

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
**PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1
Bid Fax: (204) 983-0338**

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 Shilo Stag	
Solicitation No. - N° de l'invitation W0118-150002/A	Date 2014-06-09
Client Reference No. - N° de référence du client W0118-150002	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-108-9027	
File No. - N° de dossier WPG-4-37023 (108)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-06-25	
Time Zone Fuseau horaire Central Daylight Saving Time CDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Perkins, Bill	Buyer Id - Id de l'acheteur wpg108
Telephone No. - N° de téléphone (204) 983-0275 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFB SHILO SHILO Manitoba R0K2A0 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

Public Works and Government Services Canada - Western
Region
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1

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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SHILO STAG PRINTING

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PART 1 - GENERAL INFORMATION

1. Requirement

To establish a Contract to print and deliver the Shilo Stag Newspaper for the Department of National Defence (DND), Canadian Forces Base (CFB) Shilo, Manitoba. The Contract is to cover a 24 month period starting from July 1, 2014 to June 30, 2016, with two (2) additional, one (1) year option periods. The contractor will supply back-up support and Technical consultation to the client in order to achieve their delivery times. They must be able to offer training to client consistent with product improvement and publishing system compatibility. Refer to Annex "A", Requirement for further details of this requirement.

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.

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](http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/achong.jsp) (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/achong.jsp>) 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 (2014-03-01) 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: 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.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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.

4. Applicable Laws

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

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 (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

Prices must appear in the financial 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 are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical 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. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

1.1 SACC Manual Clauses

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

- a) Compliance with meeting all of the mandatory specification requirements, as identified under Annex "A", Requirement.
- b) Compliance with the Basis of Payment, as identified under Annex "B".

1.2 Financial Evaluation

SACC Manual Clause A0220T (2007-05-25), Evaluation of Price

2. Basis of Selection

- 2.1** A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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.

2. Additional Certifications Required 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 inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

2.1 Canadian Content Certification

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

2.1.1.1 Canadian Content Certification

This procurement is limited to Canadian goods.

The Bidder certifies that:

() the good(s) offered are Canadian goods as defined in paragraph 1 of clause A3050T.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Requirement

To establish a Contract to print the Shilo Stag Newspaper for Department of National Defence (DND), Canadian Forces Base (CFB) Shilo, Manitoba. The Contract is to cover a 24 month period starting from date of award to June 15, 2016, with two (2) additional, one (1) year option periods. The contractor will supply back-up support and Technical consultation to the client in order to achieve their delivery times. They must be able to offer training to client consistent with product improvement and publishing system compatibility. Refer to Annex "A", Requirement for further details of this requirement.

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](http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp) (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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.

3.2 SACC Manual clauses

D5328C	2007-11-30	Inspection and Acceptance
P1005C	2010-01-11	Packaging and Packing of Printed Products
P1010C	2010-01-11	Quality Levels for Printing
P1011C	2010-01-11	Quality Levels for Colour Reproduction
P1016C	2010-01-11	Quality Levels for Binding
D2001C	2007-11-30	Labelling

4. Term of Contract

4.1 Period of the Contract

The period of the Contract will be from July 1, 2014 to June 15, 2016.

4.2 Option to Extend the Contract

If the Contract is authorized for use beyond the initial period, the Offeror offers to extend its offer for an two (2) additional, one (1) year option periods under the same terms and conditions and at the rates or prices specified in the Contract.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Bill Perkins

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Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
100-167 Lombard Avenue
Winnipeg, MB R3C 2Z1

Telephone: (204) 983-0275
Facsimile: (204) 983-7796
E-mail address: bill.perkins@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: **TBD**

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

Name: _____

Title: _____

Telephone : ____ _

Facsimile: ____ _

E-mail address: _____

6. Payment

6.1 Basis of Payment – Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a "firm lot price(s)", as specified in the contract for a cost of \$ **TBD** .
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.

6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ **TBD** . Customs duties are "excluded" and 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 specifications, 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) if 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 Single Payment

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

7. Invoicing Instructions

7.1 Invoicing Instructions

- 7.1.1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

8. Certifications

- 8.1 Compliance with the certifications 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 or 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.

8.1.1 Canadian Content Certification

8.1.1.1 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 Manitoba

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.

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- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2014-03-01) - Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____.

11. Defence Contract

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

12. SACC Manual Clauses

G1005C	Insurance	2008-05-12
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ANNEX "A", REQUIREMENT

1. Title

The purpose of this SOW is to detail the requirements for the printing of the Department of National Defence (DND), Canadian Forces Bases (CFB) Shilo Newspaper.

2. Background

DND CFB Shilo communicates to its members, through the publication of a Newspaper called "Shilo Stag"

3. Objective

To establish a Contract to print the Shilo Stag Newspaper for DND CFB Shilo. The Contract is to cover a 24 month period from July 1, 2014 to June 15, 2016, with two (2) additional, one (1) year option periods.

4. Scope of Work

Specifications on the Newspaper is as follows:

Frequency: The Shilo Stag Newspaper is to be printed every two weeks, for a total of 48 issues for the 24 month period.

Page length: The length of the publication is approximately 12 pages to 36 pages in length.

Quantity per publication: To print 3000 copies in English, with printing on both sides of page with between 12 and 16 pages per paper every two weeks.

Size:

Trim or Tabloid size: 15.333" deep x 11.4 inches wide

Image size/page: 14 inches deep x 10.25 inches wide.

Centre Spread image: 14 inches deep x 21.25 inches wide.

Color leads are considered to be 4-compatible tabloid page couplings. (An example is the front, centre and back pages)

The Shilo Stag must be printed on a minimum 30.5 inch wide press.

Stock: 45 GSM (lightweight news or equivalent). Newsprint grade, uncoated. Color Newsprint with 58 brightness

Ink: Standard black ink (no cmyk) for black and white pages. Use Process Colours (CMYK).

Packaging & Labels: Bundle sizes not to exceed 35 lbs or approximately 16 kg. Number of cartons must be listed (ie: 1 of 10, etc). Labels must indicate title of product, quantity, description of publication in each carton (or item number if applicable), address, and special instructions) will be determined by the printer in consideration of weight and for ease of handling by both printer and client staff members.

Contractor's responsibilities:

Provide printing services to the Shilo Stag on a regularly scheduled day to be confirmed by the DND Project Authority.

To print and package the quantity of newspapers ordered by the DND Project Authority in the number of pages and color requirements in each individual edition.

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When required, the Contractor will provide technical support required to ensure a successful printing of the Shilo Stag to the satisfaction of the DND Project Authority.

In the event there is a change in any of the printer's processes or technology, training will be provided as required to the Shilo Stag staff to maintain a smooth workflow in the production of its newspaper. There will be no charge for this service.

DND CFB responsibilities:

DND will send the originals in a PDF ready format ready for printing to the Contractor. In the event such a file transfer protocol is unavailable through technical failure with either party's computer or publishing system, PDF files will be provided to the printer on a suitable media such as CD or thumbdrive.

Components Returned:

All original material supplied (ie. CD, artwork, etc.) or created during production (ie. proofs, etc.) for any printing requirements is deemed to be the property of the Crown and must be returned at no cost with samples of printed products after each request is completed. The contractor is responsible for the delivery of components to the designated location which may differ from the delivery address or destination(s).

Once a contract is awarded, the contractor shall arrange a start up meeting between themselves and DND CFB Shilo Project Authority. Name, telephone number and e-mail address will be provided to the successful bidder upon award of contract. The contractor will be responsible for any applicable expenses to attend the meeting.

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Annex "B", Basis of Payment

PRICING: Bidders MUST provide a firm, all inclusive, lot price for each of the following items, FOB Destination - Canadian Forces Base Shilo, Shilo, Manitoba, including all delivery and off-loading charges specified herein, GST extra.

CONTRACT PERIOD - JULY 1, 2014 TO JUNE 30, 2016

PART A (Only PART A will be for evaluation purposes)

NEWSPAPER: LOT PRICE

Bi-weekly run and distribution of 3,000 printed English copies, including 4 compatible pages of process colour of a twelve (12) page Newspaper x 48 runs per 24 months, in accordance with the Requirement, Annex "A" herein.

\$_____ / lot price per run
(x 48 runs per 24 months)

PART B (NOTE – This section is not for evaluation purposes):

If there is a change in the tab pages or the color process from the above specifications, prices will be charged as follows:

Tab Pages	3,000 copies	Additional Thousands per issue
16	\$	\$ /per issue
20	\$	\$ /per issue
24	\$	\$ /per issue

Color	Plates (per 3,000 copies)	Ink. 3,000 copies or more
Spot	\$ / per process plate	\$ /per issue
Process	\$ / per first 4 pages	\$ /per issue

Mechanical Inserting:	If DND choose to utilize the vendor's inserting services for flyers or pre-prints the following pricing would apply.	
Machine inserting where applicable	\$ / per insert, per 3,000 copies	
Hand inserting	\$ / per insert, per 3,000 copies	

Any necessary charges to provide a completed product, omitted in error by the Contractor, will be the sole responsibility of the contractor for the cost.

NOTE: This section, when completed, will be considered as the bidder's Financial Proposal

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OPTION PERIOD ONE - JULY 1, 2016 TO JUNE 30, 2017

PART A (Only PART A will be for evaluation purposes)

NEWSPAPER: LOT PRICE

Bi-weekly run and distribution of 3,000 printed English copies, including 4 compatible pages of process colour of a twelve (12) page Newspaper x 48 runs per 24 months, in accordance with the Requirement, Annex "A" herein.

\$_____ / lot price per run
(x 48 runs per 24 months)

PART B (NOTE – This section is not for evaluation purposes):

If there is a change in the tab pages or the color process from the above specifications, prices will be charged as follows:

Tab Pages	3,000 copies	Additional Thousands per issue
16	\$	\$ /per issue
20	\$	\$ /per issue
24	\$	\$ /per issue

Color	Plates (per 3,000 copies)	Ink. 3,000 copies or more
Spot	\$ / per process plate	\$ /per issue
Process	\$ / per first 4 pages	\$ /per issue

Mechanical Inserting:	If DND choose to utilize the vendor's inserting services for flyers or pre-prints the following pricing would apply.	
Machine inserting where applicable	\$ / per insert, per 3,000 copies	
Hand inserting	\$ / per insert, per 3,000 copies	

Any necessary charges to provide a completed product, omitted in error by the Contractor, will be the sole responsibility of the contractor for the cost.

NOTE: This section, when completed, will be considered as the bidder's Financial Proposal

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OPTION PERIOD TWO - JULY 1, 2017 TO JUNE 30, 2018

PART A (Only PART A will be for evaluation purposes)

NEWSPAPER: LOT PRICE

Bi-weekly run and distribution of 3,000 printed English copies, including 4 compatible pages of process colour of a twelve (12) page Newspaper x 48 runs per 24 months, in accordance with the Requirement, Annex "A" herein.

\$_____ / lot price per run
(x 48 runs per 24 months)

PART B (NOTE – This section is not for evaluation purposes)

If there is a change in the tab pages or the color process from the above specifications, prices will be charged as follows:

Tab Pages	3,000 copies	Additional Thousands per issue
16	\$	\$ /per issue
20	\$	\$ /per issue
24	\$	\$ /per issue

Color	Plates (per 3,000 copies)	Ink. 3,000 copies or more
Spot	\$ / per process plate	\$ /per issue
Process	\$ / per first 4 pages	\$ /per issue

Mechanical Inserting:	If DND choose to utilize the vendor's inserting services for flyers or pre-prints the following pricing would apply.	
Machine inserting where applicable	\$ / per insert, per 3,000 copies	
Hand inserting	\$ / per insert, per 3,000 copies	

Any necessary charges to provide a completed product, omitted in error by the Contractor, will be the sole responsibility of the contractor for the cost.

NOTE: This section, when completed, will be considered as the bidder's Financial Proposal