

**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 DND IDENTIFICATION CARDS	
Solicitation No. - N° de l'invitation W8484-147984/A	Date 2013-12-19
Client Reference No. - N° de référence du client W8484-147984	
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-036-64254	
File No. - N° de dossier cw036.W8484-147984	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-01-10	Time Zone Fuseau horaire Eastern Standard Time EST
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: Amaral(CW Div.), Paola	Buyer Id - Id de l'acheteur cw036
Telephone No. - N° de téléphone (613) 993-5642 ()	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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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, and the Basis of Payment.

2. Summary

A Contractor is required to provide the materials for the creation of identification and specialty cards for Military members, Civilian employees, and Allied Force members of Department of National Defence (DND) in support of the National Identification Program. The National Defence Identification Section (NDIS) logo must be printed on laminate as a security feature provided to DND for creation of the identification and specialty cards.

The contractor must provide on an "as and when" required basis the items listed in the Statement of Work. These items must be delivered within five (5) working days after receipt of order.

The period of the Contract is from the date of contract award to **January 31st, 2017** inclusive with the option to extend the term of the Contract by up to two (2) additional one-year periods under the same conditions.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

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

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.

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 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, 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.

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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.

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 (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<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 demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

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

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Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

The evaluation will be completed in two phases.

PHASE I:

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

M.1 CORPORATE EXPERIENCE

The Bidder must demonstrate that it has been contractually bound to at least two (2) separate external clients (outside of the Bidder's own company) to provide the materials (including pvc / polycarbonate id cards and imprinted laminate) for overprinting and lamination of secure identification cards.

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

The Bidder must provide the following information for each contract:

- a) a description of the requirement;
- b) a description of the ID cards and laminate materials;
- c) a description of the laminate imprint requirements provided by the Bidder;
- d) the Client information for the Contract

M.2 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 (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.4 Deliverables.

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

M.3 FINANCIAL PROPOSAL

The Bidder must provide complete costing information strictly in accordance with Annex "B" Basis of Payment. 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. Shipping is extra.

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria in M.1, M.2, and M.3 to be declared responsive for Phase I.

PHASE II:

The lowest responsive bid in Phase I will be evaluated in Phase II as follows:

1. Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the mandatory criteria and technical and financial evaluation criteria.

The DND Technical Authority will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

M.4 PRE-PRODUCTION SAMPLES

The lowest Bidder must provide the pre-production samples, as described herein, **upon request in writing from the Contracting Authority**, as follows:

Pre-production samples:

Pre-Production Samples				
Item Number	Stock Number	Description	Essential Specifications*	Quantities
2.	Fargo 81789 (or approved equivalent*)	PolyGuard Laminate Rolls (w/ sample logo, positioned in accordance with Appendix "1")	<ul style="list-style-type: none"> • 1.0 mil thickness • 250 imprints (per roll) • secure, tamper-resistant overlamine • logo must be translucent, tri-modal effect, (hologram), compatible with CR80 size cards • compatible with Fargo printers: DTC550-LC • shelf-life of up to 1 year 	1 roll

5.	N/A	ID badge-size laminating pouches (w/ sample logo, positioned in accordance with Appendix "1")	<ul style="list-style-type: none"> at least 10 mil (not more than 12 mil) thickness overall, very rigid 65mm x 95 mm, ultra clear (when laminated) secure, tamper-resistant overlamine logo must be translucent, tri-modal effect, (holographic imprint) 	10 pouches
7.	Fargo 82601 (or equivalent*)	PolyGuard Laminate Rolls (w/ sample logo, positioned in accordance with Appendix "1")	<ul style="list-style-type: none"> Clear patch overlamine 1.0 mil thickness lamine does not extend to the edge of cards 250 imprints per roll compatible with CR80 size cards compatible with Fargo DTC4500 printer a shelf-life of up to 1 year 	1 roll

** Equivalent products meeting all Essential Specifications and in accordance with the SACC Manual Clause B3000T (2006-06-16) Equivalent Products, will be accepted. If equivalent products are proposed, products will be tested with the DND printers listed in this Annex "A" Statement of Work, during Phase II of the evaluation prior to being accepted.*

The pre-production samples must be submitted to the Public Works and Government Services Canada (PWGS) Bid Receiving Unit within twenty-one (21) calendar days of written request from the Contracting Authority, to the address indicated on page 1 of the bid solicitation.

