

**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 Dry Seals	
Solicitation No. - N° de l'invitation BPPT1-130466/A	Date 2014-05-02
Client Reference No. - N° de référence du client BPPT1-130466	
GETS Reference No. - N° de référence de SEAG PW-\$\$PD-032-65064	
File No. - N° de dossier pd032.BPPT1-130466	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-06-16	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: Swanson, Manon	Buyer Id - Id de l'acheteur pd032
Telephone No. - N° de téléphone (819) 956-7304 ()	FAX No. - N° de FAX (819) 956-5454
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF CITIZENSHIP AND IMMIGRATION 5TH FLOOR 70 RUE CREMAZIE GATINEAU Quebec K1A0G3 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

Commercial Acquisitions & Fast Track Procurement
Div/Div des Acquisitions commerciales et achats en régime
accéléré

11 Laurier St. / 11 rue Laurier

6B3, Place du Portage

Phase III

Gatineau

Québec

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. Requirement

The bidder must provide the deliverables in accordance with the technical requirements as specified at Annex "A" - Statement of Work and in accordance with the Annex "B" Basis of Payment for the Department of Citizenship and Immigration Canada (CIC), Gatineau, Quebeco for a period of two (2) years from the contract award date.

1.1 Optional additional quantities

The bidder grants to Canada an irrevocable option to procure up to an additional one hundred ninety (190) seals under the same terms and conditions and at the prices quoted in Annex B.

The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment. The contract authority may exercise the option to procure additional quantities at any time within the contract period by sending a written notice to the Contractor.

2. 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 may be in writing, by telephone or in person.

3. Trade Agreements

The requirement is subject to the provisions the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

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 (2014-03-01e) Standard Instructions - Goods or Services - Competitive Requirements, are

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

Delete: sixty (60) days

Insert: ninety (90) days

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 ten (10) 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered 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 the province of 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 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 Basis of Payment detailed at Annex B. The total amount of Applicable Taxes must be shown separately.

1.1 SACC Manual Clause

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

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

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation and must meet all the mandatory technical criteria as detailed in Annex A - Statement of work.

1.2 Financial Evaluation

1.2.1 Evaluation of Price

- A) Only the proposals that are technically responsive will be considered for financial evaluation;.
- B) The price of the bid will be evaluated in Canadian dollars, applicable taxes are excluded;
- C) For the purposes of bid evaluation, the Pricing schedule detailed at Annex "B" will be used. The Bidder must provide unit prices for the Goods being proposed in accordance with the bid solicitation, for the initial contract period and the option period;.
- D) For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Basis of Payment;

2. Basis of Selection

A bid must comply with the requirements of the bid solicitation, and meet all mandatory specifications to be declared responsive.

The responsive bid with the lowest evaluated price will be recommended for award of a contract

PART 5 - CERTIFICATIONS

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information 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 in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, 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 and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003 .(The associated information required within the Integrity Provisions 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" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - 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" list at the time of contract award.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

For security purposes, when services are required, client department representatives will be required to escort Standing Offer Holder's (SOH's) personnel on their premises unless SOH's personnel has met the security requirements of the client department by obtaining security status.

2. Statement of Work

The Contractor must perform the Work in accordance with 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 (2014-03-01), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

4. Term of Contract

4.1 Delivery Date

While the first delivery to supply and deliver 410 dry seals is requested within 60 calendar days from contract award

The best delivery that could be offered is: _____

For additional quantities the delivery must be made within _____ calendar days

4.2. Period of the Contract

The period of the Contract is from date of Contract for a period of two (2) years.

4.2.1 Option for Additional Quantities

The Contractor grants to Canada the option to purchase up to an estimated quantity of 190 seals under the same terms and conditions stated in the Contract and at the prices stated in Annex B.

Should Canada decide to exercise this option, it will do so by notifying the Contractor in writing using the "order request forms" detailed at Annex C. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

The Contract Authority may exercise the option to procure additional quantities at any time within the contract period

4.2.2 Order Request forms Process

As part of the conditions of Contract, the Contractor can only receive and action an order request from Project Authority named in the contract. Only goods already part of this contract may be included in any subsequent order request.

