

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 0B2 / Noyau 0B2
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

SOLICITATION AMENDMENT MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Communication Procurement Directorate/Direction de
l'approvisionnement en communication
360 Albert St./ 360, rue Albert
12th Floor / 12ième étage
Ottawa
Ontario
K1A 0S5

Title - Sujet Printing of C&I 1885 (PPTC-151)	
Solicitation No. - N° de l'invitation BPPT1-140283/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client BPPT1-140283	Date 2014-12-22
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-020-66419	
File No. - N° de dossier cw020.BPPT1-140283	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-01-13	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Werk(cw), Janet	Buyer Id - Id de l'acheteur cw020
Telephone No. - N° de téléphone (613) 998-3968 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Solicitation No. - N° de l'invitation

BPPT1-140283/A

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

BPPT1-140283

Amd. No. - N° de la modif.

001

File No. - N° du dossier

cw020BPPT1-140283

Buyer ID - Id de l'acheteur

cw020

CCC No./N° CCC - FMS No/ N° VME

Due to a system error this is amendment is to publish the RFP.

REQUEST FOR PROPOSAL

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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Requirement and the Basis of Payment.

2. Summary

Citizenship and Immigration Canada (CIC) includes a pamphlet titled *Important Passport Tips* (C&I-1885) with each passport issued. CIC requires the Contractor to print and deliver quantities of C&I-1885 on an "if and when" requested basis. This accounts for an annual production and distribution of approximately 5,000,000 copies of C&I-1885. Because the quantities required are driven by the demand for passports CIC cannot guarantee the exact quantity that may be required for any year.

CIC expects to place production orders for quantities between 1,000,000 and 1,750,000 units every four (4) months. However, the contract will also allow for smaller orders on an if and when required basis. The minimum quantity for these additional orders will be 150,000 units.

The Contract is for a period of One (1) year with four (4) x 1 year option periods.

Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions [2003](#).

Comprehensive Land Claims Agreement(s) (CLCAs) are not applicable to this procurement.

The requirement is limited to Canadian goods and/or services.

3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing will be in writing.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The *2003 (2014-09-25)* Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation. **Note the new location at Place de Portage Phase III for bid receiving.**

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority (janet.werk@pwgsc-tpsgc.gc.ca) no later than **seven (7)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in *the province of Ontario*.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid (mandatory requirements 1 hard copy)
- Section II: Financial Bid (1 hard copy and 1 soft copy in excel format on a *USB Key*)
- Section III: Certifications (1 hard copy)
- Section IV: Additional Information (1 hard copy)

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

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the mandatory criteria. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

- 1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information

1.1 Bidder's Proposed Site or Premises

The Bidder must provide the required information below: on all of the Bidder's proposed site or premises required for Work Performance.

name:

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

What work is performed at this location?

2. Integrity Provisions

Bidders are to provide a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner. This information should be included with their Proposal.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

Mandatory requirements

External client(s): means clients exterior to the Bidder's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Bidder.

Internal client(s): means clients within the Bidder's own legal entity (or joint venture partnership) and includes the parent, subsidiaries and other affiliates of the Bidder.

Large quantities: means a minimum of 1,750,000 copies of an individual item produced in a single production run.

Small quantities: means a minimum of 150,000 copies of an individual item produced in a single production run.

Just-in-time: means print production process is performed as each print request is made.

M.1 Corporate Experience

The Bidder must demonstrate that it has been contractually bound to a minimum of two (2) separate external clients (outside of the Bidder's own company) to provide printing services, folding services, processing work requests for just-in-time productions and distribution services similar to the services outlined in the Statement of Work.

These contracts must have been started or completed on or after October 1, 2009.

During the evaluation, no corporate experience gained through internal clients will be accepted or reviewed.

The two (2) contracts combined must include all of the following services (M.1.a- M.1.c):

- a) Printing **and** folding of large quantities of printed a flat form/single sheet documents measuring at least 17" x 8.5" flat ;
- b) Printing **and** folding of small quantities of a flat form/single sheet document;
- c) Packaging, preparation for shipping and delivery to destination.

