standing Offer will be valid **from date of issuance until November 15, 2014** with the option to extend it by two (2) periods of one (1) year each.

The requirement is limited to Canadian goods and/or services.

Offerors must submit a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2006 and 2007.

4. Debriefings

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 (2013-06-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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) working 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 Ontario.

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 and 1 soft copy on a USB)

Section II: Financial Offer (one (1) hard copy and 1 soft copy on a USB)

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

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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 should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Basis of Payment in Annex "B". The total amount of applicable taxes must be shown separately.

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) The Standing Offer Authority will evaluate the offers.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

M.1. Corporate Experience

The Offeror must demonstrate that it has been contractually bound to at least two (2) separate external* clients (outside of the Offeror's own company) to provide printing of envelopes.

During the evaluation no corporate experience gained through internal** clients will be accepted or reviewed.

The Offeror must provide the following information for each contract:

- (a) a description of the envelopes;
- (b) a description of the printing requirements of the envelopes provided by the Offeror;
- (c) the Client information for the Contract

* **"External client(s)"** is defined as clients exterior to the Bidder's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Bidder.

** **"Internal client(s)"** is defined as clients within the Bidder's own legal entity (or joint venture partnership) and includes the parent, subsidiaries and other affiliates of the Bidder.

1.2 Financial Evaluation

- 1.2.1 The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

For evaluation purposes, the firm all inclusive prices submitted in the Annex B, Basis of Payment for the Standing Offer Period and all of the option years will be multiplied by the quantity for evaluation specified and then added, as specified in the Annex B Basis of Payment.

2. Basis of Selection

- 2.1 An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and documentation to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification is found to be untrue whether during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with this request will also render the Offer non-responsive or may result in the setting aside of the Standing Offer or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

1.1 Code of Conduct and Certifications - Related documentation

By submitting an offer, the Offeror certifies that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard Instructions 2006. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [HRSDC-Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

2. Additional Certifications Precedent to Issuance of a 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 requirement within that time period will render the offer non-responsive.

2.1 Canadian Content Certification

2.1.1 SACC Manual clause A3050T (2010-01-11) - Canadian Content Definition

This procurement is limited to Canadian services.

The Offeror certifies that:

() the service(s) offered are Canadian services as defined in paragraph 2 of clause A3050T.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

2. Security Requirement

There is no security requirement applicable to this Standing Offer.

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 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

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 "C". 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 Standing Offer Authority.

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 Standing Offer Authority no later than 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 and providing services against the Standing Offer is **date of issuance to November 15, 2014 inclusive**.

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 an additional two (2) one-year periods 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 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:

Josette Richard

Supply Officer

Public Works and Government Services Canada

Acquisitions Branch

Communications Procurement Directorate

360 Albert Street, 12th Floor

Ottawa, ON K1A 0S5

Telephone: 613-990-3814

Facsimile: 613-990-5870

E-mail address: josette.richard@pwgsc-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

To be completed upon issuance of a Standing Offer.

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is the Payment and Services Directorate of the Department of Public Works and Government Services Canada (PWGSC).

7. Call-up Procedures

The process is as follows for issuing call-ups:

7.1 When a requirement is identified, the authorized Call-up authority from the Payment Products and Services Directorate of PWGSC will provide the Offeror a written notification, by e-mail, indicating:

- the type of envelope to be supplied,
- the quantity required,
- the required delivery date at destination, and
- the unit price for the envelopes in accordance with the Annex B Basis of Payment.

7.2 The Offeror must respond to the written notification by e-mail within one (1) business day to :

- confirm that the required quantities will be delivered in accordance with the stated delivery schedule, and
- provide the estimated price for shipping to destination based on the required quantities and delivery schedule.

7.3 The the authorized Call-up authority from the Payment Products and Services Directorate of PWGSC will confirm the requirement by providing a completed 942 - Call-up Against a Standing Offer form to the Offeror within one (1) business day of the Offeror's reply.

8. 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.

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$200,000.00 (applicable taxes included).

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 (2012-11-19), Standing Offers - Goods or Services
- e) the General Conditions 2030 (2013-06-27), Higher Complexity Goods
- f) Annex A, Statement of Work and any appendices
- g) Annex B, Basis of Payment
- k) the Offeror's offer dated _____ (*insert date of offer*).

Solicitation No. - N° de l'invitation

EN891-141052/A

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

EN891-141052

Amd. No. - N° de la modif.

File No. - N° du dossier

cw033EN891-141052

Buyer ID - Id de l'acheteur

cw033

CCC No./N° CCC - FMS No/ N° VME

11. Certifications

11.1 Compliance

Compliance with the certifications and related documentation 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, provide the related documentation or if 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

M3060C - Canadian Content Certification (2008-05-12)

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 Ontario.