The Contracting Authority will forward the pre-production samples submitted to the DND Technical Authority for evaluation. The DND Technical Authority must notify the Contracting Authority, in writing, of the conditional acceptance, acceptance, or rejection of the samples. A copy of this notification is to be provided to the Bidder by the Contracting Authority.

The DND Technical Authority will evaluate the samples in accordance with the following criteria:

a) Measurements;

b) Durability;

Cards must have sufficient rigidity to ensure that they do not break easily.

Testing to include: bending flexibility, attempt at hand tearing, twisting, and folding.

Laminate rolls and pouches must demonstrate that they can be sufficiently sealed to prevent easy removal, i.e. to show if any tampering has been done while attempting to remove the laminate. Laminate pouches must provide a sufficiently sturdy laminated card, similar to a credit card, so the paper card within the pouch cannot be easily torn or damaged.

Testing to include: bending/flexing, attempt at hand tearing, twisting, and folding

c) Overall construction;

Laminate rolls and pouches must demonstrate proper placement of sample logo, printing must be clear, and laminate must be properly affixed without bleeding ends.

Testing to include: running rolls and pouches through the DND laminator to ensure pouches are not damaged and are properly sealed (after lamination).

d) The logo cannot be scratched off or defaced in any way.

Testing to include: the use of a fingernail, eraser, table scuffing, or other measures to ensure that logo cannot be removed without leaving sign of tampering. Testing will also include the use of laminate in the printer, or laminator, to ensure the logo is not removed when heat is applied.

If samples are rejected, the Bidder must submit second samples within twenty-one (21) calendar days of written notification by the Contracting Authority.

If the second samples are rejected by the Technical Authority for failing to meet the technical requirements, the Bidder will not be reimbursed for the cost and the Bidder's proposal will be declared non-responsive. The next lowest bidder will then be requested to provide a pre-production sample for approval and Phase II evaluation process will be repeated with the next lowest Bidder.

1.2 Financial Evaluation

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

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 total evaluated price that passes the pre-production sample evaluation (Phase II) will be recommended for award of a contract.

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 Bidders 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.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder 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_equality/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the [FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml) list at the time of contract award.

2. Additional Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

2.1 Canadian Content Certification

SACC Manual Clause A3063T (2010-01-11) Canadian Content Definition.

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids 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 bid will result in the good(s) offered being treated as non-Canadian goods.

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The Bidder certifies that:

() a minimum of 80 percent of the total bid price 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 - RESULTING CONTRACT CLAUSES

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A"

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

2.1 General Conditions

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

3. Security Requirement

There is no security requirement applicable to this Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the contract is from date of award until **January 31st, 2017** inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

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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 DND Contracting Authority

The DND Contracting Authority is:

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

5.3 Technical Authority

The Technical Authority for the Contract is:

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

The Technical Authority named above 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 Technical Authority, however the Technical 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.

5.4 Contractor's Representative

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

6. Payment

6.1 Basis of Payment

6.1.1 Firm Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid unit prices, as specified in Annex "B" for a cost of \$ _____ (*amount inserted at contract award by Contracting Authority*). 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.

6.1.2 Limitation of Expenditure – 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

7. Invoicing Instructions

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.

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the following address for certification and payment:

Department of National Defence
101 Colonel By Drive
Ottawa, ON K1A 0K2
Attention: *to be provided in resulting contract.*

One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

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.

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;
- (c) the general conditions 2030 (2013-06-27) General Conditions - Higher Complexity - Goods;
- (d) Annex "A", Statement of Work;
- (e) Annex "B", Basis of Payment; and
- (f) the Contractor's bid dated _____.

11. Defence Contract

SACC Manual clause A9006C (2012-07-16) Defence Contract

12. 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.