Response Format

For EACH of the two (2) contracts submitted, the Bidder must provide the following information:

- M.1.1 A description of the "just-in-time" production requirements of the contract;
- M.1.2 As applicable to the contract, a description of the contract requirements as specified to meet a), b), and c);

- M.1.3 As applicable to the contract, a listing of the services provided to the Client to demonstrate each of the services as specified to meet a), b), and c);
- M.1.4 As applicable to the contract, the number of paper based printed products produced under the contract;
- M.1.5 As applicable to the contract, the quantity of each of the paper based printed products produced in individual production runs for each item;
- M.1.6 As applicable to the contract, the details to describe the required assembly of items into individual bulk shipments, preparation for distribution and shipping to destinations;
- M.1.7 The contract dates (start date and end date) for which the services were provided (example: January 2012 - March 2012 or Sept 2, 2009 - April 10, 2013 or March 2012 to present);
- M.1.8 Any activities undertaken by sub-contractors and/or joint venture partners;
- M.1.9 Client information for the contract (for example: client name or organization).

BIDDERS NOT MEETING THE MANDATORY REQUIREMENTS WILL BE CONSIDERED AS NON RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION.

1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2013-04-25), Evaluation of Price

2. Basis of Selection

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

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. Certifications Precedent to Contract Award and Certifications Required with the Bid

1.1 Certifications Precedent to Contract Award

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

1.1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

1.2 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

1.2.1 Canadian Content Certification

1.2.1.1 SACC *Manual* clause A3050T (2014-11-27) Canadian Content Definition

1.2.1.2 This procurement is limited to Canadian services.

The Bidder certifies that:

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

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Buyer ID - Id de l'acheteur
cw020
CCC No./N° CCC - FMS No./N° VME

Contractor's Representative (to be filled in and returned with your bid)

Project manager:

Name
Telephone number
Fax Number
Email

Back up to the project manager

Name
Telephone number
Fax number
Email

PART 6 - RESULTING CONTRACT CLAUSES

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

1. Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual)(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

2.1 General Conditions

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

2.2 Supplemental General Conditions

4007 (2010-08-16) Canada to own all intellectual property rights in foreground information apply to and form part of the Contract.

3. Security Requirement

3.1 There is no security attached to this requirement.

4. Term of Contract

4.1 Period of the Contract

The period of the contract is from date of Contract to December 31, 2015 inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Janet Werk
Supply Specialist
Communication Procurement Directorate
Public Works and Government Services Canada
360 Albert Street, Constitution Square, 12th Floor, Ottawa, ONT, K1A0S5
Email: janet.werk@pwgsc-tpsgc.gc.ca
Telephone: 613-998-3968, Fax: 613-991-5870

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Technical Authority

The Technical Authority for the Contract is: TBD

In its absence, the Technical Authority is: TBD

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Invoicing Authority

The invoice authority for this contract is: TBD

5.4 Contractor's Representative (to be filled in and returned with your bid)

<u>Project manager,</u>	<u>back up to the project manager</u>
Name	Name
Telephone number	Telephone number
Fax Number	Fax number
Email	Email

6. Payment

6.1 Basis of Payment- Firm Unit Price(s)

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 B.

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

6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.3 Multiple Payments

SACC Manual clause_ H1001C (2008-05-12) Multiple Payments

7. Invoicing Instructions

- 7.1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Claims cannot be submitted until all work identified in the claim is completed. Each invoice, including delivery charges, must be supported by:

a certified copy of the prepaid bill of lading;
- 7.2. Invoices must be distributed as follows:
 - a) The original must be forwarded to the **Invoicing Authority** identified under the section entitled "Authorities" of the Contract for certification and payment.
 - b) One (1) copy must be emailed to **both** the Project Authority and the Contracting Authority identified under the section entitled "Authorities" of the Contract.

8. Certifications

8.1 Compliance

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

9. Applicable Laws

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

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions
4007 (2010-08-16) Canada to own all intellectual property rights in foreground information
- (c) 2030 (2014-09-25) the general conditions - Higher Complexity - Goods, apply to and form part of the Contract;
- (d) Annex A, Statement of Requirement;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated _____, (*date of bid to be inserted*)

11. Insurance

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

12. SACC Manual Clauses

THE FOLLOWING TERMS AND CONDITIONS ARE INCORPORATED HEREIN.

SACC Reference	Title	Date
D5328C	Inspection and Acceptance	30/11/2007
P1005C	Packaging and Packing of Printed Products	01/11/2010
P1009C	Author's Alterations	30/11/2007
P1010C	Quality Levels for Printing	01/11/2010
P1011C	Quality Levels for Colour Reproduction	01/11/2010

ANNEX A STATEMENT OF WORK

A.1. BACKGROUND

Citizenship and Immigration Canada (CIC) includes a pamphlet titled *Important Passport Tips* (C&I-1885) with each passport issued. This accounts for an annual production and distribution of approximately 5,000,000 copies of C&I-1885.

