

**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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet FORM,PRINTED	
Solicitation No. - N° de l'invitation W8486-152161/A	Date 2015-01-06
Client Reference No. - N° de référence du client W8486-152161	
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-020-66478	
File No. - N° de dossier cw020.W8486-152161	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-01-20	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: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

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

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

Solicitation No. - N° de l'invitation

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W8486-152161

Amd. No. - N° de la modif.

File No. - N° du dossier

cw020W8486-152161

Buyer ID - Id de l'acheteur

cw020

CCC No./N° CCC - FMS No/ N° VME

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Title: Night order books RFP

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven 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 Work, the Basis of Payment and the Statement of Work.

1.2 Summary

This request for proposal is to supply and deliver to the Department of National Defence (DND) Night Order Book CF854 to DND in Montreal (QC) and in Edmonton (AB). **Quantity of 50,000 + 5 Samples.**

Delivery MUST be by March 27, 2015. Contract expires April 8, 2015

There is no security requirements associated with this requirement.

As per the Integrity Provisions under section 01 of *Standard Instructions 2003*, bidders 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.

For services requirements, Bidders must provide the required information as detailed in article 2.3 of Part 2 of *the bid solicitation*, in order to comply with Treasury Board policies and directives on contracts awarded to former public servants."

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

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

1.3 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing.

PART 2 - BIDDER INSTRUCTIONS

2.1 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) (<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.

2.2 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 change in location at PDP Phase 3.

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

2.3 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder 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 bid 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.

"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 Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs 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, Bidders agree that the successful Bidder'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 Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder 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.

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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **seven (7)** (janet.werk@pwgsc-tps.gc.ca) 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.

2.5 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

3.1 Bid Preparation Instructions

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

- Section I: Financial Bid (1 hard copy)
Section II: Certifications (1 hard copy)
Section III: Additional Information (1 hard copy)

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

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

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

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

- 3.1.1 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 II: Certifications

Bidders must submit the certifications required under Part 5.

Section III: Additional Information

3.1.2 Bidder's Proposed Site(s)

The Bidder must provide the full address(es) of the Bidder's and proposed individual(s)' site(s) or premises for which are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory
Postal Code

What work will be performed at this location?

3.2 Integrity Provisions

As per the Integrity Provisions under section 01 of *Standard Instructions 2003*, bidders 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.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

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

4.2 Basis of Selection

A bid must comply with the 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.

5.1 Certifications Precedent to Contract Award and Certifications Required with the Bid

5.1.1 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.

5.1.1.1 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.

5.1.1.1.1 As per the Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#), Bidders should provide a list of all owners and/or Directors and other associated information as required with their bid.

5.1.1.2 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.

5.1.2 Certifications Required with the Bid

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

5.1.2.1 Canadian Content Certification

5.1.2.1.1 *SACC Manual* clause [A3050T](#) (2014-11-27) Canadian Content Definition

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5.1.2.1.2. 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.

Contractor's Representative (to be filled out)

Account/Project Manager

and

Back up and delivery follow up

Name: _____

Title: _____

Telephone no.: _____

Facsimile no.: _____

E-mail address: _____

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

6.2 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.

6.2.1 General Conditions

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

6.3 Security Requirements

6.3.1 There is no security requirement applicable to this Contract.

6.4 Term of Contract

6.4.1 Delivery Date

All the deliverables must be received on or before March 27, 2015

6.4.2 Period of the Contract

The period of the Contract is from **xxx** to April 5 2015 inclusive.

6.5 Authorities

6.5.1 Contracting Authority

Janet Werk
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Communication Procurement Directorate
12th Floor, 360 Albert Street
Ottawa, ON K1A 0S5
Telephone: 613-993-3968 E-mail: janet.werk@pwgsc-tpsgc.gc.ca

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

6.5.2 Project / Technical Authority

The Project/Technical Authority for the Contract is:

[In its absence, the Project Authority is:](#)

[The information will be provided in the contract.](#)

The Project/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 Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative (to be filled out)

Account/Project Manager and Back up and delivery follow up

Name: _____
Title: _____
Telephone no.: _____
Facsimile no.: _____
E-mail address: _____

6.6 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.

6.7 Payment

6.7.1 Basis of Payment

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 \$ _____ *insert the amount at contract award*). 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 Contracting Authority before their incorporation into the Work.

6.7.2 Limitation of Price

SACC Manual clause [C6000C](#) (2011/05/16) Limitation of Price

6.7.3 Multiple Payments

SACC Manual clause H10010C (2008-05-12) Multiple Payments.

6.8 Invoicing Instructions

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.

6.8.1 Invoices must be distributed as follows:

- (a) The original must be forwarded to the consignees for certification and payment:

- Invoice for 25,000 Night Order Books in packages of 5 (N7530-21-8760721)

Dept of National Defence
7 CF Supply Depot
STN FORCES P.O. Box 10500
Edmonton, AB. T5J 4J5

Attn: INVOICE RECEIPTS W2481

- Invoice for 25,000 Night Order Books in packages of 5 (N7530-21-8760721)

Dept of National Defence
25 CFSD Montreal magasin
P.O. Box 4000 STN K
Montreal, QC. H1N 3R9
Attn: INVOICE RECEIPTS W1941

- (b) One (1) copy must be forwarded to:
Public Works and Government Services Canada
Communication Procurement Directorate
Constitution Square Building
360 rue Albert, 12th Floor
Ottawa, Ontario. K1A 0S5
Attn: Janet Werk

- (c) One (1) copy must be forwarded to:
National Defence Headquarters
DGLEPM / DLP 3-4-1-2
101 Colonel By Dr.
Ottawa, ON K1A 0K2
Attn: Denis Ladouceur Denis.ladouceur@forces.gc.ca 819-994-9252

6.9 Certifications

6.9.1 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.

6.9.2 SACC Manual Clauses

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions conditions 2030 (2014-09-25) General Conditions - Higher Complexity - Goods;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;

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(e) the Contractor's bid dated _____.

6.12 Defence Contract

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

6.13 Insurance

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

6.14 SACC Manual Clauses

THE FOLLOWING TERMS AND CONDITIONS ARE INCORPORATED HEREIN.

P1016C	Quality Levels for Binding	01/11/2010
P1010C	Quality Levels for Printing	01/11/2010
P1005C	Packaging and packing of Printed Products	01/11/2010
B7500C	Excess Goods	16/06/2007

ANNEX "A"

STATEMENT OF WORK

TITLE: Publication - Night Order Books Form No. CF 854 (4-77)

DESCRIPTION: For the supply and delivery of 50,000 + 5 samples of Night Order Books. Delivery to DND in Montreal (QC) and in Edmonton (AB) and samples to Ottawa (ON).

PRINT QUALITY : Informational, to be in accordance with the Public Works and Government Services Canada publication entitled "Quality Levels for Printing" (P1010C) and /or "Quality Levels for Binding" (P1016C), latest issues.

QUANTITIES: 25,000 Night Order Books to Edmonton (AB)
25,000 Night Order Books to Montreal (QC)
5 Samples to NCR

TRIM/

FOLDED SIZE: 6 1/2" x 8"
Covers and pages are flush and no overhang.

STOCK: recycled stock
End Leaves: 160M (80lb) Kraft smooth commercial printing Text paper.
Caliper 6.4 - 7.0
Opacity minimum of 90%

Colour: Oatmeal.

Finish: Vellum.

Internal Pages: 40 M (20lb) white or equivalent.

Covers: 160M (80lb) Kraft smooth commercial printing Text paper. (or approved equivalent):
Caliper 6.4 - 7.0
Opacity minimum of 90%

The face and back of both the Front and Back covers must be laminated with same paper stock as for the Endleaves.

Binder's Cloth (Dark Blue tape which overlaps on covers)

INK: Cover: Black only, on outside Front, no bleeds

Text: Black only, on 2 sides (1/1), bleeds
The Contractor must ensure that the horizontal rules on left and right facing pages align.

BINDING/CONSTRUCTION:

Quarter bound case book with sewn in signatures; tight rounded back, bound with Binder's Cloth (Dark Blue tape which overlaps on covers).

Endleaves to be tipped to first and last signature and laminated to inside Front and Back covers.

Book Consists of one Front Cover (text on Face only) separated from the Back Cover (blank); 96 leaves (192 Internal Pages) with same text on Face and Back throughout.

FORMS HANDLING: completed by hand.

SAMPLE: Upon contract award, the contracting authority will provide a sample book to the Contractor.

OVERRUN / UNDERRUN: No underruns will be accepted. No overruns will be accepted. If overruns are delivered, they will be returned to the supplier or accepted at no cost to Canada.

MATERIAL SUPPLIED: The artwork will be provided to the supplier as a PDF file by e-mail upon contract award. The supplier must allow time in their estimate for verifying the files on the supplied media. The supplier must contact the project authority immediately if the media varies from the description of the material supplied.

PROOFS : 2 sets of blueprints or low resolution digital proofs, trimmed to size. After receipt of electronic files, proofs have to be accounted for within the schedule.

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

PRIOR TO DELIVERY:

SAMPLES APPROVAL

Five (5) samples of the Night Order Books and all material supplied must be forwarded to:

Proofs are to be shipped as follows:

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

Attention:

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

The Contractor will be advised by DIMPS 3-5 / Forms Management personnel whether the goods are approved for shipment to the Depots. You are to give Forms Management five working days to approve/reject the samples. Do not provide the sample to forms management less than five (5) days before the expected delivery date.

Do not ship until you receive approval from Forms Management.

PACKAGING / SHIPPING / LABELING :

The Contractor must package the item in quantities of 5 books per shrink-wrapped package.

- Each box, carton, package shall be labelled showing in block letters at one end the quantity of contents, size, title, form number, purchase order number and if applicable serial number.
- For all shipment exceeding 0.566 m³ or 15.88 kg (20ft³ or 35 lbs), except for those shipped by courier, the following shall apply:

The Contractor shall strap, and if necessary wrap, shipments on standard 1.22 m x 1.02 m (48 in. X 40 in.) wood pallets. The four-way forklift entry pallet shall be supplied at no charge for DND. Total height, including pallet shall not exceed 1.19 m (47 in). The pallet load shall not extend further than 2.54 cm (1 in.) from any edge of the pallet.

Individual items exceeding 1.22 (48 in.) In length or 453.6 kg (1000 lbs.) shall be secured to larger pallets or shall have 10.16 cm x 10.16 cm (4 in. X 4 in.) Skids securely fastened to the bottom of the item. Skids shall be separated by a minimum of 71.12 cm (28 in.).

- Any exception requires the prior approval of the Contracting Authority.

DELIVERY INSTRUCTIONS:

Shipping Instructions - Scheduling

The Contractor must deliver the goods to Canadian Forces (CF) Supply Depots by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the Depot Traffic Section at the appropriate location shown below. The consignee may refuse shipments when prior arrangements have not been made.

W2481 (Edmonton)
7 CFSD - Receipt Section
CFB Edmonton
195 Ave & 82 St. – Bldg. 236
Edmonton, AB T5J 4J5

Telephone: 780-973-4011 ext. 4524
Fax: 780-973-4054

W1941 (Montreal)
25 CFSD Montreal - Receipt Section
6363 Notre Dame Est
Montreal, QC H1N 2E9
Telephone: 514-252-2777 ext. 2363 or 2010 or ext 2760
Fax: 514-252-2122

COMPONENTS:

All original material supplied (artwork, electronic media) or created during production (negatives, separations, proofs) for any printing requirement is deemed to be property of the crown and must be returned at no cost at the end of the contract. Supplier is responsible for the delivery of components to the designated location which may differ from the delivery address or destination(s).

ANNEX "B"

BASIS OF PAYMENT

Bidders must provide pricing in the format specified in this Annex B - Basis of Payment. Failure to provide prices in the format specified will render the proposal non-responsive.

The Bidder must submit a firm, all inclusive price per book, FOB destination, GST or QST extra, if applicable.

Prices must include shipping costs to the destinations specified in Annex A, as well as all materials and operations (set-up charges, printing, provision of proofs and five (5) required samples etc.) to supply the final products and ready the items for shipping; transportation charges included.

Night Order Books:

- 1.1 Provision and delivery to Edmonton, AB of 25,000 night order books (N7530-21-8760721):
- 1.2 Provision and delivery to Montreal, QC of 25,000 night order books (N7530-21-8760721):
- 1.3 Provision and delivery to the NCR 5 Samples:

	A. Firm all inclusive <u>price per book</u>	B. Quantity for evaluation	Total (A * B) (Firm all inclusive price per book multiplied by Quantity for evaluation)
1.1 (AB)	\$	25,000	\$
1.2 (QC)	\$	25,000	\$
1.3 (NCR)	samples to NCR	5	No charge
Total Evaluation Price			

Solicitation No. - N° de l'invitation
W8486-152161/A
Client Ref. No. - N° de réf. du client
W8486-152161

Amd. No. - N° de la modif.
File No. - N° du dossier
CW020. W8486-152161

Buyer ID - Id de l'acheteur
CW020
CCC No./N° CCC - FMS No./N° VME

ANNEX "C"

Visuals for Reference

See following pages for Front cover - and 96 leaves (192 Internal Pages).



National
Defence

Défense
nationale

NIGHT ORDER BOOK CONSIGNES DE NUIT

*Sample
Construction
Only*

CF 854 (4-77) 7530-21-876-0721

Forms Management 613-993-4050 (06-2008)
Conception et gestion des formulaires 613-993-4052

NIGHT ORDER BOOK CONSIGNES DE NUIT