



**Purchasing Office
Bureau des achats :**

Bid receiving Unit / Unité de réception des
soumissions
373 prom. Sussex Drive
Ottawa, Ontario (Canada) K1N 6Z2

**REQUEST FOR QUOTE
DEMANDE DE PRIX**

Proposal to:
Canada School of Public Service;

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, and/or services listed
herein and on any attached sheets at the
price(s) set out therefor.

Proposition à:
l'École de la fonction publique du 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, et/ou services
énumérés ici sur toute feuille ci-annexée,
au(x) prix indiqué(s).

**THIS DOCUMENT DOES NOT
CONTAIN A SECURITY
REQUIREMENT**

**CE DOCUMENT NE CONTIENT PAS
D'EXIGENCES RELATIVES À LA
SÉCURITÉ**

**Vendor Name and Address
Nom et adresse du fournisseur :**

Title-Sujet Promotional items – CSPS Pens and sticky note pads	
Solicitation No. No. de l'invitation CSPS-RFQ-1415-JP-1312	Date 22/01/2015
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time Zone on - le 27/01/2015	
F.O.B. - F.A.B. Destination	
Address Inquiries to: Adresser toute demande de renseignements à: Julie Paquette Procurement Officer Procurement Services Canada School of Public Service 425 St-Joseph Blvd., Room 3A45 Gatineau (Québec) K1N 6Z2	
E-mail: Courriel: Julie.paquette@cspc-efpc.gc.ca	Telephone: Téléphone 613-286-1375
Destination of Goods and Services: Destinations des biens et services: Canada School of Public Service 373 Sussex Drive Ottawa, Ontario K1N 6Z2	
Instructions : See Herein Instructions : Voir aux présentes	
Delivery Required Livraison exigée See Herein	Delivery Offered – Livraison proposée (To be determined)
Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	
Name – Nom	
Title – Titre	
Signature	



PART 1 - INFORMATION AND INSTRUCTIONS

1. Security Requirement

There is no security requirement associated with this bid solicitation.

2. Summary of Requirement

The Canada School of Public Service (CSPS) is the partner in learning of all public service employees. The School would like to renew its stock of classroom and events supplies.

3. 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.

3.1 SACC Manual Clauses

[C3011T](#) (2013-11-06) Exchange Rate Fluctuation, is incorporated by reference into and forms part of the bid solicitation.

4. Submission of Bids

Bids must be submitted only to the Canada School of Public Service by the date, time and place indicated on page 1 of the bid solicitation.

5. Certifications Required Precedent to Contract Award

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 with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

6. Enquiries - Bid Solicitation

All enquiries must be submitted to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

7. Evaluation Procedures

Bids received will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria specified below:

7.1 Technical Evaluation

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.



Mandatory Technical Criteria

M1 – The proposed goods must fully comply with all of the specifications provided under Annex A “STATEMENT OF REQUIREMENTS”. Each specification must be clearly demonstrated and evidenced by providing a high resolution PDF illustration and a pre-press verification will be required before proceeding with the final printing requirement.

7.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, Freight (FOB destination), Canadian customs duties and excise taxes included. Bidders must submit their pricing using the table provided in Part 2, item 5.2 Pricing Table.

7.3 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.

8. Applicable Laws

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

9. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within fifteen (15) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - RESULTING CONTRACT CLAUSES

1. Requirement

The Contractor must deliver in accordance with the Statement of requirement at Annex A.

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

2. General Conditions

[2029](#) (2014-09-25) General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

3. Delivery Date

All the deliverables must be received within thirty (30) days after contract award.

4. Authorities

4.1 Contracting Authority

The Contracting Authority for the Contract is:



Name: Julie Paquette
Title: Procurement Officer
Procurement & Contracting Unit
Canada School of Public Service
Telephone: 613-286-1375
Facsimile: 819-934-8317
E-mail: Julie.paquette@cspc-efpc.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.

4.2 Project Authority

The Project Authority for the Contract is:

(to be determined at contract award)

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.

4.3 Contractor representative

The contractor representative for the Contract is:

(to be determined at contract award)

5. Payment

5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in pricing table of the contract for a total cost of \$. Freight (FOB destination) and 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.

5.2 Pricing Table

Bidders must submit their financial bid in Canadian funds and in accordance with the pricing table detailed in Annex B.

