

**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> PLASTIC POUCHES	
<b>Solicitation No. - N° de l'invitation</b> B8297-150371/A	<b>Date</b> 2015-02-10
<b>Client Reference No. - N° de référence du client</b> B8297-150371	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PD-032-66738	
<b>File No. - N° de dossier</b> pd032.B8297-150371	<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 2015-03-23</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Swanson, Manon	<b>Buyer Id - Id de l'acheteur</b> pd032
<b>Telephone No. - N° de téléphone</b> (819) 956-7304 ( )	<b>FAX No. - N° de FAX</b> (819) 956-5706
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  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**

Commercial Acquisitions & Fast Track Procurement  
Div/Div des Acquisitions commerciales et achats en régime  
accéléré  
11 Laurier St. / 11 rue Laurier  
6B3, Place du Portage  
Phase III  
Gatineau  
Québec  
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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation No. - N° de l'invitation

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

B8297-150371

Amd. No. - N° de la modif.

File No. - N° du dossier

pd032B8297-150371

Buyer ID - Id de l'acheteur

pd032

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**Annexes:**

<b>Annex A</b>	<b>Statement of requirement</b>
<b>Annex B</b>	<b>Basis of payment</b>
<b>Annex C</b>	<b>Drawing</b>
<b>Annex D</b>	<b>Order request forms</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Requirement**

The requirement is detailed at Annex A of the resulting contract clauses.

### **1.2 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, by telephone or in person.

## **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.

### **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 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than (10) ten 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.

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## 2.4 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.

## 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 (1 hard copy)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (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: Technical Bid**

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

## **SACC Manual Clause**

C3011T (2013-11-06), Exchange Rate Fluctuation

### **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**

All bids must be completed in full and provide all of the information requested in the bid solicitation and the Statement of requirement described at the Annex "A" to enable full and complete evaluation

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Evaluation of Price**

The price of the bidder will be evaluated in Canadian dollars,  $\bar{\gamma}$  DDP (Delivery Duty Paid), the Goods and Services Tax or the Harmonized Sales Tax excluded and Canadian customs duties and excise taxes included.

It is mandatory for bidders to provide pricing for ALL quantities described at Annex "B" -" to be considered compliant.

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

A bid must comply with the requirement as indicated in the Request for Proposal to be declared responsive. For evaluation purposes, the total evaluation will be calculated by multiplying unit price by the associated estimated quantity listed and summing the values. The supplier with the lowest aggregate price will be awarded the contract.

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## **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 provided 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.

## **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 Security Requirements**

**6.1.1** There is no security requirement applicable to this Contract.

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## 6.2 Requirement

The Contractor must provide pouches to protect the certificates in accordance with the Statement of Requirement at Annex "A" and the Pricing at Annex "B" on an "as and when" required basis for Citizenship and Immigration Canada (Forms Management), Ottawa, Ontario

## 6.3 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.

### 6.3.1 General Conditions

2010A (2014-11-27), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

## 6.4 Term of Contract

### 6.4.1 Period of contract

The period of the Contract is from date of Contract for a period two (2) years.

The quantity required for the initial period is up to 800,000 units or pouches

While the first delivery to supply and deliver 300,000 pouches is requested within (Please refer to Annex "A") calendar days from contract award

The best delivery that could be offered is: \_\_\_\_\_

For additional quantities the delivery must be made within (Please refer to Annex "A") calendar days.

### 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 3 additional twelve month periods** 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 Annex "B".

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) 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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### 6.4.2.1 Order Request forms Process

As part of the conditions of Contract, the Contractor can only receive and action an “order request forms” from Project/technical Authority named in the contract. Only goods already part of this contract may be included in any subsequent order request. (refer to Annex “D”)

1. The Project Authority will provide the Contractor with an “Order Request forms”;
2. The Contractor must provide to the Technical/ Project Authority, within 2 calendar days of receipt of the request, a signed received “Order request forms” agreeing to provide the goods as indicated in Annex “A”;

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:  
Name: Manon Swanson  
Public Works and Government Services Canada  
Acquisitions Branch  
11 Laurier Street  
Place du Portage, Phase III  
Gatineau, Qc K1A 0S5

Telephone: 819-956-7304  
Facsimile: 819-956-5706  
E-mail address: [manon.swanson@pwgsc.gc.ca](mailto:manon.swanson@pwgsc.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: Jean Fauteux  
Chief, Forms Management | Chef de projet, Gestion des formulaires  
Citizenship and Immigration Canada | Citoyenneté et Immigration Canada  
[Jean.Fauteux@cic.gc.ca](mailto:Jean.Fauteux@cic.gc.ca)  
Telephone | Téléphone 613-437-6036  
Facsimile | Télécopieur 613-957-3977

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

#### General Inquiries:

Name: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Email address: \_\_\_\_\_

#### Delivery follow-up

Name: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Email address: \_\_\_\_\_

### 6.6 Payment

#### 6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid *as specified in Annex B*. Customs duties are included and Applicable Taxes are extra.

#### 6.6.2 Limitation of Price

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

#### 6.6.3 Multiple Payments

SACC Manual clause [H1001C](#) (2008-05-12) Multiple Payments

### 6.7 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 Certifications

#### 6.8.1 Compliance

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

## 6.9 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*)

## 6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2014-11-27);
- (c) Annex A, Statement of Requirement;
- (d) Annex B, basis of Payment;
- (e) Annex C, Drawing
- (f) Annex D, Order request forms
- (g) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on \_\_\_\_\_” or “, as amended on \_\_\_\_\_” and insert date(s) of clarification(s) or amendment(s)*)

## 6.11 SACC Manual Clauses

G1005C 2008-05-12 Insurance

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**Annex "A"**  
**STATEMENT OF REQUIREMENT**

**A.1. BACKGROUND**

The Canadian Citizenship Certificate is used when citizenship is granted to thousands of people at ceremonies held across Canada each year. The pouches are required to protect the certificates when manipulated during the distribution at ceremonies. CIC wishes to contract with a firm to produce and deliver the product to the CIC distribution facility in the National Capital Region.

**A.2. REQUIREMENT**

CIC requires the Contractor to produce and deliver one (1) to two (2) times a year quantities of 200,000 to 300,000 Certificate Pouches each time as required during the contract period. CIC may also require additional production run(s) on an "as and when" required basis.

**A.2.1 Project Manager/Primary Point of Contact**

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

**A.4. PROOFING**

At the start of the contract the Contractor will receive samples of the product. The Contractor must produce two (2) sets of proofs for sign-off by the CIC Technical Authority. One (1) set of proofs will be returned to the Contractor while CIC will retain one (1) set as a means to ensure the continued quality of products received. These approved proofs will act as the production quality standard during the contract period.

**A.5. SPECIFICATIONS**

- a. Outside Dimensions – 9.25 inches wide x 11.5 inches high
- b. Inside Dimensions – 8 7/8 inches wide x 11 5/16 inches high
- c. Opening on top (along the shortest dimension)
- d. PVC (polyvinyl chloride) and acid free
- e. 100% Polypropylene
- f. Polypropylene crystal clear
- g. Archival/Museum quality – suitable for long term storage
- h. Non-stick so that ink will never transfer from certificate
- i. Certificate pouches are to hold one certificate that is 8.5" x 11"

**Certificate pouch sample is available upon request at: [manon.swanson@pwgsc.gc.ca](mailto:manon.swanson@pwgsc.gc.ca)**

## **A.6. Ordering process**

### **A.6.1 Ordering Authorities**

During the Contract, all production orders will be placed by the Technical Authority.

The Contractor must not fulfill orders placed by anyone else.

### **A.6.2 Production Orders**

#### **A.6.2.1 Quantities**

CIC expects to place production orders for quantities between 200,000 to 300,000 units one (1) to two (2) times a year. CIC may also require additional production run(s) on an "as and when" required basis. The minimum quantity for each production run is 100,000 units.

#### **A.6.2.2 Overruns/underruns**

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

## **A.7. Packaging Requirements**

### **A.7.1 Cartons**

- a. Each carton must hold **exactly** 100 pouches.
- b. The cartons must be recyclable
- c. All cartons must be clearly identified with a label indicating :
  - i. Quantity: 100 pouches
  - ii. Size: 9.25" x 11.5"
  - iii. Title: Certificate Pouch
  - iv. Item number CIT 1-0074 (08-2014)
  - v. Date of packaging

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### A.7.2 Boxes

- a. Each box must hold **exactly** 10 cartons.
- b. The boxes must be recyclable
- c. All boxes must be clearly identified with a label indicating :
  - i. Quantity: 10 cartons of 100 pouches
  - ii. Size: 9.25" x 11.5"
  - iii. Title: Certificate Pouch
  - iv. Item number CIT 1-0074 (08-2014)
  - v. Date of packaging

