



**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**

<b>Title - Sujet</b> DND BANNER STANDS & GRAPHIC PANELS	
<b>Solicitation No. - N° de l'invitation</b> W8484-148036/A	<b>Date</b> 2013-11-13
<b>Client Reference No. - N° de référence du client</b> W8484-14-8036	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CX-011-63892	
<b>File No. - N° de dossier</b> cx011.W8484-148036	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-12-03</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Amaral(CX Div.), Paola	<b>Buyer Id - Id de l'acheteur</b> cx011
<b>Telephone No. - N° de téléphone</b> (613) 993-5642 ( )	<b>FAX No. - N° de FAX</b> (613) 993-2581
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 101 COLONEL BY DR. OTTAWA Ontario K1A0K2 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Communication Procurement Directorate/Direction de  
l'approvisionnement en communication

360 Albert St. / 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

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

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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with this bid solicitation.

### **2. Statement of Work**

Department of National Defence (DND) has a requirement to purchase retractable banner stands (Expand MediaScreen 4, or equivalent) and printed graphic panels (Expand Media Roll Kit, or equivalent) to market different recruitment initiatives and to attract potential new recruits to the recruiter's table at various recruiting events such as job fairs, community festivals and recruitment nights.

### **3. Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing will be provided in writing.

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## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one-hundred and twenty (120) days

#### 1.1 Basis for Canada's Ownership of Intellectual Property

Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds: where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

#### 1.2 SACC Manual Clauses

SACC Manual Clause B3000T (2006-06-16) Equivalent Products

### 2. Submission of Bids

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

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than six (6) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated,

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and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

#### **4. Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copies and 1 soft copy on a USB key)

Section II: Financial Bid (2 hard copies and 1 soft copy on a USB key)

Section III: Certifications (2 hard copies)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders 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 Bid

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

#### Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Annex "B" Pricing and List of Deliverables. The total amount of Applicable Taxes must be shown separately.

#### Section III: Certifications

Bidders must submit the certifications required under Part 5.

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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 1.1 Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

##### M.1 Requirement and Equivalent Products

The Bidder must provide specifications and descriptive literature for **each** proposed product in accordance with the requirement described in Annex "A" Statement of Work, and in accordance with *SACC Manual* Clause B3000T (2006-06-16) Equivalent Products (reproduced below for convenience):

Equivalent Products:

1. *Products that are equivalent in form, fit, function and quality to the item(s) specified in the bid solicitation will be considered where the Bidder:*
  - a) *designates the brand name, model and/or part number of the substitute product;*
  - b) *states that the substitute product is fully interchangeable with the item specified;*
  - c) *provides complete specifications and descriptive literature for each substitute product;*
  - d) *provides compliance statements that include technical specifics showing the substitute product meets all mandatory performance criteria that are specified in the bid solicitation; and*
  - e) *clearly identifies those areas in the specifications and descriptive literature that support the substitute product's compliance with any mandatory performance criteria.*
2. *Products offered as equivalent in form, fit, function and quality will not be considered if:*
  - a) *the bid fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute product; or*
  - b) *the substitute product fails to meet or exceed the mandatory performance criteria specified in the bid solicitation for that item.*
3. *In conducting its evaluation of the bids, Canada may, but will have no obligation to, request bidders offering a substitute product to demonstrate, at the sole cost of bidders, that the substitute product is equivalent to the item specified in the bid solicitation.*

If the Bidder proposes one or more products under the Equivalent Products article, Canada may, but will have no obligation to, request a sample of one or more of the product(s) proposed in order to determine whether the proposed product(s) meet the technical specifications identified at Annex "A" Statement of Work. The Bidder will have the number of days specified by Canada in its request to provide the required sample(s). Failure to provide a sample within the time allotted may result in the entire bid being declared non-responsive.

If the Bidder fails to demonstrate in its technical proposal and/or through a sample provided (if requested by Canada) that a proposed product is equivalent (in accordance with *SACC Manual* Clause B3000T



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(2006-06-16) Equivalent Products), the entire bid will be declared non-responsive and will not be considered further.

