

**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 a Standing Offer
Demande d'offre à commandes**

National Individual Standing Offer (NISO)
Offre à commandes individuelle nationale (OCIN)

Canada, as represented by the Minister of Public Works and
Government Services Canada, hereby requests a Standing Offer
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et
Services Gouvernementaux Canada, autorise par la présente,
une offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments - Commentaires

**Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution
Clothing and Textiles Division / Division des vêtements et
des textiles
11 Laurier St./ 11, rue Laurier
6A2, Place du Portage
Gatineau, Québec K1A 0S5

Title - Sujet NISO - COMMEMORATIVE LAPEL PINS	
Solicitation No. - N° de l'invitation 51019-144012/A	Date 2014-11-24
Client Reference No. - N° de référence du client 51019-144012	GETS Ref. No. - N° de réf. de SEAG PW-\$\$PR-713-66191
File No. - N° de dossier pr713.51019-144012	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-01-06	
Time Zone Fuseau horaire Eastern Standard Time EST	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Macleod, Joyce	Buyer Id - Id de l'acheteur pr713
Telephone No. - N° de téléphone (819)934-0983 ()	FAX No. - N° de FAX (819)956-5454
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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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COMMEMORATIVE CUSTOM LAPEL PINS

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 Preparations 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: Security, Financial and Insurance Requirements; includes specific requirements that must be addressed by offerors; and
- Part 7: 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses or conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Requirement(Annex 'A'), Statement of Work(Annex 'B') and the Quarterly Report Template (Annex 'C'), Text Support Cards (Annex 'D') and Drawing of Pin (Annex 'E').

2. Summary

Public Works and Government Services Canada (PWGSC) on behalf of Veterans Affairs Canada (VAC) is hereby issuing this Request for Standing Offer (RFSO) for the provision of Commemorative Custom Lapel Pins. (Estimated usage is 300,000 units per year). The standing offer will be valid from the date of issuance of the Standing Offer for a period of 12 months with the possibility to extend for an additional two - one (1) year periods.

As per the Integrity Provisions under section 01 of Standard Instructions 2006 and 2007, offerors must provide a list of all owners and/or Directors and other associated information as required. Refer to section 4.21 of the Supply Manual for additional information on the Integrity Provisions.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

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3. Debriefings

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 Offer (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>) 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 (2014/09/25) - Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) calendar days

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. Enquiries - Request for standing offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) 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.

4. 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 Ontario.

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.

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5. Sample of Item 001 - Canada Remembers Lapel Pin

Sample may be viewed (by appointment only) at the following offices:

Public Works & Government Services Canada

Supply Directorate

6th floor

1550 ave D'Estimauville

Quebec, Que. G1J 0C7

TEL: 418-649-2714

FAX: 418-648-2209

Attention: Micheline Naud (micheline.naud@tpsgc-pwgsc.gc.ca)

Public Works & Government Services Canada

Place Bonaventure, South-East Portal

800 de La Gauchetière Street West, 7th Floor

Montreal, Quebec H5A 1L6

TEL: 514-496-3404

FAX: 514-496-3822

Attention: Viviane Rouhault (viviane.rouhault@tpsgc-pwgsc.gc.ca)

Public Works & Government Services Canada

Suite 480, 33 City Centre Drive

Mississauga, Ont. L5B 2N5

TEL: 905-615-2070

FAX: 905-615-2060

Attention: Antoine Gnohou (antoine.gnohou@tpsgc-pwgsc.gc.ca)

Public Works & Government Services Canada

Suite 100, 167 Lombard Avenue

P.O. Box 1408

Winnipeg, Manitoba R3C 2Z1

TEL: 204-983-3774

FAX: 204-983-7796

Attention: Bev Laurin (bev.laurin@tpsgc-pwgsc.gc.ca)

Public Works & Government Services Canada

Telus Plaza North

10025 Jasper Avenue, 5th Floor

Edmonton, AB T5J 1S6

TEL: (780) 497-3564

FAX: (780) 497-3510

Attention: Nicole Boucher (wst.pa-edm@pwgsc.gc.ca)

Public Works & Government Services Canada

Pacific Region, SOSB, Industrial & Commercial Products

219 - 800 Burrard Street

Vancouver, B.C V6Z 0B9

TEL: 604-775-7630

FAX: 604-775-7526

Attention: Linda Harding (linda.harding@tpsgc-pwgsc.gc.ca)

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 (3 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

If there is 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 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> . 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.

