

Solicitation No. - N° de l'invitation

W7702-155693/A

Amd. No. - N° de la modif.

File No. - N° du dossier

STN-4-37016

Buyer ID - Id de l'acheteur

stn202

CCC No./N° CCC - FMS No/ N° VME

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Solicitation is attached as PDF.

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Business Cards

PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
 - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 6B includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement, the Basis of Payment, the Mandatory Technical Criteria and the Standing Offer Usage Report.

2. Summary

The Defence Research and Development of Canada (DRDC), a special operating agency within the Department of National Defence (DND), requires a National Individual Standing Offer (NISO) for the provision of business cards for various locations across Canada, in accordance with the Statement of Requirement found at Annex A of this Request for Standing Offer document. The Standing Offer will be in effect from date of issuance to March 31, 2015 with two (2) additional one (1) year option periods from April 1, 2015 to March 31, 2016 and April 1, 2016 to March 31, 2017.

Offerors must submit a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2006.

For services requirements, Offerors in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the Request for Standing Offers (RFSO).

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

3. Debriefings

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Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2014-06-26), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

1.1 SACC Manual Clauses

M0019T (2007-05-25), Firm Price and/or Rates

2. Submission of Offers

Offers 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 Request for Standing Offers.

3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#) R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

4. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

5. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Saskatchewan.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (one hard copy)

Section II: Financial Offer (one hard copy)

Section III: Certifications (one hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, offerors 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 Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

1.1 Exchange Rate Fluctuation

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

Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

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The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) () Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are two (2) or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

See Annex C for the Mandatory Technical Criteria

1.2 Financial Evaluation

The evaluated price of this Request for Standing Offer will be calculated by adding up each line item per year, as quoted in Annex B and summing the values, as follows:

Year One:

Price / 50cards + Price / 100cards + price / 200cards = A

Option Year One:

Price / 50cards + Price / 100cards + price / 200cards = B

Option Year Two:

Price / 50cards + Price / 100cards + price / 200cards = C

Calculations will be applied to each year of pricing and all periods will be totaled to determine the total evaluate price, as follows:

$$\mathbf{A + B + C = Evaluated Price}$$

2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer

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PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

1. Certifications Required Precedent to Issuance of a Standing Offer

1.1 Integrity Provisions - Associated Information

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions [2006](#). 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 - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](#) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

2. Certifications Required with the Offer

Offerors must submit the following duly completed certifications with their offer.

2.1 Canadian Content Certification (M3065T)

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the service offered is a Canadian service, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the offer will result in the service offered being treated as a non-Canadian service.

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The Offeror certifies that:

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

2.1.1 SACC *Manual* clause [A3050T](#) (2010-01-11), Canadian Content Definition

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

- 1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

2. Security Requirement

There is no security requirement applicable to this Standing Offer.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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) (<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

2005 (2014-06-26), General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D ". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than thirty (30) calendar days after the end of the reporting period.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from date of issuance to March 31, 2015 inclusive.

4.2 Extension of Standing Offer

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If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional one (1) year periods, from April 1, 2015 to March 31, 2016 and from April 1, 2016 to March 31, 2017 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Meagan Kowal
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch - Western Directorate
Government of Canada Building
101 22nd Street East, Suite 110
Saskatoon, SK
S7K 0E1

Telephone: 306-241-1169
Facsimile: 306-975-5397
E-mail address: meagan.kowal@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

The Project Authority for the Standing Offer is:

TBD

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.3 Offeror's Representative

Name _____
Title _____
Address _____

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Telephone: _____

Facsimile: _____

6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: The Defence Research and Development of Canada (DRDC)

8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer.

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable Taxes included).

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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2014-06-26), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010C](#) (2014-06-26), General Conditions - Services (Medium Complexity)
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment ;
- g) Annex C, Mandatory Technical Criteria;
- h) Annex D, Standing Offer Usage Reports;
- i) the Offeror's offer dated _____ TBD

11. Certifications

11.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the

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Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

11.2 SACC Manual Clauses

M3060C (2008-05-12), Canadian Content Certification

12. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Saskatchewan

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2010C (2014-06-26), General Conditions – Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of 2010C (2014-06-26), General Conditions – Services (Medium Complexity) will not apply to payments made by credit cards.