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

2030 (2013-06-27), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

3. Term of Contract

3.1 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

4. Payment

4.1 Basis of Payment

For the Work described in the Statement of Work - Annex A:

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Annex B, Basis of Payment, to a limitation of expenditure of \$_____. 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 SACC Manual clause H1000C (2008-05-12) Single Payment

SACC Manual Clause H1001C (2008-05-12) Multiple Payments

5. Invoicing Instructions

5.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the 2030 (2013-06-27) General Conditions - Higher Complexity - Goods. Invoices cannot be submitted until all work identified in the invoices is completed,

5.2 Invoices must be distributed as follows:

A) The original and two (2) copies must be forwarded to the following address for certification and payment.

Public Works and Government Services Operations
11 Laurier Street
Place du Portage III, 11B1, Stn #84
Gatineau, QC K1A 0S5

Attention: To be named upon issuance of a Standing Offer

B) One (1) copy must be forwarded to the **Standing Offer Authority** identified under the section entitled "Authorities" of the Standing Offer document.

6. Insurance

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

7. SACC Manual Clauses

The following terms and conditions are incorporated herein.

D5328C (2007-11-30) Inspection and Acceptance
P1005C (2010-01-11) Packaging and Packing of Printed Products
P1010C (2010-01-11) Quality Levels for Printing
P1011C (2010-01-11) Quality Levels for Colour Reproduction
P1012C (2010-01-11) Quality Levels for Envelopes
P1009C (2007-11-30) Author's Alterations

ANNEX "A"
STATEMENT OF WORK**A.1 OVERVIEW**

Public Works and Government Services Canada (PWGSC) has a requirement for the manufacturing and printing of two different types of envelopes and delivery to three (3) Canadian locations on an 'if and when requested basis'.

A.2 SPECIFICATIONS**A.2.1 Envelope - TYPE A PWGSC-TPSGC Envelopes 575 (2013-08)**

Description:	Government of Canada Direct Deposit return envelopes with the <i>Canada Post Business Reply Mail indicia and bar code</i>
Size:	210 mm (length) x 92 mm (height) (8 1/4" x 3 5/8"); double side seam, open side (the side glued flaps must be inside the back panel)
Paper:	48 m (24-lb.) natural kraft recycled paper or equivalent
Flap:	1 7/16", full glue
Throat:	5/16"
Ink:	Black on front, back and flap, bilingual, no bleeds

A.2.2 Envelope - TYPE B PWGSC-TPSGC Envelopes 575 (2013-08)

Description:	Government of Canada Direct Deposit return envelopes with the <i>Canada Post artwork indicia with the mention "Affix Sufficient Postage"</i> .
Size:	210 mm (length) x 92 mm (height) (8 1/4" x 3 5/8"); double side seam, open side (the side glued flaps must be inside the back panel)
Paper:	48 m (24-lb.) natural kraft recycled paper or equivalent
Flap:	1 7/16", full glue
Throat:	5/16"
Ink:	Black on front, back and flap, bilingual, no bleeds

A.3 QUANTITY

The quantity will vary depending on the individual campaign.
Call-up orders may range as low as 5,000 envelopes and as high as 7,000,000 envelopes.

A.4 UNDERRUNS

No underruns will be accepted.

A.5 OVERRUNS

OVERRUNS will be accepted as follows:

- 3% overrun on quantities from 5,000 to 100,000
- 2% overrun on quantities from 100,001 to 500,000
- 1% overrun on quantities from 500,001 to 1,000,000
- 0.5% overrun on quantities of 1,000,001 or greater

Note: Any overrun is to be distributed between the Québec City and Winnipeg production centres.

A.6 PRINT QUALITY

The print quality level is *"Informational"* in accordance with the latest issues of Public Works and Government Services Canada (PWGSC) Publications entitled "Quality Levels for Printing" and/or "Quality Levels for Colour Reproduction" and/or "Quality Levels for Envelopes".

The printer may either use a direct-to-plate system or burn plates from negatives, provided the print quality levels are achieved.

A.7 MATERIALS SUPPLIED

The Project Authority will supply the Offeror with PDF files via email, as required.

A.8 COMPONENTS

All original material supplied (artwork, electronic media, photographs) or created during production (negatives, separations, proofs, etc.) of the work is deemed to be the property of the Government of Canada and must be returned at no cost with samples of the printed product after each call-up is completed to the proofs address.

The Offeror must return all components to the Project Authority within five (5) working days of completion of work at no additional cost to Canada.