3) Green Initiatives (for PWGSC information only)

Offerors are requested to provide details of their policies and practices in relation to the following initiatives:

- environmentally responsible manufacturing;
- environmentally responsible waste disposal;
- waste reduction;
- packaging;
- re-use strategies;
- recycling.

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 (reference pre-award sample, Part 4, Evaluation Procedures, 1.1.1 Mandatory Technical Criteria).

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Section II: Financial Offer

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

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.

An evaluation team composed of representatives of Canada will evaluate the offers.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Pre-Award Sample and Supporting Documentation

As part of the technical evaluation, to confirm an Offeror's capability of meeting the technical requirements, one (1) pre-award sample of the **Canada Remembers Lapel Pin (Item 001)**, including the support card, must be included with the offer.

The text of the support cards (**Annex D**) and a drawing of the pin (**Annex E**) are attached to the RFSO.

The graphic design for the pin and the card must be requested in writing from the Contracting Authority at joyce.macleod@tpsgc-pwgsc.gc.ca.

The Offeror must ensure that the required pre-award samples are manufactured in accordance with the technical requirement and are fully representative of the offer submitted. Rejection of the pre-award samples will result in the offer being declared non-responsive.

The Offeror must deliver the required pre-award samples, at no charge to Canada and must ensure that they are received with the offer at time and place of Request For Standing Offer closing. Failure to submit the required pre-award samples within the specified time frame will result in the offer being declared non-responsive. The samples submitted by the Offeror will remain the property of Canada.

The pre-award samples will be evaluated for quality of workmanship and conformance to specified materials and measurements.

The requirement for a pre-award samples will not relieve the successful Offeror from submitting samples as required by the contract terms or from strictly adhering to the technical requirement of this Request For Standing Offer and any resultant contract.

1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria

- a. The Offeror must submit firm unit prices in Canadian dollars, applicable taxes excluded, DDP (destination included in the call up document) Incoterms 2000, transportation costs included, all applicable Customs Duties and Excise taxes included.

The Offeror must submit firm unit pricing for all items at destination for the initial year and the extended periods.

1.2.2 SACC MANUAL CLAUSE

C3011T 2013/11/06 Exchange Rate Fluctuation

2. Basis of Selection

An offer must comply with all requirements of the RFSO and meet all mandatory technical and financial evaluation criteria to be declared responsive.

The responsive offer with the lowest responsive aggregate price will be recommended for the issuance of a standing offer (1 standing offer only). Ranking will be established using the estimated quantities for all items at destination for the initial year and the extended periods.

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 the 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 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. Additional Certifications Required Precedent to Issuance of Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to comply with the request of the Standing Offer Authority and to provide the certifications within the time frame provided will render the offer non-responsive

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2.2 Samples and Production Certification

The Offeror certifies that:

() the manufacturer that produced the pre-award samples will remain unchanged for the pre-production samples and full production of the contract quantity.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Financial Capability

SACC Manual Clause M9033T (2011/05/16) Financial Capability

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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>) issued by Public Works and Government Services Canada.

3.1 General Conditions

2005 (2014/09/25) 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 ordered, including purchases paid for by a Government of Canada Acquisition Card.

The Offeror must provide an electronic version of this data in accordance with the reporting requirements detailed in **Annex "C"**. 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 15 calendar days after the end of the reporting period.

4. Term of Standing Offer

4.1 Period of Standing Offer

The period for making call-ups against the Standing Offer is 12 months from the date of issuance of the Standing Offer.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional one-year period under the same conditions and at the prices 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 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 for the Standing Offer is:

Joyce Macleod

Public Works and Government Services Canada

Acquisitions Branch

Commercial and Consumer Products Directorate (CCPD)

Clothing & Textiles Division

Place du Portage, Phase III, 6A2

11 Laurier Street

Gatineau, Quebec K1A 0S5

Telephone : 819-934-0983

Facsimile: 819-956-5454

E-mail address: Joyce.MacLeod@tpsgc-pwgsc.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 Standing offer authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

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5.2 Project Authority

The Project Authority for the Standing Offer is:

Project Authority Mailing/Shipping Address

Commemoration Division
Veterans Affairs Canada
17th Floor, 66 Slater Street
Ottawa, Ontario K1A 0P4
Attn.: (to be advised at contract)

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

5.3 Offeror's Representative

The person responsible for:

General enquiries

Name: _____
Telephone Number: _____
Facsimile Number: _____
E-mail address: _____

Delivery follow-up

Name: _____
Telephone Number: _____
Facsimile Number: _____
E-mail address: _____

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is the Canada Remembers Division of Veterans Affairs Canada in Charlottetown, PEI (refer to Annex B for detination addresses).