3. Term of Contract

3.1 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

4. Payment

4.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

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

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Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

4.2 Single Payment

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

4.3 SACC Manual Clauses – Inspection and Acceptance

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

4.4 Payment by Credit Card

To be Determined

5. Invoicing Instructions

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.
2. Invoices must be distributed as follows:
 - (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6. Insurance

SACC Manual clause [G1005C](#) (2008-05-12), Insurance

7. SACC Manual Clauses

B7500C (2006-06-16), Excess Goods
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

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ANNEX "A"

REQUIREMENT

(Purchase requisition tool tracking number: 2014-10904)

PROVISION OF BUSINESS CARDS

1. OBJECTIVE

To provide the department with a procurement instrument whereby business cards can be ordered and shipped via a secure web to print application.

2. BACKGROUND

The Defence Research and Development of Canada (DRDC) is a special operating agency within the Department of National Defence (DND) and has 9 locations across Canada; Suffield, AB, five locations in Ontario (Toronto, Ottawa (four locations), Valcartier, PQ and Halifax, NS. Across these locations there are roughly 1500 employees.

This Statement of Requirements (SOR) describes the need for a Standing Offer allowing eligible employees to obtain the required cards produced in a consistent fashion in accordance with the specified standards stated herein.

3. ACRONYMS

DND	Department of National Defence
DRDC	Defence Research and Development Canada
SOR	Statement of Requirement
TA	Technical Authority

4. APPLICABLE DOCUMENTS & REFERENCES

APPENDIX 1 - AD1: Treasury Board Standard, also at <http://www.tbs-sct.gc.ca/fip-pcim/spec/T230-eng.asp>

APPENDIX 2 - AD2: Corporate Identity Standards for DRDC: Excerpt on Business cards

5. REQUIREMENTS

It is noted that DRDC will not purchase, rent, lease or pay a user fee for utilizing either the user (see section 5.1) or accountability (see section 5.2) interfaces. Site security for the interface should be 128 bit encryption as a minimum.

5.1 User Interface

The Contractor will provide a web site with a user interface that permits an eligible employee to:

1. Access the site by entering a user name and password so as to enter specific business card information as per the example provided in the attached and according to the Corporate Identification Standards as detailed in Sections 5.3 and 13. Based on location selected from drop down fields, numerous data field are to be automatically filled, such as the address for that location.

2. The interface will show a preview of the finished card (both sides, French/English) for the user to approve as being ready for production printing
3. Once approved by the user, the approved for printing file is stored in the interface for production purposes and held for production, pending approval of funding, by the appropriate person listed in Section 8.
4. The approval of the card, as stated above, initiates an email to the responsible manager (listed in Section 8) at each location to approve the request. As noted, the selection of a location will automatically direct this proofed card to the appropriate responsible manager.
5. Once the order has been approved electronically on the interface, based on the preview provided, the approval constitutes the authorization of the Contractor to produce and ship the cards.
6. The User interface will be demonstrated to the Technical Authority for final approval. Provision of a working demonstration link, following contract award, will allow functionality to be verified

5.2 Accountability Interface

1. At each approval, the responsible manager will be presented the data usage specific for that location as well as the total expenditures against the Standing Offer for immediate reference. The names of those managers may require updating from time to time as user changes will happen infrequently but the change should take effect immediately.
2. The interface will allow the Technical Authority and the designated managers identified in Section 8 to access the site using a username and password to request electronic reports of produced cards by user for their location, view or receive production information, such as total number of cards produced, summations by locations and total cost to date. All data will be available, in real time, to the Technical Authority.
3. The Standing Offer has an annual expenditure limit thus the Contractor will track, report and notify the Technical Authority when the Standing Offer expended value has reached 60% and 90% of the budgeted amount in any fiscal year. (April 1 – March 31)
4. The Accountability Interface will be demonstrated to the Technical Authority for final approval. Provision of a working demonstration link, following contract award, will allow functionality to be verified.