1. The Project Authority will provide the Contractor with a duly authorized "Order Request forms";
2. The Contractor must provide to the Project Authority, within 2 calendar days of receipt of the request, a signed received "Order request forms" agreeing to provide the goods as indicated in Annex "A";

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Manon Swanson

Public Works and Government Services Canada

Telephone: 819-956-7304

Facsimile: 819-956-5454

E-mail address: manon.swanson@pwgsc.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: (to be advised at time of award)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

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

Sales person to be contacted for customer assistance

Name: _____
 Telephone: _____
 Fascimile: _____
 Email: _____

Person to contact for delivery and follow-up.

Name: _____
 Telephone: _____
 Fascimile: _____
 E-mail: _____

6. Payment

6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a "firm unit price as specified in Annex B for a total cost of \$ _____ (insert the amount at contract award) Customs duties are included and Applicable Taxes are extra.

6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract for all Order Requests must not exceed :

\$ 90,000.00 (including option for additional quantities, shipping costs and all applicable taxes are extra).

Customs duties are included, if applicable; and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the Contract expiry date, or

- (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.3 SACC Manual clause

H1000C (2008-05-120 Single Payment)

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.

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 _____. (*Insert the name of the province or territory as specified by the Bidder in its bid, if applicable*)

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 2010A (2014-03-01);
- (c) Annex A, Statement of work;
- (d) Annex B, Basis of Payment
- (e) Order request forms

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Buyer ID - Id de l'acheteur

pd032

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(f) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*)

11. SACC Manual clause

B7500C	2006-06-16	Excess Goods
G1005C	2008-05-12	Insurance

Annex A

STATEMENT OF WORK

A. Requirement

A1. Requirement:

Citizenship and Immigration Canada (CIC) has a requirement for the provision of up to 600 dry seal embossing devices (hereinafter referred to as seals), prepackage each seal for shipment and deliver the packages to a designated address in Canada. CIC has estimated up to 600 seals may be purchased during the contract period.

B. Background

B1. CIC's Passport program requires seals to emboss some of its documents. These seals must reproduce a design measuring up to one and three quarter inch (1 $\frac{3}{4}$ ") in diameter.

C. Scope of Work

C1. The contractor must provide an initial order of up to 410 individual seals.

C2. The contractor must reproduce an identical design on each seal. The design will be supplied by CIC and must be reproduced faithfully without alteration.

C3. The contractor will be required to submit one sample seal to CIC, at no cost, for approval before producing the required seals.

C4. Each seal will bear a stock control number (SCN) made up of one letter followed by a number made up of four digits. The SCN will be reproduced as defined on the supplied design.

C5. The contractor is required to ensure that no two seals ever bear the same SCN. CIC will define the letter to be used to construct the stock control number and the four digits at which the numbering will begin. The contractor will be responsible for incrementing the number by a value of one (1) for every new seal it produces.

D. Specifications Table

Type (Desktop, Pocket, Handheld)	
Construction Material	Cast Iron
Color	No color
Embossing die set material	The negative or engraved half of the embossing medallion must be made of brass
Paper Weight Capacity	<ol style="list-style-type: none"> 1. 90gsm paper 2. Glued layers of paper measuring up to nine thousandths of an inch (0.009") in thickness 3. Photographic prints glued to 90gsm paper with a total measurement of up to 15 thousandths of an inch in thickness (0.015")
Impression quality	Seals must produce a crisp and legible impression on materials 1 and 2 under "Paper Weight Capacity" below. For 3, the impression may be slightly less crisp over the photo, but text must remain legible.
Mechanism	Mechanical
Reach (Depth from the edge of the page where the seal will be affixed, usually defined as a minimum value)	A minimum of 1/2" from the edge of the page to the edge of the 1 3/4" brass medallion.
Measurements of Embossing devices	<ol style="list-style-type: none"> 1. Each seal must measure no more than 2.5 x 5.5 x 8.5 inches when at rest with its lever extended. 2. Each seal must measure no more than 2.5 x 5.5 x 5.5 inches when stored with its lever depressed.
Weight of Embossing devices	Each individual seal must weigh no more than 1.75kg
Imprint size (we have this - 1.75 inches)	Any design contained in a circle measuring up to 1.75" in diameter
Orientation	The design must be oriented on the medallion so that when the top edge of a sheet is inserted into the seal, the design will be applied in its normal upright orientation (this is sometimes considered upside down compared to the usual orientation or most seals).

E. Shipping requirements

- E1. For the initial shipment of seals, CIC will supply the contractor with shipping labels when the orders are placed, transmittal notes and a reference table to record the SCN of each seal. Each shipping label and corresponding transmittal note will be provided in the same envelope.
- E2. The contractor must record the SCN of the dry seal being shipped to each location specified by the shipping label on the transmittal note and on the reference table in a softcopy Excel format. The contractor must then place the transmittal note inside the seal's shipping box.
- E3. The contractor must ensure that a second employee confirms that the SCN entered on the transmittal note and reference table are correct to avoid any error.
- E4. For additional seals, the contractor will not be required to complete the reference table, but must provide the SCN prior to shipping, during the order confirmation.
- E5. The contractor must securely package each seal in an individual single wall corrugated cardboard box having internal dimensions of no more than 6 x 6 x 3 inches.
- E6. The contractor must ensure that the cardboard boxes meet or surpass 200 pounds per square inch burst test.
- E7. The contractor is to pack the seals in the boxes using recyclable packaging materials to ensure that the seal does not move or become damaged during lengthy international transit via both air and ground transportation as well as manual and mechanical handling.
- E8. To ensure compliance with the Department of Foreign Affairs' internal mail handling procedures, the contractor must stamp the word "CLASSIFIED" in large highly visible type on the outside of the cardboard box to ensure proper routing of the box. **This is not to be construed as a security marking.**

F. Order Fulfilment

- F1. The initial order of seals is to be fulfilled within 60 calendar days of the submission of the design and shipping documentation by CIC.
- F2. CIC reserves the right to purchase additional seals individually and on an as and when required basis within two year from contract award. Additional seals are to be shipped within 10 business days from the date of order placement.

G. Warranty

- G1. Goods must be guaranteed not to contain any defects for a period of one year following delivery.
- 2. Defect materiel must be replaced within 10 business days of order placement.

H. Method and Source of Acceptance

- H1. All deliverables and services rendered under this requirement are subject to inspection by the CIC Departmental Representative or a designated representative from Department of Foreign Affairs, Trade and Development (DFATD) to oversee the tracking of the seal SCNs. Should any deliverable not be to the satisfaction of the CIC Departmental Representative, as submitted, the CIC Departmental Representative shall have the right to reject it or require correction before payment will be authorized.

I. Delivery

1. Products are to be delivered to:

Citizenship and Immigration Canada
70, Cremazie street
Gatineau Quebec
K1A 0G3
Attention: A Beausoleil

- I2. If shipped from outside Canada, the address is to include the note "c/o Charles Higgerty Limited" as the first line of the address to ensure proper customs clearance.
- I3. All deliverables (410 seals) are to be delivered to CIC no later than 60 days after contract award.

Annex "B"

Basis of payment

During the period of the contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included and applicable taxes are extra.

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with this Basis of Payment;

Canada's total liability to the Contractor under the Contract shall not exceed \$90,000.00, including option for additional quantities, shipping costs and all applicable taxes are extra.

The Bidder must complete the following pricing schedule and include it in its financial bid;

A. Cost of each seal \$ _____/ea

Total for 410 seals \$ _____

B. Shipping cost for each seal \$ _____/ea

Taxes \$ _____

Total Evaluated Cost (A+B) \$ _____

Additional estimated quantity of up to 190 seals including shipping costs (*The additional seals, must be the same price as the initial order*).

C. Price per unit	\$ _____
TOTAL Cost for initial order and additional estimated quantities (A + B x 410 dry seals) + (C x 190 dry seals)	\$ _____

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pd032BPPT1-130466

Buyer ID - Id de l'acheteur

pd032

CCC No./N° CCC - FMS No/ N° VME

Annex "C"

Order request forms

Description	Quantity	Unit price	Total	Date of delivery
		\$	\$	
		\$	\$	
		\$	\$	

Project Authority signature

Date