Components must be packaged appropriately and shipped in a manner to ensure safe delivery at the specified destination.

Invoices will not be paid until the components are received.

A.9 PROOFS

Proofs will be sent at no cost and delivered to the Project Authority for approval prior to shipment of deliverables to the address listed below (proofs address).

In the case where the Offeror's print method is direct-to-plate, the Offeror must provide one (1) full set of digital blueprint proofs or digital colour proofs or any similar product, printed double-sided, trimmed and folded to specifications.

In the case where the Offeror's print method is to burn plates from negatives, the Offeror must provide one (1) set of backed-up blueprints, trimmed and folded to specification.

Proofs must be accounted for in the delivery schedule and must be approved prior to shipment of the deliverables. The Offeror will confirm the delivery date after receipt of the call-up.

Proofs address: **Josée Bourassa**, Senior Product Officer
Payment Products and Services Directorate
Place du Portage, Phase III, 11B1, Station 84
Gatineau, Quebec
K1A 0S5

A.10 DELIVERY DATE

The delivery date for each order will be specified on the call-up.

A.11 PACKAGING

- 1) At all times, envelopes must be packaged in boxes containing **no more than 2,000** envelopes.
- 2) Boxes are to be shipped on skids measuring 40" x 48", with four-way entry; the height, including the skid, should not exceed 54".
- 3) Boxes must be stacked as follows:
 - eight (8) two-tiered boxes per row and eight (8) rows high for a total of 64,000 envelopes per skid, **OR**
 - four (4) single-tiered boxes per row and eight (8) rows high for a total of 64,000 envelopes per skid.
- 4) Cartons must be interlocked between rows.
- 5) Heavy-gauge cardboard corners for protection.
- 6) Skids are not to be double-stacked in the truck.
- 7) Stock is to be firmly wrapped with stretch wrap ensuring that the skid and the boxes are sealed and held together as a single unit.

A.12 LABELLING

All boxes must have labels indicating the envelope number, quantity and destination.
"DO NOT DOUBLE-STACK" signs must be placed on all four (4) sides and the top of each skid.

A.13 SHIPPING

The shipping must be FOB destination. The three (3) shipping locations across Canada are listed below.

The production centres must be notified three (3) business days before the delivery date to coordinate shipment acceptance. The transportation company responsible for the delivery of insert material (the Transportation Company) must call the production centre custodian (the Custodian) in advance to schedule the delivery date and time. This is a mandatory process and must be followed at all times since only the Custodian can take delivery.

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The Transportation Company must present the Custodian with a bill of lading or waybill.

- 1) PWGSC Québec Production Centre
Commercial Building
220 Fortin Street, Suite 200
Quebec City, Quebec
G1M 3S5
Attention: Claude Pelletier
Telephone: 418-648-4358
- 2) PWGSC Winnipeg Production Centre
75 Bentall Street
Winnipeg, Manitoba
R2X 3B4
Attention: Paul Shesterniak
Telephone: 204-984-8044
- 3) PWGCS – Cheque Control and Redemption Directorate
150 boul. Dion
Matane, Québec
G4W 4N3
Attention: Guylaine St-Laurent
Telephone: 418-566-7238

A.14 QUALITY ASSURANCE

Quality Assurance by the Offeror: The Offeror must perform all necessary quality assurance procedures to ensure the product meets the specified quality levels and specifications of the Annex A Statement of Work.

Appendix 1

IMPORTANT INFORMATION REGARDING THE PREPARATION OF INSERTS AND THEIR DELIVERY TO PUBLIC WORKS AND GOVERNMENT SERVICES CANADA (PWGSC) PRODUCTION CENTRES

Release date: December 2010

PWGSC's production centres in Quebec City, Quebec, and Winnipeg, Manitoba, have reported issues with the communication and delivery of inserts accompanying mailings delivered by the Receiver General on behalf of client departments. In order to ensure proper delivery of the inserts to PWGSC production centres, client departments and their suppliers are reminded of the following procedures:

#1:

The packaging specifications detailed above must be followed at all times. Non-compliance with these specifications could jeopardize job processing at the production centres, affecting the release of federal government payments.

#2:

The production centres must be notified three (3) business days before the delivery date to coordinate shipment acceptance. The Contractor must obtain the notification date and time, and the contact person's name. The transportation company responsible for the delivery of insert material (the Transportation Company) must call the production centre custodian (the Custodian) in advance to **schedule the delivery date and time**. This is a mandatory process and must be followed at all times since only the Custodian can take delivery.

#3:

The Transportation Company must present the Custodian with a bill of lading or waybill.