5.3 Production of Business Cards and Delivery

1. The business cards will be produced following the specification outlined in Appendix 1 (AD 1) and Appendix 2 (AD 2). To facilitate the consistent application of the standard, an electronic format of the desired deliverable will be provided as Government Furnished Equipment (GFE) as described in Section 13.
2. The user will be offered the option of requesting card lot options of 50, 100 and 200
3. Hand out ready cards will be delivered to the appropriate locations as below at Section 8. Further distribution will be the responsibility of staff at that location.

6. DELIVERABLES

6.1 Deliverables for requirement 5.1: User Interface

6.2 Deliverables for requirements 5.2 Accountability Interface and its successful demonstration

6.3 Deliverables for requirements 5.3 Production of Business Cards

- 6.3.1 Delivery of business cards to DRDC Suffield Research Centre – 195 staff
- 6.3.2 Delivery of business cards to DRDC Toronto Research Centre – 150 staff
- 6.3.3 Delivery of business cards to DRDC Ottawa Research Centre - 170 staff
- 6.3.4 Delivery of business cards to DRDC Corporate - 165 staff
- 6.3.5 Delivery of business cards to DRDC Centre for Security Science - 75 staff

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6.3.6 Delivery of business cards to DRDC Centre for Operational Research & Analysis
115 staff

6.3.7 Delivery of business cards to Director General Military Personal Research &
Analysis – 70 staff

6.3.8 Delivery of business cards to DRDC Valcartier Research Centre - 360 staff

6.3.9 Delivery of business cards to DRDC Atlantic Research Centre - 200 staff

It is noted that a complete demonstration of the system including requisite approval (Section 6.1), production of reports, (Section 6.2) and one instance of successful delivery (Section 6.3) must be demonstrated prior to full implementation of the system.

It must be noted that not all staff members require business cards and that the number of staff at any location is not indicative of the number of requests that will be made. Numbers are provided solely to show the approximate distribution of population within the Agency to assist with shipping estimation.

7. DATE OF DELIVERY

Deliverable 6.1 and 6.2: Delivery of 6.1 and 6.2 will be no later than 30 days after issuance of the Standing Offer. Acceptance of delivery will be made upon successful demonstration of interface and associated functionality.

Deliverable 6.3:

Business cards must be shipped to the intended location as available but no less than the end of every second week.

8. DELIVERY LOCATION

Deliverable 6.1 and 6.2

The deliverables of Section 6.1 and 6.2 will be installed on a web site and maintained by the contractor. A link to the site and username and password for each approval authority listed in Section 6.3 is required. Additional authorities to the site data will be provided by DRDC to the Offeror.

The contact listed for each site below will serve as the approval authority as described in Sections 5.1 and 5.2 as well as for the deliverables of Section 6.3, unless specified.

Deliverables 6.3.1

Defence Research and Development Canada - Suffield Research Centre
Attention: Corporate Service Business Manager – Chris Brosinsky
Building 560 Receiving
Ralston, AB T0J 2N0

Deliverables 6.3.2

Defence Research and Development Canada - Toronto Research Centre
Attention: Corporate Service Business Manager – Suneeta Kaur
1133 Sheppard Avenue West
Toronto, ON M3K 2C9

Deliverables 6.3.3

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Defence Research and Development Canada - Ottawa Research Centre
Attention: Corporate Service Business Manager – Carol Lacoste-Asmis
Building 29
3701 Carling Avenue
Ottawa ON K1A 0Z4

Deliverables 6.3.4

Defence Research and Development Canada - Corporate
Attention: Corporate Service Business Manager – Patricia LeDoux
305 Rideau Street
Ottawa ON K1A 0K2

Deliverables 6.3.5

Defence Research and Development Canada - Centre for Security Science
Attention: Corporate Service Business Manager – Patricia LeDoux
222 Nepean Street
Ottawa ON K1A 0K2