7. 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**".

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$200,000.00 (Applicable Taxes included).

9. Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$_____ (to be advised at the contract) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

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 (2014/09/25), General Conditions - Standing Offers - Goods or Services;
- d. the general conditions 2030 (2014/09/25), General Conditions - Goods (Higher Complexity)
- e. Annex "A" - Requirement;
- f. Annex "B" - Statement of Work;
- G. the Offeror's offer dated _____

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 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.

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 Ontario.

13. Plant Closing

The Offeror's plant closing for Christmas and Summer holidays are as follows. During this time there will be no shipments.

Year One

Christmas Holiday FROM _____ TO _____

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Summer Holiday FROM _____ TO _____

Year Two

Christmas Holiday FROM _____ TO _____

Summer Holiday FROM _____ TO _____

Year Three

Christmas Holiday FROM _____ TO _____

Summer Holiday FROM _____ TO _____

14. Plant Location

Items will be manufactured at: _____

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

2010A 2030 (2014/09/25) - General Conditions - Goods (Higher Complexity) apply to and form part of the Contract.

3. Term of Contract

3.1 Delivery Date

1) Orders of over 100,001 units shall be delivered within 10 weeks of receipt of call up order from VAC, as agreed by supplier and project authority.

2) Orders over 10,001 units up to 100,000 units shall be delivered within 7 weeks of receipt of call up order from VAC, as agreed by supplier and project authority.

3) Orders of 10,000 units or less, expedited delivery of products specified in the call up order from VAC shall be delivered within **15 working days.**

4. Payment

4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid (a) firm unit price(s), as specified in Annex A. Customs duties are included 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 Standing Offer Authority before their incorporation into the Work.

4.2 SACC Manual Clauses
 H1001C 2008-05-12 Multiple Payments

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) One (1) copy must be forwarded to the following address:

Canada Remembers Division
 Veterans Affairs Canada
 P.O. Box 7700
 Charlottetown, PEI
 C1A 8M9

(b) The original and one (1) copy must be forwarded to the consignee for certification and payment.

6. Subcontractor(s)

The following subcontractor(s) will be utilized in the performance of the contract.

Name of Company: _____

Location: _____

Value of subcontract: \$ _____

Nature of subcontracting work performed: _____

Subcontractors, other than those listed above, may not be utilized without the written permission of Canada.

7. Materials: Contractor Total Supply

The Contractor will be responsible for obtaining all materials required in the manufacture of the item(s) specified. The delivery stated for the item(s) allows the necessary time to obtain such materials.

8. Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the call-up document and Delivered Duty Paid (DDP) (place of destination on the call-up document) Incoterms 2000 for shipments from a commercial contractor.

9.1 Packaging

As specified at the Statement of Work. (Annex B)

9. Pre-Production Samples

1. The Contractor must provide **two (2)** pre-production samples of **Item 001 (lapel pin including the support card)** accompanied by the sealed samples if applicable, to the Technical Authority for acceptance within _____ calendar days from date of contract award.

2. If the pre-production samples are rejected, the Contractor must submit second pre-production samples within _____ calendar days of notification of rejection from the Technical Authority.

3. If the pre-production samples are accepted by either full acceptance or conditional acceptance, the Contractor must proceed with production as per the Contract requirements.