Because the quantities required are driven by the demand for passports CIC cannot guarantee the exact quantity that may be required for any year.

The table below is included to provide an estimate on the demand. It is not meant to represent a trend in production nor does it constitute any guarantee of what quantities may be required over the period of the Contract.

Estimated Annual Demand – 5 Yr Projection				
2015 estimate 5.2 M	2016 estimate 5.2 M	2017 estimate 15% reduction* 4,420,000	2018 estimate 15% reduction* 4,420,000	2018 estimate 15% reduction* 4,420,000

*CIC began issuing e-Passports having a validity period of 10 years in 2013. These e-Passports are not expected to greatly affect the numbers of passports issued annually during 2015 and 2016. A decline in demand is projected for following years.

A.2. REQUIREMENT

CIC requires the Contractor to print and deliver quantities of C&I-1885 on an “if and when” requested basis.

CIC plans to continue ordering only the quantities required to meet inventory requirements and will pay for these quantities only. Should the Contractor decide to print and store the full estimated annual quantity, and should there be changes to the content of C&I-1885, CIC will not assume responsibility for any costs incurred related to the printing and disposal of any quantity in excess of the actual quantity ordered.

A.2.1 Contractor's Project Manager/Primary Point of Contact

The Project Manager identified in the Contract will act as the primary point of contact for any interactions with CIC Technical Authority during the period of the Contract. The Contractor must advise both the CIC Technical Authority and the Contracting Authority should a new point of contact be assigned to the CIC account as soon as possible.

A.2.2 Environmental Considerations

Paper Stock:

The Contractor must use paper from manufacturers certified under the Environmental Choice Program or who are using fibre originating from a sustainably-managed forest certified to a third-party verified forest certification standard such as the Forestry Stewardship Council, Sustainable Forestry Initiative or the Canadian Standards Association Sustainable Forest Management Standard.

Printing Inks:

In order to reduce the environmental impact of its print publishing activities, the Government of Canada chooses to use inks that are considered environmentally friendly, containing vegetable oil-based materials.

A.3. PRINT QUALITY

The quality requirement for this publication is Informational. The Contractor must perform the Work in accordance with the quality requirements described in the Public Works and Government Services (PWGSC) publications entitled *Quality Levels for Printing* and *Quality Levels for Colour Reproduction*, latest issues. The Contractor must ensure that the quality levels are met for all printed matter produced as part of the contract.

A.4. ARTWORK AND PROOFING

At the start of the contract the Contractor will receive the artwork for C&I-1885 as high resolution PDF files. The Contractor must produce three (3) sets of high resolution colour proofs for sign-off by a designated CIC Technical Authority. One (1) set of proofs will be returned to the Contractor while CIC will retain two (2) sets as a means to ensure the continued quality of printed forms received. These approved proofs will act as the production quality standard during the contract period.

The Contractor will not be required to produce proofs for additional print orders if new artwork is not supplied.

Should CIC make a change to C&I-1885, new artwork will be provided to the Contractor who will produce new proofs for approval. These proofs (three sets) will become the new production quality standard.

A.5. SPECIFICATIONS

Bilingual panel fold form (English on one side and French on the other).

A.5.1 Paper Stock: Offset, White, 100M.

A.5.2 Ink Colours: 4 colour Process on two (2) sides (4/4), English/French, no bleeds, ink coverage approximately 35%

A.5.3 Trim Size: Flat: 17.5" X 8.5", Folded: 3.5" X 8.5"

A.5.4 Folding: Accordion fold, 5 panels

A.5.5 Packaging: Shrink wrap in parcels of 100. Place packages in boxes of 1,500 forms per box as specified in section 5.3 of this Annex A Statement of Work.

A.6. ORDERING PROCESS

A.6.1 Ordering Authorities

During the Contract, all orders will be placed by the Publishing team, Communications Branch of CIC represented by the Technical Authority. Orders will be place by email.

The Contractor must not fulfill orders placed by anyone other than the designated CIC Technical Authority. Orders will be place by email to the Contractor representative listed in clause 5 of the contract terms.

A.6.2 Production Orders

Orders will be placed on an "if and when" required basis. CIC expects to place production orders three (3) times a year for quantities estimated to meet the distribution requirements for a four (4) month period. However, CIC may require placing additional production orders if required.