13. SACC Manual Clauses

SACC Manual clause D5328C (2007-11-30) Inspection and Acceptance

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

SACC Manual clause P1005C (2010-01-11) Packaging and Packing of Printed Products

SACC Manual clause B7500C (2006-06-16) Excess Goods

ANNEX "A"
STATEMENT OF WORK

Military Police Unit Ottawa
Identification Card Consumable Supplies

A.1. REQUIREMENT

The Contractor must provide the materials as specified in the Annex "A" Statement of Work for the creation of identification, and specialty cards for Military members, Civilian employees, and Allied Force members of the Department of National Defence (DND) in support of the National Identification Program.

The National Defence Identification Section (NDIS) logo must be printed on the laminate rolls and pouches as a security feature provided to DND for creation of the identification and specialty cards.

A.2. BACKGROUND

The Military Police Unit Ottawa (MPUO) is the section responsible for the creation and modification of various types of Canadian Forces (CF) and Department of National Defence (DND) identification cards and building passes. The average number of ID cards and building pass cards produced is approximately 38,000 ID cards and 14,000 building passes per year.

The MPUO currently utilizes a Fargo Model DTC550-LC printer with a Fargo Model DTC 4500 model to be added to the inventory in the near future. All products must be compatible with these printers, as specified in A.3.

A.3. CONTRACTOR RESPONSIBILITIES

The Contractor is responsible for the following:

- A.3.1** The Contractor must have the capability and capacity to test and maintain software to pre-imprint the NDIS logo on rolls of laminate and on laminating pouches prior to delivery of consumables to NDIS.
- A.3.2** For security purposes, the logo must be printed on the laminate rolls (6 logo placements, two rows of three each, front and back of card) and laminating pouches (one slightly larger logo on the lower right corner, front of card) used for ID and specialty cards before delivery. The logo must be translucent so that any information or photograph placed under the logo will not be distorted or unreadable. The same logo will be used for both the laminating rolls and the laminating pouches.
- A.3.3** The Laminate must have a self correcting alignment mechanism to ensure proper logo placement on the front of the card in case of a printer jam or after installation of a new roll.

A.4. DELIVERABLES

- A.4.1** The following will be delivered during the contract period:

During the period of the contract, the Contractor must produce the initial quantity of items as listed in Table 4.1 Deliverables and store them in a secure climate controlled area at the Contractor's facility. After production of the initial quantities, the Project Authority will specify the quantity of each item to be delivered for each request, in accordance with the minimum quantities indicated in A.4.2. Minimum Quantities. The timeframe for the delivery is five (5) days after receipt of order from Project Authority.

Payment for the items will only be made upon delivery of quantities requested from the quantity in stock, in accordance with Annex "B" Basis of Payment.

The Contractor must notify DND, in writing, when 75% of stock are remaining in their inventory.

Table 4.1 - Deliverables

Item Number	Stock Number	Description	Essential Specifications*	Initial Production Quantities
1.	118301WB (or approved equivalent*)	Blank plastic cards (PVC)	<ul style="list-style-type: none"> • CR80 size cards • 30 mil thickness • White • Film Laminated • Polish/Polish • Graphics Quality • Box with lid, side width (SW) card • 500 cards per box 	330 boxes
2.	Fargo 81789 (or approved equivalent*)	PolyGuard Laminate Rolls (w/ custom NDIS logo)	<ul style="list-style-type: none"> • 1.0 mil thickness • 250 imprints (per roll) • secure, tamper-resistant overlamine • logo must be translucent, tri-modal effect, (hologram), compatible with CR80 size cards • compatible with Fargo printers: DTC550-LC • shelf-life of up to 1 year 	750 rolls