The Custodian will enter all adverse information relating to the condition and content of the shipment on the bill of lading, delivery receipt or shipping documents.

The Custodian can then sign the delivery documents, retaining a copy with the shipper's signature on it for record purposes. A copy of the delivery document (packing slips) must also be faxed to 1-819-956-1664. PWGSC production centre contact information:

PWGSC Québec Production Centre

Commercial Building

200 Fortin Street, Suite 200

Quebec City, Quebec

G1M 3S5

Custodian: Claude Pelletier, Telephone: 418-648-4358

Jessica Audet, Telephone: 418-648-3695

PWGSC Winnipeg Production Centre

75 Bentall Street

Winnipeg, Manitoba

R2X 3B4

Custodian: Paul Shesterniak, Telephone: 204-984-8044

Sylburn Jones, Telephone: 204-984-8044

NON-COMPLIANCE WITH THE ABOVE PROCEDURES COULD RESULT IN THE PRODUCTION CENTRES' REFUSING DELIVERY.

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ANNEX "B"

BASIS OF PAYMENT

The Offeror must submit pricing in the format specified for each component identified in this Annex B Basis of Payment. Failure to price one of the components in the format specified will render the bid non-responsive.

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

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

The Offeror must submit firm, all inclusive prices, FOB destination, GST/HST extra if applicable. Prices must include all materials and operations (set-up charges, provision of proofs, printing, fabrication to final format, etc.) to supply the final products and ready the items for shipping.

Shipping costs incurred in the performance of the work will be paid at cost with no allowance for profit or overhead and upon receipt of proper cost support documentation. Transportation charges must be prepaid by the Contractor and shown as a separate item on the invoice, supported by a copy of the prepaid transportation bill.

Additional quantities and overruns will be calculated on a pro-rata basis using the additional same run cost.

Quantities for evaluation shown in the pricing grid of the Annex "B" pricing schedules are estimates for evaluation purposes only and are not a guarantee of the actual number of hours required for author's alterations or the number of items to be produced, nor are they intended to reflect any expectations on behalf of the Government of Canada.

**OFFERORS MUST ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET PUBLISHED ON
THE GOVERNMENT ELECTRONIC TENDERING SERVICE
(<https://buyandsell.gc.ca/procurement-data/tenders>)
AND RETURN IT ON USB ALONG WITH A PRINT OUT OF THE COMPLETED
ANNEX "B" BASIS OF PAYMENT WITH THEIR OFFER.**

If there is a discrepancy between the soft copy and the hard copy, the hard copy will have priority over the soft copy.

Escalation for Paper (Offeror to complete)

1. The resulting standing offer will contain a provision for price adjustment (increase or decrease) of the portion of the price directly related to the base transaction cost of paper. Price adjustment will apply only to increase or decrease of the base transaction cost of paper that may occur at any time during the resulting standing offer period but not before thirty (30) days after the issuance of the standing offer.

2. Offerors must provide their base transaction cost(s) and the quantity of the paper on which the base transaction cost is established in their offer as follows:

- (a) envelope paper (if applicable): _____ lb. at a base transaction cost per Cwt. of \$ _____ , and which represent _____ percent of the unit price(s).
Brand name and paper supplier: _____ .

3. Upon request from the Standing Offer Authority, offerors must provide supporting documentation to confirm the base transaction cost. Such documentation may consist of a copy of the quotation from the paper supplier(s).

Escalation for paper clause to be included in Standing Offer:

1. The portion of the price directly related to the base transaction cost of paper is subject to price adjustment (increase or decrease) at any time during the standing offer period but not before _____ (insert the date corresponding to the end of the 30-day period after the issuance of the standing offer). The price will be adjusted using the percentage of the announced increase or decrease that came into effect by applying it to the applicable base transaction cost.

2. To request a price adjustment, the Offeror must provide the Standing Offer Authority with a notice indicating the increase or decrease in the base transaction cost of paper identified below. Such notice must contain the price as publicly announced by at least three (3) paper suppliers who supply the grade specified in the Standing Offer and the date the price came into effect.

3. The base transaction cost of paper subject to price adjustment is as follows:

- (a) envelope paper (if applicable): _____ lb. at a base transaction cost per Cwt. of \$ _____ , and which represent _____ percent of the unit price(s).
Brand name and paper supplier: _____ .

4. The Offeror must provide a copy of the quotation from the paper supplier(s) to support the above base transaction cost and a copy of the revised quotation from the paper supplier(s) to support the adjusted base transaction cost.

5. Any price adjustment must be approved by the Standing Offer Authority and will be evidenced through a revision to the Standing Offer.

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Annex "D"

Visual Reference