4. Rejection by the Technical Authority of the second pre-production samples submitted by the Contractor for failing to meet the contract requirements will be grounds for termination of the Contract for default.
5. The Contractor must carry out all required inspection and tests to verify conformance to the technical requirements of the Contract.
6. In addition to providing the pre-production samples, the Contractor must provide a copy of the inspection report(s) , as applicable, to the Contracting Authority and Technical Authority, transportation charges prepaid, and without charge to Canada.
7. The pre-production samples submitted by the Contractor will remain the property of Canada.
8. The Technical Authority will notify the Contractor, in writing, of the full acceptance, conditional acceptance, or rejection of the pre-production samples. A copy of this notification will also be provided by the Technical Authority to the Contracting Authority. The notice of the full acceptance or conditional acceptance does not relieve the Contractor from complying with all requirements and conditions of the Contract.
9. The Contractor must not commence or continue with production of the items and must not make any deliveries until the Contractor has received a written notification from the Technical Authority that the pre-production samples are fully acceptable or conditionally acceptable. Any production of items before pre-production sample acceptance will be at the sole risk of the Contractor.
10. The pre-production samples may not be required if the Contractor is currently in production. The request for waiver of pre-production samples must be made by the Contractor in writing to the Contracting Authority. The waiving of this requirement will be at the sole discretion of the Technical Authority and will be evidenced through a contract amendment.

ANNEX "A" REQUIREMENT

1. TECHNICAL REQUIREMENT

The Contractor is required to provide Veterans Affairs Canada with Commemorative Custom Lapel Pins in accordance with the Statement of Work (Annex B), drawings and sealed sample.

2. ADDRESSES

Refer to the Statement of Work (Annex B) for addresses for all destinations.

3. DELIVERABLES

INITIAL PERIOD (From date of Issuance of Standing Offer for 12 months)

ITEM 001 - 'CANADA REMEMBERS' Lapel Pins with Support Cards.

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra
Up to 5,000	Each	\$ _____
5,001 - 25,000		\$ _____
25,001 - 50,000		\$ _____
50,001 - 100,000		\$ _____
100,001 and over		\$ _____

ITEM 002 - 'COMMEMORATIVE' Custom Lapel Pins (up to 2 colour soft enamel colour fill) with Support Cards.

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra
Up to 5,000	Each	\$ _____
5,001 - 25,000		\$ _____
25,001 - 50,000		\$ _____
50,001 - 100,000		\$ _____
100,001 and over		\$ _____

ITEM 003 - 'COMMEMORATIVE' Custom Lapel Pins (up to 3 colour soft enamel colour fill) with Support Cards.

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra

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Up to 5,000	Each	\$ _____
5,001 - 25,000		\$ _____
25,001 - 50,000		\$ _____
50,001 - 100,000		\$ _____
100,001 and over		\$ _____

ITEM 004 - 'COMMEMORATIVE' Custom Lapel Pins (up to 2 colour soft enamel colour fill) without Support Cards.

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra
Up to 5,000	Each	\$ _____
5,001 - 25,000		\$ _____
25,001 - 50,000		\$ _____
50,001 - 100,000		\$ _____
100,001 and over		\$ _____

ITEM 005 - 'COMMEMORATIVE' Custom Lapel Pins (up to 3 colour soft enamel colour fill) without Support Cards.

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra
Up to 5,000	Each	\$ _____
5,001 - 25,000		\$ _____
25,001 - 50,000		\$ _____
50,001 - 100,000		\$ _____
100,001 and over		\$ _____

FIRST EXTENDED PERIOD (12 to 24 months from date of Issuance of Standing Offer)

ITEM 001 - 'CANADA REMEMBERS' Lapel Pins with Support Cards.

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra
Up to 5,000	Each	\$ _____
5,001 - 25,000		\$ _____
25,001 - 50,000		\$ _____
50,001 - 100,000		\$ _____
100,001 and over		\$ _____

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ITEM 002 - 'COMMEMORATIVE' Custom Lapel Pins (up to 2 colour soft enamel colour fill) with Support Cards.

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra
Up to 5,000	Each	\$ _____
5,001 - 25,000		\$ _____
25,001 - 50,000		\$ _____
50,001 - 100,000		\$ _____
100,001 and over		\$ _____

ITEM 003 - 'COMMEMORATIVE' Custom Lapel Pins (up to 3 colour soft enamel colour fill) with Support Cards.

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra
Up to 5,000	Each	\$ _____
5,001 - 25,000		\$ _____
25,001 - 50,000		\$ _____
50,001 - 100,000		\$ _____
100,001 and over		\$ _____

ITEM 004 - 'COMMEMORATIVE' Custom Lapel Pins (up to 2 colour soft enamel colour fill) without Support Cards.