3.	Fargo 81789 (or approved equivalent*)	PolyGuard Laminate Rolls (w/o logo)	<ul style="list-style-type: none"> • clear overlamine • 1.0 mil thickness • 250 imprints (per roll) • secure, tamper-resistant overlamine • compatible with CR80 size cards • compatible with Fargo printers: DTC550-LC • shelf-life of up to 1 year 	300 rolls
4.	Fargo 86201 (or approved equivalent*)	Colour Ribbon (YMCKOK)	<ul style="list-style-type: none"> • YMCKOK colour ribbon with 2 black resin panels and 1 clear overlay panel • Cleaning roll included • RFID-enhanced • 400 colour prints per roll • compatible with Fargo DTC550-LC printer • a shelf-life of up to 1 	450 rolls
5.	N/A	ID badge-size laminating pouches (w/ custom NDIS logo)	<ul style="list-style-type: none"> • 100 per pack • at least 10 mil (not more than 12 mil) thickness overall, very rigid • 65mm x 95 mm, ultra clear (when laminated) • secure, tamper-resistant overlamine • logo must be translucent, tri-modal effect, (holographic imprint) 	1,350 packs
6.	Fargo 86003 (or approved equivalent*)	DTC Printer Cleaning Kits	<p><u>Each</u> kit must include:</p> <ul style="list-style-type: none"> • 2 printhead cleaning pens – for cleaning the printhead • 10 cleaning cards – for cleaning the card rollers • 10 cleaning pads – for general cleaning inside the printer • compatible with Fargo DTC550-LC printer • a shelf-life of up to 1 year 	60 kits

7.	Fargo 82601 (or approved equivalent*)	PolyGuard Laminate Rolls (w/ custom NDIS logo)	<ul style="list-style-type: none"> • Clear patch overlamine • 1.0 mil thickness • laminate does not extend to the edge of cards • 250 imprints per roll • compatible with CR80 size cards • compatible with Fargo DTC4500 printer • a shelf-life of up to 1 year 	750 rolls
8.	Fargo 82601 (or approved equivalent*)	PolyGuard Laminate Rolls (w/o logo)	<ul style="list-style-type: none"> • Clear patch overlamine • 1.0 mil thickness • Approximately 1/16" border from patch to card after lamination • 250 imprints per roll • compatible with Fargo DTC4500 printer • a shelf-life of up to 1 	300 rolls
9.	Fargo 45215 (or approved equivalent*)	Colour Ribbon (YMCKK)	<ul style="list-style-type: none"> • YMCKK colour ribbon • Cleaning roll included • RFID-enhanced • 500 full colour prints per roll • compatible with Fargo DTC4500 printer • a shelf-life of up to 1 year 	450 rolls

* Equivalent products meeting all Essential Specifications and in accordance with the SACC Manual Clause B3000T (2006-06-16) Equivalent Products, will be accepted. If equivalent products are proposed, products will be tested with the DND printers listed in this Annex "A" Statement of Work, during Phase II of the evaluation prior to being accepted.

A.4.2 Minimum Quantities (per order)

Item #1 (Blank plastic cards) – 10 boxes
 Item #2 (PolyGuard laminate rolls – with custom NDIS logo) – 30 rolls
 Item #3 (PolyGuard laminate rolls – without logo) – 10 rolls
 Item #4 (Colour ribbon) – 15 rolls
 Item #5 (Laminating pouches) – 225 packs
 Item #6 (Cleaning kits) – 6 kits
 Item #7 (PolyGuard laminate rolls – with custom NDIS logo) – 30 rolls
 Item #8 (PolyGuard laminate rolls – without logo) – 10 rolls
 Item #9 (Colour ribbon) – 10 rolls

A.4.3. Optional Quantities to be Placed in Stock after Initial Production Period

DND may require additional quantities of the items at any time during the period of the contract or the option periods. Should additional quantities be required, the Contracting Authority will issue a Contract amendment that will specify the quantity of items to be produced. Once the items are produced, the Contractor must store them at the Contractor's facility until the Project Authority requests them for delivery in accordance with the minimum quantities indicated in A.4.2 Minimum Quantities.

A.5. ARTWORK / LOGO

A .jpg image of the NDIS logo will be provided to the Contractor at time of contract award. The same NDIS logo must be used for both the laminate and pouches (items #2, #5, #7).

Positioning of logos must be in accordance with Appendix "1" Logo Placement.

A.6. OVERRUNS / UNDERRUNS

No overruns will be accepted. No under runs will be accepted.

A.7. DELIVERY

All deliverables (completed quantities identified in each order) identified in Section A.4 - Deliverables, must be delivered to:

National Defence Headquarters
101 Colonel By Drive
Ottawa, ON K1A 0K2
Attn: *To be provided in resulting contract.*

The Contractor must contact the Project Authority prior to shipping to make arrangements for delivery.