A.6.2.1 Quantities

CIC expects to place production orders for quantities between 1,000,000 and 1,750,000 units every four (4) months. However, the Contract will also allow for smaller orders on an "if and when" required basis. The minimum quantity for these additional orders will be 150,000 units.

CIC will guarantee ordering at least 4 million during the first year of the contract.

A.6.2.2 Overruns/underruns

- i. No overruns will be accepted.
- ii. If overruns are delivered, the quantity in excess will be returned to the supplier at no cost to CIC.
- iii. Underruns are acceptable up to a percentage of 3% of each production run.
- iv. If underruns occur, CIC will only pay for the exact quantity received. The Contractor must adjust the invoice accordingly.

A.6.3 Packaging Requirements

A.6.3.1 Cartons

Cartons are to hold 1,500 copies of the publication per box. Labels must be affixed to the top and each end of every box.

All boxes should be identically packaged and completely filled with the same quantity in each box. Boxes must not weigh more than 30 pounds each. Boxes must be appropriately sized to fit the contents, be sturdy and be capable of withstanding handling during shipping.

A.6.3.2 Labels

Each Box must be clearly identified with:

- Title: Important Passport Tips
- Code: PPTC-151
- Product # (C&I-1885-XX-XXXX)
- Quantity 1500
- Box ____ of ____
- MMR # 1140

A.6.3.3 Skids

Shipment must be on skids not exceeding: Width 30", Length 38". Total height, including pallet, must not exceed 54 inches high. Each pallet MUST be no larger than 30" wide by 38' long with a minimum 4" fork opening and bottom boards.

Within one order, all pallets, if required, must have the same number of boxes per row and the same number of rows per skid (only one skid will have odd amount of boxes, if needed).

A.7. Delivery

- A.7.1 Each order must be delivered in a single shipment to the address specified in the production order;
- A.7.2 The deliveries must take place between 8:00 AM and 4:00 PM on business days only, unless specified otherwise by the Technical Authority;
- A.7.3 All deliveries must be Freight on Board (FOB) Destination;
- A.7.4 All deliveries will take place in the National Capital Region. The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. *The National Capital Act* is available on the Justice Canada Website. <http://laws.justice.gc.ca/en/N-4/>;

A.8. Samples

Following the completion of each production run, the Contractor must send, at no cost for CIC, ten (10) samples of the final product to the Technical Authority for the quality assurance.

These samples must be delivered to the following address:

Citizenship and Immigration Canada
C/O **TBD**
150 Metcalfe Street, 7th floor
Ottawa, Ontario
K1A 1L1

A.9. Service Standards

A.9.1. Proofs

Proofs must be submitted for approval within five (5) working days from the time the artwork is provided to the Contractor.

A.9.2. Print Fulfillment

Printing of the quantity ordered must be completed and delivered within fifteen (15) working days from the time the proofs are signed and returned to the Contractor or, if no new proofs are required, the time orders are placed from the Technical Authority.

A.10. Author Alteration's

Author's alterations are changes requested by the CIC Technical Authority to approved text or layout at any stage during production. The costs of implementing these changes are billable by the Contractor and should be avoided whenever possible.

Should author's alterations be requested, the Contractor must provide details of the alterations, as requested by the client, and associated costs in accordance with Annex B to the Technical Authority for review and approval prior to the alterations being undertaken. No alterations are to be undertaken unless they are confirmed in writing by the Technical Authority. The Contractor must provide the final version of the document in both electronic and PDF format.

A.11 Quality Assurance

A.11.1 Quality Assurance by the Contractor:

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

A.11.2 Faulty materiel

Faulty materiel refers to any materiel delivered by the Contractor not meeting the specifications and/or the quality level required as per the Statement of Work.

- i. The faulty materiel will be returned to the Contractor for disposal and must be replaced at no charge to CIC.
- ii. Replacement orders must be shipped within 5 business days if order is greater than 50% of faulty materiel.

A.12. Components of work

- i. All components pertaining to the job including artwork, negatives, proofs and electronic files (be it original or modified products), whether supplied by CIC-Passport Program or purchased by, or supplied by, the Contractor, are to be considered property of Canada and must be forwarded at no cost, upon completion of the work.
- ii. The Contractor must return all components to the technical authority at the end date of the contract at no additional cost to Canada. Components must be packaged appropriately and shipped in a manner to ensure safe delivery at the specified location.