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra
Up to 5,000	Each	\$ _____
5,001 - 25,000		\$ _____
25,001 - 50,000		\$ _____
50,001 - 100,000		\$ _____
100,001 and over		\$ _____

ITEM 005 - 'COMMEMORATIVE' Custom Lapel Pins (up to 3 colour soft enamel colour fill) without Support Cards.

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable

		Taxes extra
Up to 5,000	Each	\$ _____
5,001 - 25,000		\$ _____
25,001 - 50,000		\$ _____
50,001 - 100,000		\$ _____
100,001 and over		\$ _____

SECOND EXTENDED PERIOD (24 to 36 months from date of Issuance of Standing Offer)**ITEM 001 - 'CANADA REMEMBERS' Lapel Pins with Support Cards.**

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra
Up to 5,000	Each	\$ _____
5,001 - 25,000		\$ _____
25,001 - 50,000		\$ _____
50,001 - 100,000		\$ _____
100,001 and over		\$ _____

ITEM 002 - 'COMMEMORATIVE' Custom Lapel Pins (up to 2 colour soft enamel colour fill) with Support Cards.

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra
Up to 5,000	Each	\$ _____
5,001 - 25,000		\$ _____
25,001 - 50,000		\$ _____
50,001 - 100,000		\$ _____
100,001 and over		\$ _____

ITEM 003 - 'COMMEMORATIVE' Custom Lapel Pins (up to 3 colour soft enamel colour fill) with Support Cards.

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra
Up to 5,000	Each	\$ _____
5,001 - 25,000		\$ _____
25,001 - 50,000		\$ _____
50,001 - 100,000		\$ _____
100,001 and over		\$ _____

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ITEM 004 - 'COMMEMORATIVE' Custom Lapel Pins (up to 2 colour soft enamel colour fill) without Support Cards.

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra
Up to 5,000	Each	\$ _____
5,001 - 25,000		\$ _____
25,001 - 50,000		\$ _____
50,001 - 100,000		\$ _____
100,001 and over		\$ _____

ITEM 005 - 'COMMEMORATIVE' Custom Lapel Pins (up to 3 colour soft enamel colour fill) without Support Cards.

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra
Up to 5,000	Each	\$ _____
5,001 - 25,000		\$ _____
25,001 - 50,000		\$ _____
50,001 - 100,000		\$ _____
100,001 and over		\$ _____

ANNEX "B"

STATEMENT OF WORK

Scope of Work

Veterans Affairs Canada has a requirement for commemorative lapel pins, as per the design, size and prototype approved by VAC for quality standards. The Contractor must deliver these pins including support cards, ready for distribution, on an "as when required basis".

1. Canada Remembers Lapel Pins (Item 001)

Tooling:	3/4" lapel pin tooled using an engraved die with a .003" fine line resolution;
Casting:	Materials shall be 97% lead free Fine Pewter (virgin tin) alloyed with a 3% balance content of bismuth, silver & copper mix;
Color:	Two colour soft enamel color fill (Black & 186C Red on gold-tone plating);
Finishing:	Base metal is to be cut burnished to smooth and shine the finish. Finished in triple plated copper, bright nickel and 24K Gold tone plating;
Post:	.312" long, .045" diameter nickel post secured in place and grooved to retain grip (standard butterfly clutch); Post to be knurled at base to prevent it from rotating free of the casting, and a 5mm large pad with fabric pick to prevent pin from rotating when worn;
Support Cards:	3.5"x 3.75" on 10 point white card stock, smooth finish on recycled paper. Full color process, trimmed with bleeds on front. Backside of support card is to include black and white text.

Description of pin: The maple leaf is gold. The two poppies are red, trimmed with black. Each poppy has a black centre with a scalloped edging. The stem of the maple leaf and the 2 curling poppy stems are gold.

Packaging

Lapel pins are to be mounted on support cards. The carded pin assemblies are to be heat sealed in oversized 2ml poly bags. Quantities of 100 lapel pins are to be placed in bulk, uniform sized, clear plastic bags. These bags must be sealed or securely closed. Lapel pins are to be boxed with 2500 units in each box. Box to consist of **double wall corrugated cardboard "B/C" Flute with a minimum 3/16" thick cartons secure enough for shipping**. The total number of lapel pins contained in the box is to be stated on the outside of the box.

The unit assemblies must comply with the minimum Canadian government rules of country of origin and product marketing.