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.

A.8. COMPONENTS

- All components required to complete the contract, whether produced or purchased by the Contractor, or provided to the Contractor are the property of the Government of Canada.
- The Contractor must return all components to the Project Authority within five working days of receiving the request to do so and at no additional cost to Canada.
- Components must be packaged appropriately and shipped in a manner to ensure safe delivery at the specified destination.

A.9. QUALITY ASSURANCE

Solicitation No. - N° de l'invitation

W8484-147984/A

Amd. No. - N° de la modif.

File No. - N° du dossier

cw036W8484-147984

Buyer ID - Id de l'acheteur

cw036

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

W8484-147984

CCC No./N° CCC - FMS No/ N° VME

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.

Solicitation No. - N° de l'invitation

W8484-147984/A

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

W8484-147984

Amd. No. - N° de la modif.

File No. - N° du dossier

cw036W8484-147984

Buyer ID - Id de l'acheteur

cw036

CCC No./N° CCC - FMS No/ N° VME

ANNEX "B" **BASIS OF PAYMENT**

Bidders must provide pricing in the format specified in this Annex "B" - Basis of Payment. Failure to provide prices in the format specified will render the proposal non-responsive.

Bidders must submit firm, all-inclusive unit prices in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included. Shipping costs extra.

Payment will be made in accordance with the quantities specified in each request for delivery following the complete delivery to the final destination, and in accordance with article 6. Payment.

If pricing is not provided for an item, a price of \$0.00 will be assigned for the item and the bidder will be provided an opportunity to agree with the \$0.00 amount. If the bidder agrees then the Basis of Payment will be considered compliant. However if the bidder disagrees then the proposal will be found non-compliant and no further evaluation will be done.

Prices must include all materials and operations (set-up charges, printing of logos, packaging materials, labels and their application) to supply the final products and ready the items for shipping.

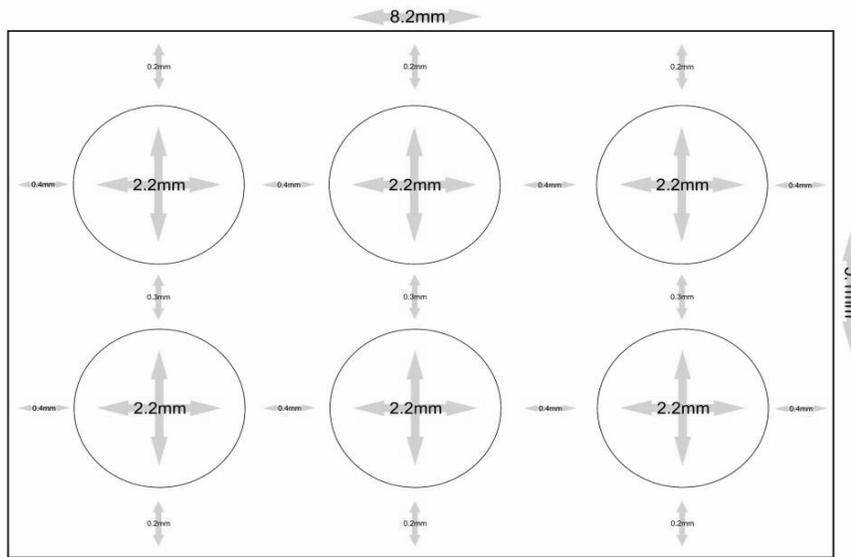
The Contractor will be reimbursed for the shipping at cost, without any allowance for profit and/or administrative overhead and upon receipt of proper cost support documentation. All payments are subject to government audit.

BIDDERS ARE RESPONSIBLE TO ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET SUPPLIED TO THEM AND RETURN IT ON A USB STICK ALONG WITH A PRINT OUT OF THE COMPLETED ANNEX "B" BASIS OF PAYMENT WITH THEIR PROPOSAL.

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.

APPENDIX "1" LOGO PLACEMENT

Laminating Rolls:



Laminating Pouches:

