

**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 ENVELOPE, MAILING		
Solicitation No. - N° de l'invitation W8486-151476/A	Date 2014-08-12	
Client Reference No. - N° de référence du client W8486-151476		
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-029-65510		
File No. - N° de dossier cw029.W8486-151476	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-08-26		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: Gariepy, Jacques		Buyer Id - Id de l'acheteur cw029
Telephone No. - N° de téléphone (613) 998-8582 ()	FAX No. - N° de FAX () -	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 25 CFSD MONTREAL 6363 RUE NOTRE DAME ST E. MONTREAL Quebec H1N 3V9 Canada		

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Communication Procurement Directorate/Direction de
l'approvisionnement en communication

360 Albert St./ 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

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

Table of content

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Certifications Required Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. Insurance
12. Defence Contract
13. SACC Manual Clauses

List of Annexes:

Annex A	Statement of Work
Annex B	Basis of Payment
Annex "C"	Visuals for reference purposes only

PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into six (6) 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, the Basis of Payment and Visuals for reference purposes only .

2. Summary

This procurement is not subject to all Comprehensive Land Claims Agreements (CLCA) as any resultant contract will not be sent to the CLCA areas.

The Department of National Defence (DND) has a requirement for the printing and delivery of DND 322 Envelopes (10" x 13" open side, double sideseam envelopes, prints black) .

- 750,000 Envelopes to Montreal + (10 samples to Ottawa);

Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003 (preferably with their bid).

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

This procurement is limited to Canadian good and/or services.

Delivery date: The Contractor must deliver all material to one (1) destination in Montreal **on or before October 15, 2014**

Basis of Selection: 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.

THE REQUIREMENT IS LIMITED TO CANADIAN SUPPLIERS.

Solicitation No. - N° de l'invitation

W8486-151476/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw029

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

W8486-151476

File No. - N° du dossier

cw029W8486-151476

CCC No./N° CCC - FMS No/ N° VME

Bidders must provide a list of names or other related information as needed, pursuant to section 01 of Standard Instructions 2003 (preferably with your bid).

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 may be 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 (2014-06-26) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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.

Department of Public Works and Government Services

Bid Receiving Unit

Place du Portage, Phase III, Core 0A1

11 Laurier Street

Gatineau, Quebec

For couriers: J8X 4A6

For regular mail: K1A 0S5

Telephone : (819) 956-3370

Fax: (819) 997-9776

Bids may be transmitted by facsimile to PWGSC bid receiving unit.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority (jacques.gariepy@pwgsc-tpsgc.gc.ca) no later than **seven (7)** 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 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 separate sections as follows:

Section I: Financial Bid (one [1] hard copy)

Section II: Certifications (one [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>). To assist Canada in reaching its objectives, bidders are encouraged to :

- 1) use 8.5 x 11 inch (216 mm x 279 mm) 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: Financial Bid

1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Section II: Certifications

Bidders must submit the certifications required under Part 5.

1.1 Integrity Provisions

Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003. This information should be provided with your bid.

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 financial and technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Financial Evaluation see Annex B

The prices for all items submitted in Annex "B" Basis of Payment for the Contract period will be added together to obtain the total evaluated price.

SACC Manual Clause A0220T (2013-04-25) Evaluation of Price

2. Basis of Selection

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 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.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

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 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.

2.1 General Conditions

2030 (2014-06-26) General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

3. Security Requirements:

3.1 There is no security requirement applicable to this Contract.

4. Term of Contract

4.1 Delivery date

All deliverables must be delivered to all destinations on or before **Octobre 15, 2014**

4.2 Period of the Contract

The period of the Contract is from date of Contract award to **November 30, 2014** inclusive.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Jacques Gariépy
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Communications Procurement Directorate
360 Albert Street, 12th Floor
Ottawa, Ontario
K1A 0S5

Telephone: 613-998-8582
 Facsimile: 613-993-2581
 E-mail address: jacques.gariepy@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 Technical/Project Authority

The Technical/Project Authority for the Contract is: (available with contract)

The Technical/ 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 Technical/ Project Authority; however, the Technical/ 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 (to be filled in and returned with bid)

General Enquiries (Project Manager)

Name: _____

Telephone: _____ - _____ - _____

Fax: _____ - _____ - _____

E-mail _____

Replacement for Project Manager

Name: _____

Telephone: _____ - _____ - _____

Fax: _____ - _____ - _____

E-mail _____

6. Payment

6.1 Basis of Payment firm unit price(s)

The Contractor will be paid in accordance with the Annex "B" Basis of Payment for Work performed pursuant to the Contract.

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) as specified in in Annex B for a cost of \$ _____. Customs duties are subject to exemption and Applicable Taxes are extra.

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 Price

SACC clause C6000C (2011/05/16) - Limitation of Price

6.3 Method of Payment

Payment after receipt of deliverables.

SACC Manual clause H1001C(2008-05-12) Multiple Payment

7. Invoicing Instructions

7.1. 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.

7.2. Invoices must be distributed as follows:

- (a) The original must be forwarded to the respective depots in Montreal for certification and payment:

25 Canadian Forces supply Depot
6363 Notre Dame East
Montreal, QC H1N 3V9
Canada

- (b) One (1) copy must be forwarded to the Invoice Authority:

DGLEPM / DLP 3-4-1-2
101 Colonel By Dr.
Ottawa, ON K1A 0K2
Attn: Denis Ladouceur Denis.ladouceur@forces.gc.ca 819-994-9252

- (c) One (1) copy must be emailed to the Contracting authority:
jacques.gariepy@pwgsc-tpsgc.gc.ca

8. Certifications

8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

8.2 SACC Manual Clause

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

9. Applicable Laws

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

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions - 2030 (2014-06-26), General Conditions - Higher Complexity - Goods
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- (e) the Contractor's bid dated _____

11. 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.

12. Defence Contract

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

13. SACC Manual Clauses

THE FOLLOWING TERMS AND CONDITIONS ARE INCORPORATED HEREIN.

SACC Reference	Section	Date
A1009C	Work Site Access	2008-05-12
D5328C	Inspection and Acceptance	2007-11-30
P1005C	Packaging and Packing of Printed Products	2010-01-11
P1009C	Author's Alterations	2007-11-30
P1010C	Print Quality	2010-01-11
B7500C	Excess Goods	2006-06-16

ANNEX A**STATEMENT OF WORK****TITLE:** Envelope DND 322**DESCRIPTION :** 10" x 13" open-side envelope, double side seam, prints black.**PRINT QUALITY: Informational**, to be in accordance with the Public Works and Government Services Canada publication entitled "Quality Levels for Printing", latest issues.**OVERRUN / UNDERRUN:** No underruns will be accepted. No overruns will be accepted. If overruns are delivered, they will be returned to the supplier or accepted at no cost to Canada.**1) Envelopes****STOCK:** 24lb (48M) Natural Kraft**INK / COLORS:** Front: Black
Back: Black

Text on Face, Back and Flap differ.

COATING : None**BLEED :** None**SIZE :** 10" tall x 13" wide**FLAP:** Manufacturer standard 1.625" flap, with full glue, along 10" right side edge.**QUANTITIES:**

1,500 boxes of 500 envelopes each (total 750,000 envelopes)

Ottawa: 10 sample envelopes**SAMPLE:** Upon contract award, the Contracting Authority will mail a sample to the Contractor.**BAND:** in 50's**BOX:** in 500's**PROOFS:**

Proofs must be accounted for within the schedule.

Two (2) sets of blueprints or low resolution digital proofs of each language, trim and folded to size. Proofs must be accounted for within the schedule. The client will return one copy the signed proof two (2) working days after receipt of documents.

Proofs are to be shipped as follows:

Courier Handling Facility
465 Industrial Road
Ottawa, ON K1A 0K2

Attention:

DIMPS 3-5 / Forms Management
222 Nepean St. (Vanier Bldg)
Ottawa, Ontario K1A 0K2
Attn: Jim Foley (613-947-8944)

The Contractor must permit the Project Authority seven (7) working days from receipt of proof at the proof National Capital Region address to approve/reject the proofs.

Do not provide the samples to forms management less than 10 days before the expected delivery date.

CORRECTIONS TO PROOFS RESULTING FROM CONTRACTOR ERROR:

When corrections are required, the Contractor must provide a complete set of corrected proofs to the DND **Project Authority** for approval in accordance with the schedule. The final delivery date at destination will not be changed.

SHIPPING AND LABELLING:**Labelling:**

Envelopes are to be packaged in boxes containing 100 envelopes each. All boxes/cartons must be clearly labeled.

Packaging :

All cartons must be identically packaged and completely filled, i.e. (they should all have the same quantity and item in each carton). The cartons must be sturdy and capable of withstanding the heavy contents (up to a maximum of 25 lbs.) as well as able to sustain considerable handling.

Each box, carton, or package must be labelled showing in block letters at one end the quantity, size, title /stock number, requisition number and if applicable, serial number.

For all shipments exceeding 0.566m³ or 15.88 kg (20 ft³ or 35 lbs), except for those shipped by courier, the following must apply:

- The Contractor must strap, and if necessary wrap, shipments on standard 1.22 m x 1.02 m (48" by 40") wood pallets. The four-way forklift entry pallet must be supplied at no charge to the Department of National Defence. Total height, including pallet, must not exceed 1.19 m (47"). The pallet load must not extend further than 2.54 cm (1") from any edge of the pallet.
- The Contractor must group items by stock number (on the same pallet) within consolidated shipments. Pallet loads composed of more than one stock number must be marked as MIXED ITEMS.

-
- Individual items exceeding 1.22 m (48") in length or 453.6 kg (1000 lbs) must be secured to large pallets or must have 10.16 cm x 10.16 cm (4" by 4") skids securely fastened to the bottom of the item. Skids must be separated by a minimum of 71.12 cm (28").
 - Any exception must require the prior approval of the Project Authority.

PRIOR TO DELIVERY**SAMPLES:**

The Contractor must provide the Project Authority with ten (10) finished sample Envelopes for authorization to ship the labels. The Contractor must give Project Authority seven (7) working days from receipt of the samples to approve/reject the samples.

The Contractor must not provide the samples to the Project Authority less than ten (10) days before the expected delivery date. The Project Authority will advise the Contractor whether the samples are approved and the material is ready for shipment to the Depots.

CONTRACTOR MUST NOT SHIP UNTIL APPROVAL IS RECEIVED FROM TECHNICAL AUTHORITY.**DELIVERY INSTRUCTIONS:****DELIVERY INSTRUCTIONS - MONTREAL DELIVERY:**

Delivery appointment MUST be made prior to delivery.

For delivery appointments contact:

Montreal

W1941

25 CFSD Montreal Receipts Section

Tel: 514-252-2777 x 2363

Fax: 514-252-2122

Deliver to:

25 CFSD Receipts Section

CFB Montreal

6363 Notre Dame Est

Montreal, QC H1N 2E9

QUALITY ASSURANCE:

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

COMPONENTS:

All original material supplied (artwork, electronic media) or created during production

Solicitation No. - N° de l'invitation

W8486-151476/A

Amd. No. - N° de la modif.

File No. - N° du dossier

cw029W8486-151476

Buyer ID - Id de l'acheteur

cw029

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

W8486-151476

CCC No./N° CCC - FMS No/ N° VME

(negatives, separations, proofs) for any printing requirement is deemed to be property of the crown and must be returned at no cost with (3) samples of the printed product after each request is completed. Supplier is responsible for the delivery of components to the designated location, which may differ, from the delivery address or destination(s).

ANNEX B

BASIS OF PAYMENT

To provide the Department of National Defence (DND) with the printing and delivery of

- 750,000 envelopes 13" x 10" (DND 322) open end to Montreal
- 10 samples to NCR (at no additional cost to Department of National Defence)

The Bidder must submit firm, all-inclusive lot price, for the printing and finishing of 750000 Envelopes, as described in Annex A, Statement of Work, including all operations (setup charges, etc.) materials ready for shipping, and transportation charges to one (1) destination in Montreal, Québec. FOB Destination, in Canadian funds, duty and excise taxes included, GST/HST/QST extra if applicable. **freight included.** (Nato #: - N7530-21-8998342 100507242)

Bidders must provide pricing in the format specified, for each component identified in this ANNEX B, Basis of Payment. Failure to price one of the components in the format specified will render the proposal non-responsive.

If pricing is not provided for a component, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amount. If the Bidder agrees, then the Basis of Payment will be considered compliant. However, if the Bidder disagrees then the bid will be found non-compliant and no further evaluation will be done.

Firm all inclusive price:

\$ _____ / Lot (750,000 Envelopes)

Ottawa, Ontario

10 samples @ no charge.