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2. 1Any custom made Commemorative Lapel Pin With Support Card (Items 002 up to two colors on pin and item 003 up to three colors on pin)

Tooling: maximum size of 1"x1" lapel pin, tooled using an engraved die with a .003 fine line resolution;

Casting: materials shall be 97% lead free Fine Pewter (virgin tin) alloyed with a 3% balance content of bismuth, silver & copper mix;

Color: up to three color soft enamel color fill;

Finish: final metal finishes may include, antique pewter, antique brass or gold plated as per #1 above. Oxidation and hand brushed to remove pitting;

Post: .312" long, .045" diameter nickel post inserted in mould and cast in place and grooved to retain grip (standard butterfly clutch);
Post to be knurled at base to prevent it from rotating free of the casting, and a 5mm large pad with fabric pick to prevent pin from rotating when worn.

Support Cards: 3.5"x 2.5 ", or 3.5"x3.75" on 20 point white card stock, smooth finish, full colour process, trimmed with bleeds.

Each completed lapel pin must be attached to a printed and die-cut support card and heat sealed in an oversize 2 ml. polybag. No imprint on polybag.

Packaging

Lapel pins are to be mounted on support cards. The carded pin assemblies are to be heat sealed in oversized 2ml poly bags. Quantities of 100 lapel pins are to be placed in bulk, uniform sized, clear plastic bags. These bags must be sealed or securely closed. Lapel pins are to be boxed with 2500 units in each box. Box to consist of **double wall corrugated cardboard "B/C" Flute with a minimum 3/16" thick cartons secure enough for shipping.** The total number of lapel pins contained in the box is to be stated on the outside of the box.

The unit assemblies must comply with the minimum Canadian government rules of country of origin and product Marketing.

3. Any custom made Commemorative Lapel Pin Without Support Card (Items 004 Up to two colors on pin and item 005 up to three colors on pin)

Tooling: maximum size of 1"x1" lapel pin, tooled using an engraved die with a .003 fine line resolution;

Casting: materials shall be 97% lead free Fine Pewter (virgin tin) alloyed with a 3% balance content of bismuth, silver & copper mix;

Color: up to three color soft enamel color fill;

Finish: final metal finishes may include, antique pewter, antique brass or gold plated as per #1 above. Oxidation and hand brushed to remove pitting;

Post: .312" long, .045" diameter nickel post inserted in mould and cast in place and grooved to retain grip (standard butterfly clutch);
Post to be knurled at base to prevent it from rotating free of the casting, and a 5mm large pad with fabric pick to prevent pin from rotating when worn.

Each completed lapel pin must heat sealed in an oversize 2 ml. polybag. No imprint on polybag.

Packaging

Lapel pins are to heat sealed in oversized 2ml poly bags. Quantities of 100 lapel pins are to be placed in bulk, uniform sized, clear plastic bags. These bags must be sealed or securely closed. Lapel pins are to be boxed with 2500 units in each box. Box to consist of double wall corrugated cardboard "B/C" Flute with a minimum 3/16" thick cartons secure enough for shipping. The total number of lapel pins contained in the box is to be stated on the outside of the box.

The unit assemblies must comply with the minimum Canadian government rules of country of origin and product marketing.

The contractor shall provide the following services:

- Supply all materials necessary for production;
- Provide proofs of support cards, for **items 001, 002 and 003**, and prototype of lapel pins, for items **001, 002, 003, 004 and 005**, prior to production;
- Custom fabricate and imprint lapel pins;
- Print, trim and die cut support cards for lapel pins for **items 001, 002 and 003**;
- Attach lapel pins to support cards and insert in sealed oversized polybags to fit cards for **items 001, 002 and 003**;
- ;
- Label all boxes to indicate title and quantity enclosed;
- All die and tool costs are to be borne by supplier;
- Provide a prototype before initial production to the project authority for approval;

Supplied Material

Veterans Affairs Canada will provide complete graphic design for the pin and card. Artwork will be provided in MAC format via e-mail for the Canada Remembers lapel pins and support card and the custom lapel pins if required.

Overruns

No underruns will be accepted and overruns are not to exceed five (5) percent. Overruns are to be invoiced at the "additional copies same run" price.

Components

All components pertaining to the job, whether supplied by the customer or purchased or supplied by the contractor, are to be considered property of the Crown and must be forwarded prepaid, upon request of the Project Authority with samples to: Project Authority.