5.3 Method of Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a) An accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) All such documents have been verified by Canada;
- c) The Work delivered has been accepted by Canada.



6. 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 goods and services identified in the invoice are delivered and completed.

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7. Applicable Laws

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

8. 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) 2029 (2014-09-25) General Conditions - Goods or Services (Low Dollar Value);
- (c) Annex A, Statement of Requirement;
- (d) Annex B, Pricing Table;
- (e) Annex C, Image of actual pen with logo; and
- (f) Annex D, Image of actual note pad with logo.



ANNEX A
Statement of Requirement

The Contractor must supply ten-thousand (10, 000) pens and one-thousand (1, 000) sticky note pads which will be used for classrooms and promotional items.

The Contractor must provide all items listed for this requirement in a new condition, and multiple quantities of items must be of the same make, model, and color as indicated in the specifications table below.

Specifications	Met / Not Met	Pre-press verification
<p>1. Pens (Black)</p> <ul style="list-style-type: none"> ● Ink: Yellow highlighter; and Blue writing ink. ● School Logo: White ink silkscreen on black pen; and with School logo: myschool-monecole.gc.ca. ● Packaged: Bags of 100 ● Quantity: 5, 000 ● Proofs: Yes <p>* For reference see image with logo in Annex C.</p>		
<p>2. Pens (White)</p> <ul style="list-style-type: none"> ● Ink: Yellow highlighter; and Blue writing ink. ● School Logo: Black ink silkscreen on white pen; and with School logo: myschool-monecole.gc.ca. ● Packaged: Bags of 100 ● Quantity: 5, 000 ● Proofs: Yes <p>* For reference see image with logo in Annex C.</p>		
<p>3. Sticky note pads</p> <ul style="list-style-type: none"> ● Finish Size: 3x3 ● Ink: 4/0 bleed ● Paper: Recycled; White; Matte finish; and 28lbs. ● Packaged: Boxed; and Maximum of 40lbs per box. ● Sticky note pads must be: 50 sheets thick; Glued together at top; Bound with pressure sensitive adhesive so that individual sheets of the note pads may be removed and adhered to another surface; with backing. <p>School Logo: Learn Network Succeed / Apprendre Réseauter Réussir; and myschool-monecole.gc.ca.</p> <ul style="list-style-type: none"> ● Quantities: 1, 000 ● Proofs: Yes <p>* For reference see image with logo in Annex D.</p>		



ANNEX B
Pricing Table

Description	Manufacturer	Example	Quantity	Unit price (Bags of 100)	Total
<p>1) – Pens (Black)</p> <ul style="list-style-type: none"> • with yellow highlighter; and • blue writing ink <p>School Logo:</p> <p>White ink silkscreen on black pen; and myschool-monecole.gc.ca.</p> <p>Proofs: Yes</p>		 <p>* For reference see image with logo in Annex C.</p>	5,000		
<p>2) – Pens (White)</p> <ul style="list-style-type: none"> • with yellow highlighter; and • blue writing ink <p>School Logo:</p> <p>Black ink silkscreen on white pen; and myschool-monecole.gc.ca.</p> <p>Proofs: Yes</p>		 <p>* For reference see image with logo in Annex C.</p>	5,000		
Description	Manufacturer	Example	Quantity	Unit price (Pads of 50 sheets)	Total
<p>3) – Sticky note pads</p> <p>Finish Size:</p> <ul style="list-style-type: none"> • (3x3) <p>Ink:</p> <ul style="list-style-type: none"> • 4/0 bleed <p>Paper: Recycled; White; Matte finish; and 28lbs.</p> <p>Packaged: Boxed; and maximum of 40lbs per box.</p> <p>Sticky note pads must be:</p> <ul style="list-style-type: none"> • 50 sheets thick; • Glued together at top; • Bound with pressure sensitive adhesive so that individual sheets of the note pads may be removed and adhered to another surface; with thin cardboard backing. <p>School Logo:</p> <p>Learn Network Succeed / Apprendre Réseauter Réussir; and myschool-monecole.gc.ca.</p> <p>Proofs: Yes</p>		 <p>* For reference see image with logo in Annex D.</p>	1,000 (Bilingual as per example)		
Duty & Excise Taxes (if applicable)					
Freight (FOB destination)					
Applicable sales taxes					
Total Cost					



ANNEX C
Image of the pen with logo





ANNEX D
Image of the note pad with logo