ANNEX B - BASIS OF PAYMENT

The quantities for evaluation shown in the pricing grid of the Annex B - Basis of Payment pricing schedule are estimates for evaluation purposes only and are not a guarantee of the actual number of documents to be produced, the number of orders to be processed or the actual number of items to be shipped, nor are they intended to reflect any expectations on behalf of the Government of Canada.

B.1.1 FINANCIAL PROPOSAL

Bidders must provide all inclusive pricing in the format specified, for each component identified in this ANNEX B - Basis of Payment.

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

The Bidder is required to submit firm, all inclusive, rates and prices, FOB destination, GST/HST extra if applicable, freight extra.

B.1.2 PRICES RELATED TO PRINTING SERVICES

For prices related to printing services, the all inclusive prices must include all operations and materials for the completion of final printed products as specified for each item (including but not limited to equipment set ups, creation and delivery of proofs, printing operations and provision of samples, packaging materials, labels and their application) to supply the final products and ready the items for shipping. FOB destination, GST/HST extra if applicable, freight extra.

B.1.3 PRICES RELATED TO SHIPPING COSTS

The Contractor will be reimbursed for the shipping costs reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead. A copy of the bill of lading from the carrier must be submitted to the Project Authority along with the associated invoice. All payments are subject to government audit.

B.1.4 TRAVEL AND LIVING EXPENSES

The Crown will not accept any travel and living expenses incurred by any Contractor.

B.1.5 ESCALATION CLAUSES (SOLICITATION AND CONTRACT)

Bidders must complete the B.1.4.1 Escalation Clause and include it with their Bid. If the Bidder does not complete and provide the B.1.4.2 Escalation Clause with the Bid, no Escalation Clause will be included in the Contract and no price escalation will be granted based on increased Paper costs during the period of the Contract and all option periods.

BIDDERS ARE RESPONSIBLE TO ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET AVAILABLE ON BUYANDSELL.GC.CA AND RETURN IT IN MS EXCEL FORMAT ON A USB KEY ALONG WITH A PRINT OUT OF THE COMPLETED ANNEX B FINANCIAL PROPOSAL WITH THEIR PROPOSAL.

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

B.1.5.1 P2010 - T - Escalation for Paper

Bidders are required to add lines as required to reflect the Passport Canada paper requirement

The resulting contract will contain a provision for price adjustment (increase or decrease) of the portion of the price directly related to the base transaction cost of paper. Price adjustment will apply only to increase or decrease of the base transaction cost of paper that may occur at any time during the resulting contract period but not before thirty (30) days after contract award.

Bidders must provide their base transaction cost(s) and the quantity of the paper on which the base transaction cost is established in their bid as follows (add additional lines as required):

cover stock: 50 lb./100M at a base transaction cost per Cwt. of

and which percent of the unit
represent price(s).

Brand name and paper supplier:

text stock: 60 lb./120M at a base transaction cost per Cwt. of

and which percent of the unit
represent price(s).

Brand name and paper supplier:

Upon request from the Contracting Authority, bidders must provide supporting documentation to confirm the base transaction cost. Such documentation may consist of copy of quotation from the paper supplier(s).

B.1.5.2 P2010 - C - Escalation for Paper

Bidders are required to add lines as required to reflect the Passport Canada paper requirement

The portion of the price directly related to the base transaction cost of paper is subject to price adjustment (increase or decrease) at any time during the contract period but not before (date corresponding to the end of the 30-day period after contract award). The price will be adjusted using the percentage of the announced increase or decrease that came into effect by applying it to the applicable base transaction cost.

To request a price adjustment, the Contractor must provide the Contracting Authority with a notice indicating the increase or decrease in the base transaction cost of the paper necessary to complete the requirement of the Contract, if applicable. Such notice must contain the price as publicly announced by at least three (3) paper suppliers who supply the grade specified in the Contract and the date the price came into effect.

The base transaction cost of paper subject to price adjustment is as follows:

text stock: 50 lb. at a base transaction cost per Cwt. of	
and which	
represent	percent of the unit price(s).
Brand name and paper supplier:	

text stock: 60 lb. at a base transaction cost per Cwt. of	
and which	
represent	percent of the unit price(s).
Brand name and paper supplier:	

The Contractor must provide a copy of the quotation from the paper supplier(s) to support the above base transaction cost and a copy of the invoice(s) from the paper supplier(s) to support the adjusted base transaction cost.

Any price adjustment must be approved by the Contracting Authority and will be evidenced through a contract amendment.