The Bidder is not required to propose the same brands for all products listed under A.3 Deliverables.

**NOTE: The Bidder is not required to submit a sample of any product(s) proposed with the bid submission.**

## **M.2 Financial Proposal**

The Bidder must provide complete costing information strictly in accordance with Annex "B" Pricing and List of Deliverables. All line items in Annex "B" **must** be bid. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

**BIDS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL BE GIVEN NO FURTHER CONSIDERATION**

### **1.2 Financial Evaluation**

#### **1.2.1 Evaluation of Price**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

#### **1.2.2 Financial Evaluation Criteria**

The financial evaluation will be conducted by calculating the Total Bid Price using Annex "B" – Pricing and List of Deliverables, as completed by the Bidder.

## **2. Basis of Selection**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

### 1. Mandatory Certifications Required Precedent to Contract Award

#### 1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

### 2. Additional Certifications Precedent to Contract Award

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

#### 2.1 Canadian Content Certification

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

2.1.2 This procurement is limited to Canadian Services

The Bidder certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement applicable to this Contract.

### 2. Statement of Work

The Contractor must provide the items detailed under the "Statement of Work" at Annex "A".

### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<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

2010A (2013-04-25), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

2010B (2013-06-27), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

### 4. Term of Contract

#### 4.1 Period of the Contract

The period of the Contract is date of Contract award to March 31<sup>st</sup>, 2014.

#### 4.2 Delivery Date

- a) All the deliverables must be received on or before **February 25<sup>th</sup>, 2014**, according to the quantities and locations specified in the Appendix "1" Distribution List.
- b) Partial deliveries (for each location) will not be accepted. One (1) invoice is to be made for each location (according to Appendix "1" Distribution List) which should include the date, name and address of client department, contract number, quantities, description, as well as any special instructions. The Contractor must call the Technical Authority at least 48 hours prior to delivery.
- c) The Contractor must ensure the safe arrival of all deliverables at their final destination by using industry-standard packaging and shipping practices. Packing slips must accompany each shipment. All deliverables remain the responsibility of and at the risk of the Contractor until accepted by Canada in accordance with this Contract. The cost of replacing any units damaged in transit to the final destination is the Contractor's responsibility and units will not be considered delivered on the Delivery Date unless they are undamaged and ready for acceptance.

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## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

**Paola Amaral**

Senior Purchasing Assistant  
Public Works and Government Services Canada  
Acquisitions Branch  
Communications Procurement Directorate  
360 Albert St., 12th Floor, #5  
Ottawa, ON K1A 0S5

Telephone: 613-993-5642  
Facsimile: 613-993-2581  
E-mail address: paola.amaral@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 5.2 Project Authority

The Project Authority for the Contract is:

*The name and contact information is to be provided in the resulting contract.*

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 5.3 Contractor's Representative

*The name and contact information is to be provided in the resulting contract.*

## 6. Payment

### 6.1 Basis of Payment

The Contractor will be paid in accordance with Annex "B" for Work performed pursuant to the Contract and subject to acceptance by the Project Authority.

#### 6.1.1 Firm Unit Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex "B" for a total cost of \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

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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.

### **6.1.2 Limitation of Expenditure – Delivery/Shipping**

The Contractor will be reimbursed for the shipping costs reasonably and properly incurred to a limitation of expenditure of \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included, and Applicable Taxes are extra.

### **6.2 Multiple Payments**

*SACC Manual* clause H1001C (2008-05-12) Multiple Payments

### **6.3 SACC Manual Clauses**

*SACC Manual* Clause A9117C (2007-11-30) T1204 – Direct Request by Customer Department

## **7. Invoicing Instructions**

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the 2010B (2013-06-27) General Conditions - Professional Services (Medium Complexity). Claims cannot be submitted until all work identified in the claim is completed.

The original and one (1) copy of each invoice together with attachments must be forwarded to the Project Authority and one (1) copy of each invoice with attachments must be forwarded to the Contracting Authority identified herein.

## **8. Certifications**

### **8.1 Compliance**

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### **8.2 SACC Manual Clauses**

*SACC Manual* Clause A3060C (2008-05-12) Canadian Content Certification

## **9. Applicable Laws**

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

## 10. Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions 2010B (2013-06-27) General Conditions – Professional Services (Medium Complexity);
- c) the general conditions 2010A (2013-04-25) General Conditions – Goods (Medium Complexity);
- d) Annex “A”, Statement of Work;
- e) Annex “B”, Pricing and List of Deliverables;
- f) the Contractor's bid dated \_\_\_\_\_.

## 11. Defence Contract

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

## 12. SACC Manual Clauses

*SACC Manual* Clause B1000T (2007-11-30) Condition of Material

*SACC Manual* Clause B7500C (2006-06-16) Excess Goods

*SACC Manual* Clause P1010C (2010-01-11) Quality Levels for Printing

*SACC Manual* Clause P1011C (2010-01-11) Quality Levels for Colour Reproduction

## 13. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

## 14. Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

## 15. Basis for Canada's Ownership of Intellectual Property

Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract(s) will belong to Canada, on the following grounds: where the material

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developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

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## ANNEX "A" STATEMENT OF WORK

### BANNER STANDS AND GRAPHIC PANELS FOR RECRUITING EVENTS

#### A.1 BACKGROUND:

Department of National Defence (DND) has a requirement to purchase retractable banners to market different recruitment initiatives and to attract potential new recruits to the recruiter's table at various recruiting events such as job fairs, community festivals and recruitment nights.

#### A.2 OBJECTIVE

To provide and print banner stands and media rolls (graphic panels) with four themes in English first and French first versions. Themes include:

- a) Women,
- b) Aboriginal peoples,
- c) Diversity, and
- d) Paid Education.

Banners must be preloaded in cartridge rolls. Products must also be distributed to the recruiting centres and detachments as per the attached Appendix "1" Distribution List.

NOTE: The Contractor is not required to provide set-up or installation services.

#### A.3 DELIVERABLES

The Contractor is responsible for providing and delivering the following:

##### A.3.1 Banner Stands

- a) One hundred and twelve (112) Expand MediaScreen 4 (or equivalent) retractable banner stands, each must include:
  - i. Model number: 604-85220-CHR (or equivalent)
  - ii. Compatible with 33.4375" x 85.8125 sized banners
  - iii. Two piece hidden retractable telescopic pole (height variable from 63" to 88.625")
  - iv. Base, pole, and headrail in matte silver with 3/16" solid chrome end caps for durability
  - v. padded nylon carry bag with shoulder strap
  - vi. Weight: 11lbs with carry bag
  - vii. Lifetime warranty

##### A.3.2 Printed Graphic Panels

- a) Two hundred and eighty (280) Expand Media Roll Kit (or equivalent) graphic panels, each must include:
  - i. Model number: 401739-80 (or equivalent);



- ii. must be compatible with the Expand MediaScreen 4 (listed above) (or equivalent);
- iii. silver top clamp profile, tube;
- iv. Size: 33.4375" x 85.8125".

Print production of each graphic banner includes these features:

- v. Printed on NO-Curl, opaque, 10oz vinyl;
- vi. Print on 4-colour with 720 DPI eco-solvent inkjet
- vii. Trim and load new graphic into media roll, apply silver top clamp, put in tube, ready to switch into banner stand;

### **A.3.3 Ink**

- a) The Contractor must print all text in standard black
- b) The Contractor must print all other items in 4 CMYK colours

### **A.3.4 Materials Supplied**

- a) The Client will provide all graphics for all deliverables to the Contractor in a suitable format (ie. Preflight Pagemaker V6.5). Graphics will be in final form press-ready high resolution formats. No editing of the artwork will be required from the contractor.
- b) Format and version files are supplied: (i.e.: Preflight Pagemaker V6.5)
- c) Distribution List

### **A.3.5 Proofs**

- a) The Contractor is required to provide a digital colour proof, via email, and a printed high-resolution colour proof to client at the Project Authority address in the National Capital Region.