Deliverables 6.3.6

Defence Research and Development Canada - Centre for Operational Research &
Analysis
Attention: Corporate Service Business Manager – Patricia LeDoux for 5.1 approval
Rocques Poirier for 6.3 delivery
101 Colonel By Drive
Ottawa ON K1A 0K2

Deliverables 6.3.7

Defence Research and Development Canada - Director General Military Personal
Research & Analysis
Attention: Corporate Service Business Manager – Patricia Ledoux for 5.1 approval
Dan Weir for 6.3 delivery
285 Coventry Road
Ottawa ON K1A 0K2

Deliverables 6.3.8

Defence Research and Development Canada - Valcartier Research Centre
Attention: Corporate Service Business Manager – Janin Huard
Building 65
2459 de la Bravoure Road
Quebec, QC G3J 1X5

Deliverables 6.3.9

Defence Research and Development Canada - Atlantic Research Centre
Attention: Corporate Service Business Manager – Johanne Charest
9 Grove Street
Dartmouth NS
B3A 3C5

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9. LANGUAGE OF WORK

The interface as well as the business cards must be available in both English and French.

10. TRAVEL

The Contractor is not required to travel.

11. MEETINGS

Face to Face meetings are not planned but meetings with the Technical Authority by telephone will be conducted as required during its completion.

12. GOVERNMENT SUPPLIED MATERIAL (GSM)

None

13. GOVERNMENT FURNISHED EQUIPMENT (GFE)

The required business card format that captures the technical elements of the designs described under Appendix 1 and 2, are available in electronic form as Adobe Indesign file. The user interface described above in section 5.1 should show a representation of this format to the end user for design approval and the same to the responsible manager for expenditure approval.

14. SPECIAL CONSIDERATIONS

Issues arising from this Standing Offer will be discussed with the Technical Authority.

All amendments to the contract must be issued by the Contracting Authority

15. TECHNICAL AUTHORITY

Chris Brosinsky
Corporate Services Business Manager Suffield Research Centre
Defence R&D Canada
Box 4000
Medicine Hat, AB , Canada T1A 8K6
Telephone 403 544-4011 ext 4728 / Facsimile 403 544-3388
Cell 403 528-0906
Chiris.Brosinsky@drdc-rddc.gc.ca

16. ADMINISTRATIVE AUTHORITY

[Joanne Becker](mailto:Joanne.Becker@drdc-rddc.gc.ca)
[Procurement Officer](mailto:Joanne.Becker@drdc-rddc.gc.ca)
Defence R&D Canada
Box 4000
Medicine Hat, AB , Canada T1A 8K6
Telephone 403 544-4011 ext 4652 / Facsimile 403 544-3388
Joanne.Becker@drdc-rddc.gc.ca

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APPENDIX 1:

AD1 Treasury Board Standard

Business Cards, Common (flag symbol)

These technical specifications (T-230) set out the requirements for common business cards, for departments identified by the flag symbol signature and the Canada Wordmark. Consult your Federal Identity Program coordinator for more information.

Figure T-230: Illustration of the arrangement of the flag symbol signature and the Canada Wordmark on a double-sided business card. ([View larger version of figure T-230](#))



Requirements

1. Paper

Reproduction method: offset printing
Size: 90 x 50 mm (± 2 mm)
Colour/grade: white bristol
Brightness: $\geq 92\%$ (95% ISO brightness)
Weight: 219 g/m² (58 lb.)

2. Symbols

Signature typeface: Helvetica Light
Signature type size: 6, 7 or 8 point
Canada Wordmark: 23 mm wide
Ink colours: all text is black (Process Black) and flag symbols are red (Pantone 032)

3. Layout

The signature is in the upper left corner of the card.
The top of the flag symbol is 5 mm from the top edge and the signature text is 20 mm from the left edge.
The Canada Wordmark is 4 mm from the bottom edge and 20 mm from the left edge.

4. Contents

Typeface: Helvetica Light
Type size: body text is 6, 7 or 8 point, the individual's name is 11 point
All text is left aligned 20 mm from left edge of the card
Text is at least 3 mm from the signature and 4 mm from the Canada Wordmark.