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Proofs and Proof Schedule

Proofs of support cards, for **items 001, 002 and 003**, and prototype of lapel pins, for **items 001, 002, 003, 004 and 005**, must be supplied by the contractor within 5 days of receipt of artwork from VAC. Proofs and prototypes will be returned to the contractor within 48 hours with appropriate approval or comments from VAC. A prototype of the pin and card must be submitted by the contractor for approval before initial production can begin. The prototype is to be couriered to the Project Authority.

Product Delivery Schedule

- 1) Orders of over 100,001 units shall be delivered within 10 weeks of receipt of call up order from VAC, as agreed by supplier and project authority.
- 2) Orders over 10,001 units up to 100,000 units shall be delivered within 7 weeks of receipt of call up order from VAC, as agreed by supplier and project authority.
- 3) Orders of 10,000 units or less, expedited delivery of products specified in the call up order from VAC shall be delivered within **15 working days.**

Delivery Addresses

Deliveries will be made to a maximum of seven (7) locations:

Charlottetown Head Office

Veterans Affairs Canada
Commemoration Division
161 Grafton St.
Charlottetown, PE C1A 8M9
Shipping and Receiving

Ottawa Office

Veterans Affairs Canada
Commemoration Division
Shipping and Receiving
17th Floor, 66 Slater Street
Ottawa, Ontario K1A 0P4

Atlantic Office

Veterans Affairs Canada
Alderney Gate
40 Alderney Drive, 3rd Floor
Dartmouth, NS B2Y 2N4

Quebec Office

Anciens Combattants Canada
Bureau régional du Québec
Place Bonaventure, Portal Sud-Ouest
800, de la Gauchetière St. W
6e étage, bureau 6505

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Montréal, QC H5A 1L8

Ontario Office

Veterans Affairs Canada

8 Oaks Avenue

Bag Service 4000

Kirkland Lake, ON P2N 3R3

Winnipeg Office

Veterans Affairs Canada

City Place Office Tower

P.O. Box 6050

Rm 610, 234 Donald St.

Winnipeg, MB R3C 4G5

Vancouver Office

Veterans Affairs Canada

900-605 Robson Street

P.O. Box 5600

Vancouver, BC V6B 2B9

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ANNEX 'D' - TEXT FOR SUPPORT CARDS
ANNEXE 'D' - LE TEXTE DES CARTONS
PRÉSENTOIRS

FRONT / AVANT

CANADA REMEMBERS

TO HONOUR THOSE CANADIANS
WHO GAVE SO MUCH FOR THE
CAUSE OF PEACE AND FREEDOM

The gold maple leaf represents
Canada. The red poppy in the
foreground represents those
Canadians who served their
country in times of war,
military conflict and peace.

The red poppy in the background
represents those who served in
Canada and all who played a vital
supporting role at home. The
interweaving of the three elements
symbolizes the unity and strength
that Canadians have developed as
a result of their sacrifice in times
of war and peace.

veterans.gc.ca



Veterans Affairs
Canada

Anciens Combattants
Canada

LE CANADA SE SOUVIENT

POUR RENDRE HOMMAGE AUX
CANADIENS ET AUX CANADIENNES
QUI ONT TANT DONNÉ AU NOM DE
LA PAIX ET DE LA LIBERTÉ

La feuille d'érable or représente
le Canada. Le coquelicot
rouge en avant-plan
représente les Canadiens
et les Canadiennes qui ont
servi leur pays en temps de
guerre, de conflits militaires
et de paix. Le coquelicot rouge

en arrière-plan représente ceux et
celles qui ont servi au Canada et
tous ceux et toutes celles qui ont
joué un rôle de soutien vital à
domicile. L'entrelacement des
trois éléments symbolise l'unité
et la force que les Canadiens et
les Canadiennes ont développés
à la suite de leurs sacrifices en
temps de guerre et de paix.

Canada

BACK / ARRIÈRE



The poppy image is the registered trademark of
The Royal Canadian Legion and is used with permission.



L'image du coquelicot est la marque de commerce déposée de
la Légion royale canadienne et est utilisée avec sa permission.

ANNEX 'E' / ANNEXE 'E'

DRAWING OF PIN

DESSIN DE L'ÉPINGLETTÉ



ANNEX 'E'