*Note to supplier:* One set of proofs is standard and required for "sign-off" (included in the price).

## **A.4 APPROVALS**

- a) The Contractor must provide printing proofs of all deliverables prior to final production for the approval of the Project Authority within **five (5)** business days after all graphic files have been provided to the Contractor.

## **A.5 PACKAGING AND LABELS**

- a) Each box shipped must not exceed 25lbs;
- b) Multiple items going to the same destination must be packaged together;
- c) Cartons must be labelled as to quantity (i.e.: Box 1 of 10); and
- d) Labels on each box must include description of product, quantity and any special instructions.

## **A.6 QUALITY ASSURANCE**

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

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**ANNEX "B"**  
**PRICING AND LIST OF DELIVERABLES**

All prices are in Canadian dollars, GST/HST extra, FOB Destination.

The Bidder must provide firm unit prices for **each** line item in Table B.1 below.

*The Contractor will be reimbursed for the shipping at cost, without any allowance for profit and/or administrative overhead and upon receipt of proper cost support documentation. All payments are subject to government audit.*

**Table B.1**

<b>Item</b>	<b>Qty</b>	<b>Unit Price (\$)</b>	<b>Total (\$)</b>
Retractable Banner Stands (Expand MediaScreen 4, or equivalent - As per Annex "A")	112		
Printed Graphic Panels (Expand Media Roll Kit, or equivalent - As per Annex "A")	280		
<b>Total Firm Lot Price (Excluding HST)</b>			

**APPENDIX "1"**  
**DISTRIBUTION LIST**

<b>Canadian Forces Recruitment Center (CFRC)</b>	<b>Address</b>	<b># of Graphic Panels</b>	<b># of Banner Stands</b>
CFRC Halifax	CFRC Halifax, Mumford Professional Centre, 6960 Mumford Road suite 130, Halifax, NS, B3L 4P1	10- (5 French first and 5 English first)	4
Det St John's	165 Duckworth Street, 5th Floor PO BOX 2028, St. John's NF, A1C 6B5	10- (5 French first and 5 English first)	4
Det Sydney	CFRC Sydney, 325 Prince Street, Sydney NS, B1P 5K6	10- (5 French first and 5 English first)	4
Det Cornerbrook	CFRC Det Corner Brook, 1-3 Union Street, suite 104, PO BOX 817, Corner Brook NF, A2H 5M7	10- (5 French first and 5 English first)	4
CFRC Fredericton	CFRC Fredericton, Priestman Centre, 565 Priestman Street, Suite 402, Fredericton, NB, E3B 5X8	10- (5 French first and 5 English first)	4
Det Moncton	910 Main Street, Suite 100, Moncton, NB, E1C 1G6	10- (5 French first and 5 English first)	4
Det Charlottetown	119 Kent Street - Suite 320, Charlottetown, PE, C1A 1N3	10- (5 French first and 5 English first)	4
CFRC Québec	CFRC Québec 2960, boul. Laurier, Suite 102 Québec QC G1V 4S0	10- French first	4
Det Chicoutimi	CFRC Chicoutimi 345, des Saguenéens Chicoutimi QC G7H 6K9	10- French first	4
Det Rimouski	CFRC Rimouski 70, rue Saint-Germain Est, bur 025 Rimouski QC G5L 7J9	10- French first	4
Det Montréal	CFRC Montréal Édifice Leonce-Lessard 1420, rue Ste-Catherine Ouest, Montréal QC H3G 1R3	10- French first	4
Det Sherbrooke	CFRC Sherbrooke 50 Place de la Cité, 315 King St West Suite 112 Sherbrooke QC J1H 4G9	10- French first	4
CFRC Ottawa	66 Slater St, Ottawa, ON, K1A 0K2	10- (5 French first and 5 English first)	4
Det Kingston	255 Bagot Street, Kingston, ON, K7L 3G4	10- English first	4
RO Sudbury	233 Brady Street, Unit 15, Sudbury, ON, P3B 4H5	10- (5 French first and 5 English first)	4
CFRC Toronto	4900 Yonge St, Suite 100, North York, ON M2N 6A4	10- French first	4
Det Oshawa	200 John Street West, Oshawa, ON, L1G 2B4	10- French first	4
Det Barrie	14 Cedar Point Drive, Unit 1509, Barrie, ON, L4N 5R7	10- French first	4

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Det Hamilton	CFRC Hamilton, 55 Bay St North, 2nd floor, Hamilton, ON, L8R 3P7	10- French first	4
Det London	451 Talbot Street, 2nd Floor, London, ON, N6A 5C9	10- French first	4
CFRC Winnipeg	391 York Ave, Suite 465, Winnipeg MB, R3C 0P4	10- (5 French first and 5 English first)	4
Det Regina	1870 Albert St., Suite 130, Regina, SK, S4P 4B7	10- French first	4
CFRC Calgary	CFRC Calgary, 245-220 4th Ave S.E., Calgary, AB, T2G 4X3	10- French first	4
Det Edmonton	Suite 125, Canada Place, 9700 Jasper Ave, Edmonton, AB, T5J 4C3	10- French first	4
CFRC Vancouver	CFRC Vancouver, 620 Royal Ave, New Westminster BC V3M 1J2	10- French first	4
Det Victoria	827 Fort St., Main Floor, Victoria, BC, V8W 1H6	10- French first	4
CFRG	O-110, CANADIAN FORCES BASE BORDEN PO Box 1000 Stn Main, Borden Ont, L0M 1C0	20- (10 French first and 10 English first)	8
<b>TOTALS</b>		<b>280</b>	<b>112</b>

**EVALUATION GRID**

Bidder:

Evaluator's Initials:

EVALUATION SUMMARY	
MANDATORY REQUIREMENTS:	<input type="checkbox"/> MET <span style="margin-left: 100px;"><input type="checkbox"/> NOT MET</span>
Mandatories Checked by:	Date:
Overall Comments:	

Evaluation Criteria	Met	Not met
The bid is signed and bid submission requirements of Standard Instructions 2003 are met.		
The certifications in Part 5 have been completed and signed (either upon or following bid submission).		
Comments:		

Evaluation Criteria	Met	Not met
<b>M.1 REQUIREMENT AND EQUIVALENT PRODUCTS</b>		
The Bidder must provide specifications and descriptive literature for <b>each</b> proposed product in accordance with the requirement described in Annex "A" Statement of Work, and in accordance with SACC Manual Clause B3000T (2006-06-16) Equivalent Products.		
The Bidder is not required to propose the same brands for all products listed under A.3 Deliverables.		
<b>Banner Stands:</b>		
Product specifications: _____		
Is product equivalent based on specifications provided: <input type="checkbox"/> YES <input type="checkbox"/> NO		
Is a sample required for evaluation: <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Printed Graphic Panels:</b>		
Product specifications: _____		
Is product equivalent based on specifications provided: <input type="checkbox"/> YES <input type="checkbox"/> NO		
Is a sample required for evaluation: <input type="checkbox"/> YES <input type="checkbox"/> NO		
Comments:		

**EVALUATION GRID**

Bidder:

Evaluator’s Initials:

Evaluation Criteria	Met	Not met
<b>M.2 FINANCIAL PROPOSAL</b>		
The Bidder must provide complete costing information strictly in accordance with Annex “B” Pricing and List of Deliverables. All line items in Annex “B” <b>must</b> be bid. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.		
<b>Comments:</b>		

**1.2 Financial Evaluation**

**1.2.1 Evaluation of Price**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

**1.2.2 Financial Evaluation Criteria**

The financial evaluation will be conducted by calculating the Total Bid Price using Annex "B" - Pricing and List of Deliverables, as completed by the Bidder.

**2. Basis of Selection - Mandatory Technical Criteria**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.