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Related information

[FIP Policy](#)

[FIP Manual - 2.2 Stationery: Departments, agencies and corporations](#)

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APPENDIX 2:

**AD2: Corporate Identity Standards for DRDC: Excerpt on Business
cards**

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2. Email Signatures

The Government of Canada has established guidelines for email signature blocks. However, DRDC employees can create two signatures: one for internal use and another for external use - this can be done by selecting signature from the file menu in Outlook. The external signature cannot have any branding elements, and need to follow the TBS standards, but the internal signature block could integrate some as exemplified below.

DRDC Staff are permitted to use two different signature blocks for emails; one for external use and one for internal use.

Joe Court
Title in English/Titre en français
Defence Research Development Canada (DRDC)
Recherche et développement pour la Défense Canada (RDCC)
Full postal in English/Adresse [postale complète en français]
Joe.Court@drdc-rddc.gc.ca
Telephone/Téléphone: 555 555 5555
Facsimile/Télécopier: 555 555 5555
Government of Canada/Gouvernement of Canada
www.drdc.rddc.gc.ca

External Email Signature

Example of External Email Signature Block (English first). Please note, if a French first signature block is desired, reverse the order.

Please refer to TBS Standards for more information, at <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?section=text&id=25439>

Joe Court Title in English Titre en français DRDC, Suffield Research Centre 403 544 4011 x 9999	Joe Court Title in English Titre en français DRDC, Suffield Research Centre 403 544 4011 x 9999
	

Internal Email Signature

Example of Internal Email Signature Block; to be used for internal use only.

3. Business Cards

Business cards are printed in "recto verso" format. Both sides bear the bilingual federal signature and the Canada Wordmark. The English text appears on one side and the French text on the reverse of the card. Business cards do not contain any other DRDC brand elements.

DESIGN DETAILS

*A business card bears the following information:
Individual's name,
Individual's title,
Section name
Name of the Centre,
Address,
Telephone/fax,
e-mail,
forces.gc.ca email (if needed),
Agency web address in bold as the last line.*

 Defence Research and Development Canada / Recherche et développement pour la Défense Canada
John Smith
Defence Scientist
Radiological Nuclear, Entrance and Navigation Warfare
Ottawa Research Centre
3701 Carling Avenue, Ottawa, Ontario, K1A 0Z4
Tel: 600-000-0000 Fax: 600-200-0000
e-mail: John.Smith@drdc-rddc.gc.ca
www.drdc-rddc.gc.ca


 Recherche et développement pour la Défense Canada / Recherche et développement pour la Défense Canada
John Smith
Scientifique de la défense
Défense nucléaire, technologies d'entrée et guerre électronique
CC00002100
Centre de recherche - Ottawa
3701, avenue Carling, Ottawa (Ontario) K1A 0Z4
Tél : 600-000-0000 Téléc : 600-200-0000
John.Smith@drdc-rddc.gc.ca
www.drdc-rddc.gc.ca


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ANNEX "B"

BASIS OF PAYMENT

Offerors must quote firm all inclusive unit prices, F.O.B. destination. All surcharges (if applicable) must be included in the prices quoted herein. Prices quoted must be exclusive of GST or HST. GST or HST will be added to the invoices as a separate item.

Year one – From date of issuance to March 31, 2015:

\$ _____
50 Cards

\$ _____
100 Cards

\$ _____
200 Cards

Option Year one – April 1, 2015 to March 31, 2016:

\$ _____
50 Cards

\$ _____
100 Cards

\$ _____
200 Cards

Option Year 2 – April 1, 2016 to March 31, 2015:

\$ _____
50 Cards

\$ _____
100 Cards

\$ _____
200 Cards

ANNEX "C"

Mandatory Technical criteria

Proposals will be evaluated using the below mandatory specifications:

Mandatory Technical Requirements	Offeror's Substantiation Meets/does not meet
All interfaces	
Establishment of a web interface which allows eligible employees to order business cards as required (24 hours/day, 7 days/week and 365 days/year). Site to be hosted on offeror's location	
Interface will allow user to work in French or English	
Interface will contain bilingual instruction to assist users in its usage	
Interface will allow access through a user name and password see 5.1.1 in Annex A	
Interface will be successfully demonstrated to the Technical Authority as per 5.1.6 and 5.2.4 of Annex A prior to implementation	
Delivery or working interfaces will be as per section 5 of Annex A	
User interface	
Interface will allow users to type or cut and paste certain information into the online business card example	
Interface will make use of drop down menus to select certain data, some data fields will be automatically filled based on those selections see 5.1.2 in Annex A	
Interface will show a preview of both sides of card (French and English) for user to approve prior to sending to financial approval and ordering see 5.1.2 in Annex A for further instruction	
The interface will store the user approved file for review and approval by others as per 5.1.2, 5.1.3 and 5.1.4 in Annex A	
The interface will allow the approving manager to print the preview and send confirmation to the offeror to proceed with printing. see 5.1.5 in Annex A	
Accountability interface	
Interface will allow approving managers to see usage data as required see 5.2.1 in Annex A	
Interface will allow the Technical Authority to access all ordering data see 5.2.2 in Annex A	
The interface will notify the Technical Authority of total expenditures as per 5.2.3 in Annex A	
Production of cards	
Cards will be produced in accordance with details listed in 5.3.1 of Annex A	
Card quantities will be made available in lots of 50, 100 or 200	
Cards will be delivered as per 6.3 and to addresses detailed in section 8 of Annex A	
Experience of the Offeror	

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Offeror must demonstrate and have directly relatable experience within the last three years in producing business cards and using interfaces similar to that described in the Statement of Requirement (SOR) at Annex A . To demonstrate this experience a minimum of two similarly scoped projects should be highlighted showing capability to follow the requirements as outlined in the SOR. Client references for each are required.	
Offeror must address the support to interface capability and demonstrate/describe the ability to maintain the site and respond to systems errors, outages etc.	
Invoicing and Payment	
The interface must demonstrate the ability for the approving managers and technical authority to view the invoice amounts for each request including the applicable provincial sales taxes and goods and services taxes.	
The Offeror must describe the proposed methods of shipping and handling methods to meet the needs as described in the SOR and in particular section 8. This should describe details such as how packages are marked for forward delivery to final user.	

Mandatory Criteria:

Each mandatory specification noted above must be addressed by the bidder e.g. "compliant" or "non-compliant" followed by as much detail as possible. It will be to your advantage to furnish as much detail as possible to support your comments and your claims of compliance for each specification. Reference the page number and highlight the specification in your technical literature that supports your compliance. If there is no technical literature to support a specification, you should indicate so.

The Crown is under *NO obligation* to seek clarification of the bid(s) or the supporting technical documentation provided. Bidders should note that failure to be able to demonstrate any capability to which they claim compliance will result in their proposal being considered non-responsive. Canada reserves the right to reject any bid which does not comply with this solicitation. Any deviation is to be clearly identified and supported with full details.

Failure to present a proposal complete with technical data to support compliance may result in the bid being regarded as non-responsive, and no further consideration would be given to the submission.

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ANNEX "D"

STANDING OFFER USAGE REPORT

Return to:

Public Works and Government Services Canada
Acquisitions Branch
Facsimile: (306) 975-5397
Email: wst-pa-sk@pwgsc-tpsgc.gc.ca

Quarterly Usage Report Schedule:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31;
4th quarter: January 1 to March 31.

SUPPLIER: _____

STANDING OFFER NO: W7702-155693
DEPARTMENT OR AGENCY: DRDC

Item No.	Call-Up/contract No. Description	Value of the Call-Up/Contract (GST/HST excluded)
(A) Total Dollar Value Call-ups for this reporting period:		
(B) Accumulated Call-Up totals to date:		
(A+B) Total Accumulated Call-Ups:		

NIL REPORT: We have not done any business with the federal government for this period []

PREPARED BY: _____

SIGNATURE:

DATE: