

**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**

<b>Title - Sujet</b> Banners		
<b>Solicitation No. - N° de l'invitation</b> C1111-140596/A	<b>Date</b> 2015-01-20	
<b>Client Reference No. - N° de référence du client</b> C1111-14-0596		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CX-027-66590		
<b>File No. - N° de dossier</b> cx027.C1111-140596	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-02-11</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Buck(CX Div.), Daniel		<b>Buyer Id - Id de l'acheteur</b> cx027
<b>Telephone No. - N° de téléphone</b> (613) 998-8588 ( )		<b>FAX No. - N° de FAX</b> (613) 991-5870
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF CANADIAN HERITAGE 25 Eddy St 25-11-V Gatineau Quebec K1A0M5 Canada		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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

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

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**See attached documents. Please note that the numbering is starting back at page one.**

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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;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 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, the Insurance Requirements and Evaluation Grid.

### **1.2 Summary**

Canadian Heritage (CH) requires printing, fabricating to final format and delivery of high tenacity Acid Dyed nylon banners for display in Confederation Boulevard in Canada's Capital core. There will be between 15 to 21 distinct designs based on the thematic(s) of the year. Each design is made up of single banners that are hung together in pairs on light standards.

Each design is made of a coloured image printed onto one layer of high tenacity nylon, which is to be visible from both sides. The top and bottom of each banner incorporates an opaque strip onto which the text, logo is printed (both sides).

The quantities will vary according to the years of fabrication and on the thematic involved. On average there are 13 provincial + 1 Capital region banner designs of standard banner pairs. In addition to this there will be 3-8 thematic banner pairs and 10 long banner pair designs.

The period of the contract will be from date of award until March 31, 2016 with the option to extend this period by three (3) additional one (1) year period under the same terms and conditions.

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."

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

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### **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>) 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.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 90 days

### **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.

### **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 FPS, 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 FPS in receipt of a pension, as applicable:

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

By providing this information, 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) 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 Ontario

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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: Technical Bid (Five (5) hard copies and One (1) soft copy) on USB.

Section II: Financial Bid (Two (2) hard copies and One (1) soft copy) on USB.

Section III: Certifications (One (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>). 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 and describe their approach 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 evaluation criteria against which the bid will be evaluated. 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**

- 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.

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### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Definitions for the purposes of the Mandatory Evaluation Criteria:

"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.

#### M.1 Experience of the Bidder

The Bidder must demonstrate that it has been contractually bound under three (3) separate contracts to provide printing, fabrication to final format, and delivery of custom printed banners to locations across Canada. The three (3) separate contracts must have been completed for at least two (2) separate external clients (outside of the Bidder's own company).

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

The three (3) separate contracts must have been completed since January 01, 2009.

M.1.1 Each of the three (3) contracts must have included all of the following requirements:

- Custom printing of the required banners on UV resistant banner material;
- Custom printing using UV resistant, colourfast dyes;
- Finishing to final format, including trimming to final size, sewing of hems and/or seams, and preparation for display;
- Packaging and delivery to final destination.

M.1.2 When combined\*, each of the following requirements was included in the three (3) contracts:

- Banners fabricated using high tenacity (minimum 210 denier) flag nylon type6-6;
- Acid dye printing process;
- Fabric treated with a U.V. inhibitor;
- Full-coloured images;
- Fabrication of banners to be used in an outdoor location (or locations) exposed to outdoor weather conditions including wind, rain and sunlight;
- Management of multiple distinct designs (four [4] or more) to be fabricated and assembled in packages ready for distribution;
- A quantity of 600 banners or more, consisting of multiple (four [4] or more) distinct banner designs.

\*One (1) contract does not need to include all of the listed requirements for M.1.2, however each separate requirement must have been included in any of the three (3) contracts. The three (3) contracts together must have included all of the listed requirements for M.1.2.

M.1.3: To demonstrate this corporate experience with external clients the Bidder must provide the following information in a description of each contract:

- a. The Contract reference number
- b. The Client information for the Contract
- c. The completion date of the Contract
- d. A complete description of the requirements for the printing, fabrication and finishing to final format, and delivery/distribution of the custom printed banners. The description must demonstrate the following:
  - The type of UV resistant banner material used and the properties of the material;
  - The printing process used and the number of colours printed for each distinct design;
  - The inks used for printing;
  - The finishing requirements of the banners;
  - The number of distinct designs managed, printed and fabricated;
  - The packaging requirements;
  - The assembly and delivery/distribution requirements of the banners;
  - The final display location of the banners (example: Outdoors exposed to outdoor weather conditions including wind, rain and sunlight)
- e. The invoice (or copy of) presented to the client

## **M.2 Sample Banner(s)**

To confirm the Bidder's capability of meeting the technical requirements of the Annex A Statement of Work, the Bidder must provide a sample banner or sample banners for evaluation.

More than one (1) banner sample may be submitted to meet the M.2 criterion. If more than one (1) sample is submitted, the combined samples, must demonstrate all of the technical requirements.

M.2.1 The sample banner or banners may be submitted as either of the following:

- a. A previously produced banner or previously produced banners that was/were printed and fabricated by the Bidder under contract to clients.
- b. A combination of a previously produced banner or banners and a banner produced by the Bidder for the purposes of the Request for Proposal.

M.2.2 The submitted banner sample or samples\* must demonstrate all of the following technical requirements:

- a. Open pocket sleeve with reinforced vinyl sewn in to completely line the interior of the sleeve;
  - b. Double folded and double sewn hem on edge (folded once and sewn, then folded again and sewn again);
  - c. Corner made of two (2) layers of nylon material (printed artwork) with inner vinyl blocker material over a layer of seat belt webbing to reinforce the corner around the grommet;
  - d. Acid dye printing in two (2) or more Pantone colours or four colour process with either digital or screen print on nylon banner material. Ink penetration must be at 85% or higher. The Bidder must indicate the Pantone reference colour for the printed colours of the sample. Ink penetration and colour calibration will be tested using a Spectrocolorimeter.
  - e. Durability: the sample must have been produced for use in an outdoor location for a period of six (6) months or more. The Bidder must provide a brief description of the outdoor location and the period of time that the banner was installed in the outdoor location.
- ❖ Bidders must deliver the requirement Sample Banner or Banners for evaluation at no charge to Canada. The Sample Banner or Banners submitted by the Bidders will remain property of Canada.

### **4.1.1.2 Financial Evaluation**

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To determine the total evaluated price, the prices submitted in the Annex B: Basis of Payment of this bid solicitation for the initial period and the extension periods will be calculated as specified in the Annex B Basis of Payment Excel spreadsheet being distributed through Government Electronic Tender Service.

#### **4.2 Basis of Selection**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria 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**

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 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.

#### **5.1.2 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](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.

#### **5.1.3 Additional Certifications Precedent to Contract Award**

##### **5.1.3.1 Canadian Content Certification**

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

## **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>) 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.

#### **6.2.2 Supplemental General Conditions**

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information, 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 Period of the Contract**

The period of the Contract is from date of Contract to March 31, 2016 inclusive.

#### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) 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 at least fifteen (15) calendar days 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.

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cx027  
CCC No./N° CCC - FMS No./N° VME

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## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Public Works and Government Services Canada  
Acquisitions Branch  
Communication Procurement Directorate  
Constitution Square, 12th Floor  
360 Albert Street  
Ottawa, Ontario K1A 0S5

**Attn.: Daniel Buck**

Tel.: (613) 998-8588 Fax: (613) 991-5870  
E-mail Address: daniel.buck@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 Authority**

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the 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**

The Contractor's Representative for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
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 – Firm Unit Price(s)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s), as specified in Annex B for a cost of \$ \_\_\_\_\_ (insert the amount at contract award). Customs duties are excluded 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 Expenditure - Shipping**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$ \_\_\_\_\_ (insert the amount at contract award). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

## **6.8 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.

Each invoice must be supported by:

- a. A copy of the invoices, receipts, vouchers for all direct expenses, and travel and living expenses.

2. Invoices must be distributed as follows:

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

## **6.9 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 \_\_\_\_\_. *(Insert the name of the province or territory as specified by the Bidder in its bid, if applicable.)*

## **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 supplemental general conditions 4007 (2010-08-16) Canada to Own Intellectual Property;
- (c) the general conditions 2030 (2014-09-25), General Conditions – Higher Complexity - Goods;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Insurance Requirements;
- (g) the Contractor's bid dated \_\_\_\_\_.

## **6.12 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies

## **6.13 SACC Manual Clauses**

SAAC Manual clause D5328 (2007-11-30) Inspection and Acceptance  
SAAC Manual clause P1005C (2010-01-11) Packaging and Packing of Printed Products

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## ANNEX "A"

### STATEMENT OF WORK

#### 1. TITLE

Banners for display on Confederation Boulevard.

#### 2. BACKGROUND

Confederation Boulevard is the ceremonial route that encircles the heart of Canada's Capital. This route is lined with approximately 515 special light standards that have been designed to support a banner display. Each year from May to October, the Department of Canadian Heritage (PCH) displays banners on these special light standards along the Boulevard, reflecting themes of National significance.

Each year a family of provincial banners is produced and completed with thematic banners which are specially designed to enhance an anniversary or a specific event. For instance in 2008, PCH underlined the celebration of the 400<sup>th</sup> anniversary of *Ville de Québec*, and in 2009 PCH produced special banners for the Vancouver 2010 Winter Olympic and Paralympics Games.

#### 3. OBJECTIVES

PCH is requesting the services of a Contractor with expertise and experience in the fabrication and delivery of a large amount of high tenacity Acid Dyed nylon banners for display on Confederation Boulevard in Canada's Capital core.

#### 4. DESCRIPTION OF WORK

There will typically be between 15 to 21 distinct designs depending of the year and the thematic. Each design is made up of single banners that are hung together in pairs on light standards.

Each design is made of a richly coloured image printed onto one layer of high tenacity nylon, which is to be visible from both sides. Therefore the print must ensure an appropriate ink penetration. The top and the bottom of each banner incorporates an opaque strip onto which the text, PCH and partner logos are printed (both sides). This allows the text and logo featured to be legible from both sides of the banner.

#### 5. DELIVERABLES

##### 5.1 Banner quantities

The quantities will vary according to the years of fabrication and on the thematic involved. On average there are 13 provincial + 1 Capital region banner designs of standard banner pairs. In addition to this, there will be 3-8 thematic banner pairs and 10 long banner pair designs. There is typically a total count of 600 banner pairs.

**Note: The following quantity is for information only to demonstrate the possible quantities that may be produced in each year. It does not represent the final quantity:**

- 440 banner pairs of the 13 provincial banners + Capital region banner.
- 150 banner pairs for the annual thematic banners and will consist of 3-8 distinct designs.
- 10 long banner pairs.

## 6. TECHNICAL SPECIFICATIONS

### 6.1 Detailed specifications for fabrication and delivery

The banners are hung for a 6-month period\* and will be exposed to very windy conditions, direct sunlight and rain. The fabrication methods, finishing, ink fastness and printing processes are to live up to this expected timeframe without noticeable fading or tearing, and the finishing done with care and attention as per the following specifications indicate.

\* Please note that PCH intends to re-use for an additional season a certain percentage of banners.

### 6.2 Artwork (see Appendix 1, 2 & 3 to Annex A Statement of Work)

- All artwork will be provided to the Contractor by PCH in Adobe Illustrator CS5 files, by e-mail or on an FTP site, upon initiation of the contract.
- Artwork provided to the Contractor will include a bleed for the seam area, however in some cases due to the angular fold over, adjustments may have to be made by the Contractor.
- All graphics are the property of PCH and shall not be duplicated in any manner except for PCH approved provincial or territorial partners.

### 6.3 Preproduction Sample

- **Preproduction sample with seam:** The Contractor must provide one (1) sample banner for each design for PCH approval of colour dye penetration, colour matching and finishing before final production. These samples are to be sent to PCH for colour approval.
- The delivery date must be met regardless of any required adjustments identified by PCH in the evaluation of the sample banner pairs provided. Once approved it will set the standard for the complete run for each design.
- The Contractor must re-print any unsatisfactory samples in terms of finishing, colour saturation, colour calibration or material choice at their own cost.
- Evaluation and comments of the preproduction samples will be given by PCH within 4 working days upon receipt of the samples.
- The Contractor is responsible for the cost of fabrication and shipping of the test banners. Test banners are not to be considered part of the order for the display, and their costs are to be absorbed in the per-unit costs of the final banners.

### 6.4 Fabrication specifications (see Appendix 1, 2 & 3 to Annex A Statement of Work)

- Actual banner designs will vary based on yearly themes.
- All banners must be acid dye printed either digitally or screen printed.
- All banners must be manufactured from high tenacity 210 denier type 6-6 U.V. resistant nylon flag fabric.
- All banners must be printed in a way so that a minimum of 85% penetration of colour is obtained as banners are visible from both sides
- Printing of banner artwork must go beyond hem allowance so that the hem contains colours.
- The dyes used must be colourfast and U.V. resistant to ensure that the colours do not bleed after washing or if wet from rain and will not fade in the sun.

## 6.5 Sewing (see Appendix 1, 2 & 3 to Annex A Statement of Work)

- All edges must be heat cut and the curved outer edge of the banner is to be hemmed as shown. The outer edge is to be folded over once 1/4" then fold over twice 3/8" and double stitch @ 7-8- stitches per inch;
- All other hems must be folded over twice and double stitched with U.V. resistant nylon thread at 10 stitches per inch;
- All hems must be sewn to minimize shrinkage and twisting;
- 20 ounce white vinyl must be sewn into each sleeve so that it is not visible;
- Tolerance on the width of the sleeve, + or - 1mm must be maintained so that the sleeve will fit over the banner pole easily but must not loosen since it is designed to prevent the top of the banner from bunching up during strong winds. PCH can provide a sample banner pole to the manufacturer upon request to test the fit of the sleeve;
- Tolerance on the overall banner length is to be + or - 25mm;

## 6.6 UV Resistance

Fabric treated with a U.V. inhibitor to prevent material deterioration and U.V. inks are to be used to prevent colour fading. If the banners fade noticeably within six (6) months of installation, the Contractor will replace them at their own expense.

## 7. PACKAGING

### 7.1 Boxes

All banners must be shipped in clear, stackable, plastic containers, equivalent to Rubbermaid Model #3Q33 (23.3"L x 18.7"W x 12.3"H) 71 quart volume, and in organized lots by theme.

Containers must meet the following specifications:

- Square edge design
- Rubberized latches
- Clear lid and container
- Stackable
- For example, for the provinces and territorial banners: **one province or territory per box**, including both the left and the right side of the pair. The banners are meant to be stored in these boxes after the season, ready for possible re-use.
- Each box must be clearly labeled with the following information:
  - Year of Production
  - Province name: example Ontario
  - Or theme name, example Quebec 400<sup>th</sup>, Chateau Frontenac, Orange
  - Quantity of pairs per box
  - Image of the banner printed in colours, minimum 5x5 inches

### 7.2 In the boxes

All banners must be packaged in reusable, re-sealable, waterproof zipper-storage bags in matched pairs: **One matched pair per bag** with a description clearly marked with a sticker label or permanent marker on each package.

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## **8. COMPONENTS**

All components required to complete the contract, whether produced or purchased by the Contractor, or provided to the Contractor are the property of the Government of Canada.

The Contractor must return all components to the Project Authority within five working days of receiving the request to do so and at no additional cost to Canada.

Components must be packaged appropriately and shipped in a manner to ensure safe delivery at the specified destination.

## **9. QUALITY ASSURANCE**

Quality Assurance by 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.

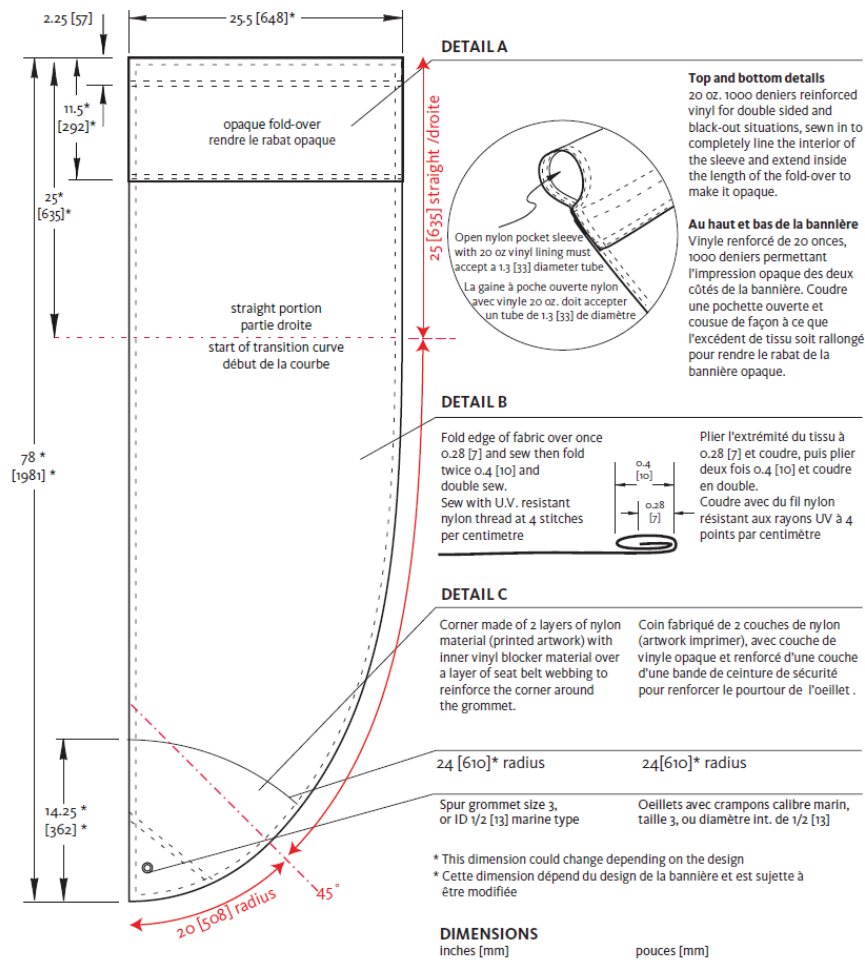
## APPENDIX 1 TO ANNEX "A" STATEMENT OF WORK

### STANDARD BANNER SPECIFICATIONS

#### Standard banner specifications

#### Spécifications relatives à la bannière standard

Other banner of the pair is the mirrored image / La deuxième bannière de la paire est l'image miroir.



**MATERIAL:**  
• Banner main: high tenacity 210D nylon, type 6-6 with UV inhibitors  
• Reinforced with vinyl 20 oz. 1000D.  
• Spur grommets size 3, or ID 1/2 inch marine type.

**GRAPHIC APPLICATION:**  
• UV resistant acid dye either digital or screen print  
• Graphic file will be supplied as well as graphic specs  
• Ink penetration is to be 85% minimum.  
• Bleed on white lettering to be minimum.  
• PCH designer must approve colour match prior to production.

**DURABILITY:**  
All graphics reproduction methods and materials used must sustain use for at least 6 months of use during the spring, summer and fall in high winds condition, rain and full sun exposure, without noticeable changes.

**MATÉRIAU :**  
• Bannière: nylon 210 deniers haute ténacité, type 6-6 avec inhibiteurs UV  
• Renforts: en vinyle 20 oz. 1000 deniers.  
• Oeillets avec crampons calibre marin, taille 3, ou diamètre int. de 1/2 pouce

**GRAPHIC APPLICATION:**  
• UV colorant résistant à l'acide soit numérique ou impression d'écran  
• Fichier d'impression sera fourni avec un devis graphique séparé  
• La traversée de l'encre doit être au minimum 85%  
• Etalement de l'encre sur le texte blanc au bas doit être minime.  
• Le designer de la PCH doit approuver les couleurs avant l'impression

**DURABILITY:**  
Les procédés d'impression et les matériaux utilisés doivent permettre une utilisation continue de 6 mois à l'extérieur et soutenir des conditions de grands vents, de pluie et soleil, et ce sans se détériorer de façon notable.

#### Confederation Boulevard Banner / Boulevard de la Confédération bannière

drawing / dessin

Banner Fabrication / bannière fabrication

sheet no.  
1 of 1

designed by / concept par J. McDougall

date 1992

updated by / mise-à jour par C. Hurst

date JAN 2015

scale / échelle NTS

Department / Département:

Capital Experience

Design manager / Gestionnaire: C. Hurst

F.01

Canada



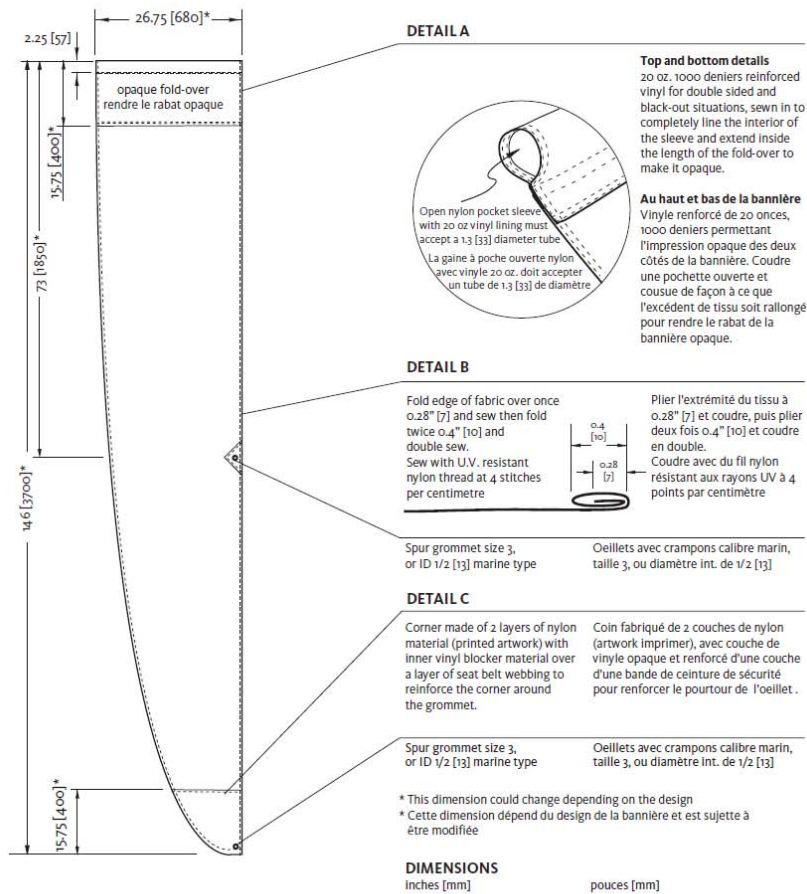
## APPENDIX 2 TO ANNEX "A" STATEMENT OF WORK

### LONG BANNER SPECIFICATION

#### Long banner specifications

#### Spécification relatives à la bannière longue

Other banner of the pair is the mirrored image / La deuxième bannière de la paire est l'image miroir.



#### MATERIAL:

- Banner main: high tenacity 210D nylon, type 6-6 with UV inhibitors
- Reinforced with vinyl 20 oz. 1000D
- Spur grommets size 3, or ID 1/2 inch marine type

#### GRAPHIC APPLICATION:

- UV resistant acid dye either digital or screen print
- Graphic file will be supplied as well as graphic specs
- Ink penetration is to be 85% minimum
- Bleed on white lettering to be minimum
- PCH designer must approve colour match prior to production

#### DURABILITY:

All graphic reproduction methods and materials used must sustain use for at least 6 months of use during the spring, summer and fall in high winds condition, rain and full sun exposure, without noticeable changes.

#### MATÉRIAU :

- Bannière: nylon 210 deniers haute ténacité, type 6-6 avec inhibiteurs UV
- Renforts: en vinyle 20 oz. 1000 deniers
- Oeillets avec crampons calibre marin, taille 3, ou diamètre int. de 1/2 pouce

#### GRAPHIC APPLICATION:

- UV colorant résistant à l'acide soit numérique ou impression d'écran
- Fichier d'impression sera fourni avec un devis graphique séparé
- La traversée de l'encre doit être au minimum 85%
- Etalement de l'encre sur le texte blanc au bas doit être minime.
- Le designer de la PCH doit approuver les couleurs avant l'impression

#### DURABILITY:

Les procédés d'impression et les matériaux utilisés doivent permettre une utilisation continue de 6 mois à l'extérieur et soutenir des conditions de grands vents, de pluie et soleil, et ce sans se détériorer de façon notable.

### Confederation Boulevard Banner / Boulevard de la Confédération bannière

drawing / dessin Long Banner Fabrication / fabrication à la bannière longue	designed by / concept, par date 1992	Department / Département: Capital Experience
sheet no. 1 of 1	updated by / mise-à jour par date JAN 2015	Design manager / Gestionnaire: C. Hurst
F.01	scale / échelle NTS	Canada



### APPENDIX 3 TO ANNEX "A" STATEMENT OF WORK

#### SAMPLE CONFEDERATION BOULEVARD BANNER



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## **ANNEX "B"**

### **BASIS OF PAYMENT**

The Bidder must provide pricing in the format specified in Annex "B". Failure to provide prices in the format specified will render the proposal non-responsive.

If pricing is not provided for a component, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amount.

If the Bidder agrees then the Basis of Payment will be considered compliant. However if the Bidder disagrees then the bid will be found non-compliant and no further evaluation will be done.

The Offeror must submit firm, all-inclusive prices, FOB destination, GST/HST extra if applicable. Prices must include all materials and operations (set-up charges, provision of proofs, printing, fabrication to final format, etc.) to supply the final products as specified in the Annex A Statement of Work and ready the items for shipping. Transportation/Shipping charges are excluded.

All payments are subject to government audit.

Quantities for evaluation shown in the pricing grid of the Annex "B" pricing schedules are estimates for evaluation purposes only and are not a guarantee of an actual number of items to be produced, nor are they intended to reflect any expectations on behalf of the Government of Canada.

BIDDERS MUST ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET PUBLISHED ON THE GOVERNMENT ELECTRONIC TENDERING SERVICE (<https://buyandsell.gc.ca/procurement-data/tenders>) AND RETURN IT ON USB ALONG WITH A PRINT OUT OF THE COMPLETED ANNEX B BASIS OF PAYMENT WITH THEIR BID.

**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.**

## **ANNEX "C"**

### **INSURANCE REQUIREMENTS**

#### **C.1 COMMERCIAL GENERAL LIABILITY INSURANCE**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
  - o. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**  
*Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,*

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*284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8*

**For other provinces and territories, send to:**

*Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

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**ANNEX "D"**

**EVALUATION GRID**

EVALUATION SUMMARY	
<b>MANDATORY REQUIREMENT:</b> <input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
<b>Mandatory Checked by:</b>	<b>Date:</b>
<b>Overall Comments:</b>	

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**EVALUATION TEAM SIGNATURES:**

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**NOTE TO EVALUATORS:** This evaluation grid contains the basic criteria. This grid must be used in conjunction with the RFP document to ensure the evaluation is being conducted strictly in accordance with the published criteria.

## 1.1 TECHNICAL EVALUATION

### 1.1.1 MANDATORY REQUIREMENTS

Evaluation Criteria	Met	Not Met
<b>M.1 Experience of the Bidder</b>		
The Bidder must demonstrate that it has been contractually bound under three (3) separate contracts to provide printing, fabrication to final format, and delivery of custom printed banners to locations across Canada.		
The three (3) separate contracts must have been completed for at least two (2) separate external clients (outside of the Bidder's own company).		
The three (3) separate contracts must have been completed since January 01, 2009.		
<b>M.1.1: Contract #1:</b>  <u>Each</u> of the three (3) contracts must have included <u>all</u> of the following requirements: <ul style="list-style-type: none"> <li>- Custom printing of the required banners on UV resistant banner material;</li> <li>- Custom printing using UV resistant, colourfast dyes;</li> <li>- Finishing to final format, including trimming to final size, sewing of hems and/or seams, and preparation for display;</li> <li>- Packaging and delivery to final destination</li> </ul>		
<b>M.1.1: Contract #2:</b>  <u>Each</u> of the three (3) contracts must have included <u>all</u> of the following requirements: <ul style="list-style-type: none"> <li>- Custom printing of the required banners on UV resistant banner material;</li> <li>- Custom printing using UV resistant, colourfast dyes;</li> <li>- Finishing to final format, including trimming to final size, sewing of hems and/or seams, and preparation for display;</li> <li>- Packaging and delivery to final destination.</li> </ul>		
<b>M.1.1: Contract #3:</b>  <u>Each</u> of the three (3) contracts must have included <u>all</u> of the following requirements: <ul style="list-style-type: none"> <li>- Custom printing of the required banners on UV resistant banner material;</li> <li>- Custom printing using UV resistant, colourfast dyes;</li> <li>- Finishing to final format, including trimming to final size, sewing of hems and/or seams, and preparation for display;</li> <li>- Packaging and delivery to final destination.</li> </ul>		

<p>M.1.2: When combined*, <u>each</u> of the following requirements was included in the three (3) contracts:</p> <ul style="list-style-type: none"> <li>- Banners fabricated using high tenacity (minimum 210 denier) flag nylon;</li> <li>- Acid dye printing process;</li> <li>- Fabric treated with a U.V. inhibitor;</li> <li>- Full-coloured images;</li> <li>- Fabrication of banners to be used in an outdoor location (or locations) exposed to outdoor weather conditions including wind, rain and sunlight;</li> <li>- Management of multiple distinct designs (four [4] or more) to be fabricated and assembled in packages ready for distribution;</li> <li>- A quantity of 600 banners or more, consisting of multiple (four [4] or more) distinct banner designs.</li> </ul> <p>*One (1) contract does not need to include all of the listed requirements for M.1.2, however each separate requirement must have been included in any of the three (3) contracts. The three (3) contracts together must have included all of the listed requirements for M.1.2.</p>		
<p><u>M.1.3: Contract #1:</u></p> <p>To demonstrate this corporate experience with external clients the Bidder must provide the following information in a description of <u>each</u> contract:</p> <ol style="list-style-type: none"> <li>a. The Contract reference number</li> <li>b. The Client information for the Contract</li> <li>c. The completion date of the Contract</li> <li>d. A complete description of the requirements for the printing, fabrication and finishing to final format, and delivery/distribution of the custom printed banners. The description must demonstrate the following: <ul style="list-style-type: none"> <li>· The type of UV resistant banner material used and the properties of the material;</li> <li>· The printing process used and the number of colours imprinted for each distinct design;</li> <li>· The inks used for printing;</li> <li>· The finishing requirements of the banners;</li> <li>· The number of distinct designs managed, imprinted and fabricated;</li> <li>· The packaging requirements;</li> <li>· The assembly and delivery/distribution requirements of the banners;</li> <li>· The final display location of the banners (example: Outdoors exposed to outdoor weather conditions including wind, rain and sunlight)</li> </ul> </li> <li>e. The invoice (or copy of) presented to the client</li> </ol>		



<p><b><u>M.1.3: Contract #2:</u></b></p> <p>To demonstrate this corporate experience with external clients the Bidder must provide the following information in a description of <u>each</u> contract:</p> <ol style="list-style-type: none"> <li>The Contract reference number</li> <li>The Client information for the Contract</li> <li>The completion date of the Contract</li> <li>A complete description of the requirements for the printing, fabrication and finishing to final format, and delivery/distribution of the custom printed banners. The description must demonstrate the following: <ul style="list-style-type: none"> <li>The type of UV resistant banner material used and the properties of the material;</li> <li>The printing process used and the number of colours imprinted for each distinct design;</li> <li>The inks used for printing;</li> <li>The finishing requirements of the banners;</li> <li>The number of distinct designs managed, imprinted and fabricated;</li> <li>The packaging requirements;</li> <li>The assembly and delivery/distribution requirements of the banners;</li> <li>The final display location of the banners (example: Outdoors exposed to outdoor weather conditions including wind, rain and sunlight)</li> </ul> </li> <li>The invoice (or copy of) presented to the client</li> </ol>		
<p><b><u>M.1.3: Contract #3:</u></b></p> <p>To demonstrate this corporate experience with external clients the Bidder must provide the following information in a description of <u>each</u> contract:</p> <ol style="list-style-type: none"> <li>The Contract reference number</li> <li>The Client information for the Contract</li> <li>The completion date of the Contract</li> <li>A complete description of the requirements for the printing, fabrication and finishing to final format, and delivery/distribution of the custom printed banners. The description must demonstrate the following: <ul style="list-style-type: none"> <li>The type of UV resistant banner material used and the properties of the material;</li> <li>The printing process used and the number of colours printed for each distinct design;</li> <li>The inks used for printing;</li> <li>The finishing requirements of the banners;</li> <li>The number of distinct designs managed, printed and fabricated;</li> <li>The packaging requirements;</li> <li>The assembly and delivery/distribution requirements of the banners;</li> <li>The final display location of the banners (example: Outdoors exposed to outdoor weather conditions including wind, rain and sunlight)</li> </ul> </li> <li>The invoice (or copy of) presented to the client</li> </ol>		

Evaluation Criteria	Met	Not Met
<b>M.2 Sample Banner</b>		
To confirm the Bidder's capability of meeting the technical requirements of the Annex A Statement of Work, the Bidder must provide a sample banner or sample banners for evaluation.		
More than one (1) banner sample may be submitted to meet the M.2 criterion. If more than one (1) sample is submitted, the combined samples, must demonstrate all of the technical requirements.		
<b>M.2.1: Sample #1:</b>  The sample banner or banners may be submitted as either of the following: <ul style="list-style-type: none"> <li>a) A previously produced banner or previously produced banners that was/were printed and fabricated by the Bidder under contract to clients.</li> <li>b) A combination of a previously produced banner or banners and a banner produced by the Bidder for the purposes of the Request for Proposal.</li> </ul>		
<b>M.2.2: Sample #1</b>  The submitted banner sample or samples* must demonstrate all of the following technical requirements: <ul style="list-style-type: none"> <li>a. Open pocket sleeve with reinforced vinyl sewn in to completely line the interior of the sleeve;</li> <li>b. Double folded and double sewn hem on edge (folded once and sewn, then folded again and sewn again);</li> <li>c. Corner made of two (2) layers of nylon material (printed artwork) with inner vinyl blocker material over a layer of seat belt webbing to reinforce the corner around the grommet;</li> <li>d. Acid dye printing in two (2) or more Pantone colours or four colour process with either digital or screen print on nylon banner material. Ink penetration must be at 85% or higher. The Bidder must indicate the Pantone reference colour for the printed colours of the sample. Ink penetration and colour calibration will be tested using a Spectrocolorimeter.</li> <li>e. Durability: the sample must have been produced for use in an outdoor location for a period of six (6) months or more. The Bidder must provide a brief description of the outdoor location and the period of time that the banner was installed in the outdoor location.</li> </ul> <p>❖ Bidders must deliver the requirement Sample Banner or Banners for evaluation at no charge to Canada. The Sample Banner or Banners submitted by the Bidders will remain property of Canada.</p>		

**FAILURE TO PROVIDE DETAILED INFORMATION FOR ANY OF THE ABOVE MAY RESULT IN THE PROPOSAL BEING DEEMED NON-RESPONSIVE. BIDS NOT MEETING THE ALL THE MANDATORY REQUIREMENTS WILL BE GIVEN NO FURTHER CONSIDERATION.**