### A.7.3 Skids

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

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

### A.8. Product Delivery Location and Procedures

**A.8.1** All shipments from the vendor are subject to inspection and acceptance by the Technical Authority, identified in the call-up, at destination. Any shipment of poor quality stock, poor packaging, or broken pallets will be returned to the vendor at its expense for replacement or repackaging. **All deliveries must be Freight on Board (FOB) Destination.**

**A.8.2** Product must be delivered to:

Citizenship and Immigration Canada  
Forms Management  
JETS, Level B1  
365 Laurier Avenue West  
Ottawa, ON  
K1A 1L1  
Attn: Marcel Finnigan (613-437-7653)

### A.8.3 Delivery Procedures:

- a. Deliveries should take place during the day (business days only) between 8:30 AM and 4:00 PM, meaning that a 5 tonne truck is used.
- b. In circumstances where a larger truck (more than 5 tonne) must be used, deliveries must be done after 4:00 PM.
- c. A delivery notice must be provided to the technical authority:
  - i. one day in advance for deliveries taking place between 8:30 AM and 4:00 PM, and
  - ii. three days in advance for deliveries taking place after 4:00 PM.

d. The delivery notice must contain the following information:

- i. date of delivery;
- ii. estimated time of arrival
- iii. number of skids to be delivered;
- iv. contract number

e. The skids cannot be stacked when delivered.

NB: It is VERY important for CIC to be advised when deliveries will take place, as large quantities will create logistic problems for CIC receiving dock.

## **A.9. Service Standards**

### **A.9.1. Proofs**

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

### **A.9.2. Order Fulfillment**

The quantity ordered must be produced and delivered within fifteen (15) working days from the time the proofs are signed and returned to the Contractor or, if no new proofs are required, from the time the order is placed by the Technical Authority.

## **A.10 Quality Assurance**

### **A.10.1 Quality Assurance by the Contractor:**

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

### **A.10.2 Faulty materiel**

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

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

**Annex "B"**

**Basis of payment**

**For the initial period of the contract:**

The Contractor will be paid as specified below, for Work performed in accordance with the Contract.

*The bidder must submit pricing DDP (delivery Duty Paid) for all quantities below including the three (3) additional one year option period. The quantities indicated are estimated only (except the first delivery).*

The Bidder must complete the following pricing schedule and include it in its financial bid;

**First delivery:**

Total cost for 300,000 pouches \$ \_\_\_\_\_/lot  
 Price per pouch \$ \_\_\_\_\_/ea

Shipping cost \$ \_\_\_\_\_/lot

Taxes \$ \_\_\_\_\_

**Total Evaluated Cost for the first delivery: (A) \$ \_\_\_\_\_**

Additional estimated quantity of up to 500,000 pouches for the initial period

Description	Price per /1,000 units	Quantity for evaluation purposes	Shipping Cost	Price per 1000 units x quantity (shipping included)
Orders for between 100,000 to 199,999 pouches	\$ _____/M	100	\$ _____	\$ _____ +
Orders between 200,000 to 299,999 pouches	\$ _____/M	200	\$ _____	\$ _____ +
Orders between 300,000 pouches and above	\$ _____/M	300	\$ _____	\$ _____ +
		Total cost for evaluation purposes for		<b>(B) \$ _____</b>
		Total cost for the initial period	(A) + (B)	\$ _____

**For option no 1:**, estimated quantity required up to 400,000

Description	Price per /1,000 units	Quantity for evaluation purposes	Shipping cost	Price per 1000 units x quantity (shipping included)
Orders for between 100,000 to 199,999 pouches	\$ _____/M	100	\$ _____	\$ _____ +
Orders between 200,000 to 299,999 pouches	\$ _____/M	200	\$ _____	\$ _____ +
Orders between 300,000 pouches and above	\$ _____/M	300	\$ _____	\$ _____ +
		Total cost for evaluation purposes for option no 1		\$ _____

**For option year no 2:** estimated quantity required up to 400,000

Description	Price per /1,000 units	Quantity for evaluation purposes	Shipping cost	Price per 1000 units x quantity (shipping included)
Orders for between 100,000 to 199,999 pouches	\$ _____/M	100	\$ _____	\$ _____ +
Orders between 200,000 to 299,999 pouches	\$ _____/M	200	\$ _____	\$ _____ +
Orders between 300,000 pouches and above	\$ _____/M	300	\$ _____	\$ _____ +
		Total cost for evaluation purposes for option no 2		\$ _____

**Option year no 3: estimated quantity required up to 400,000**

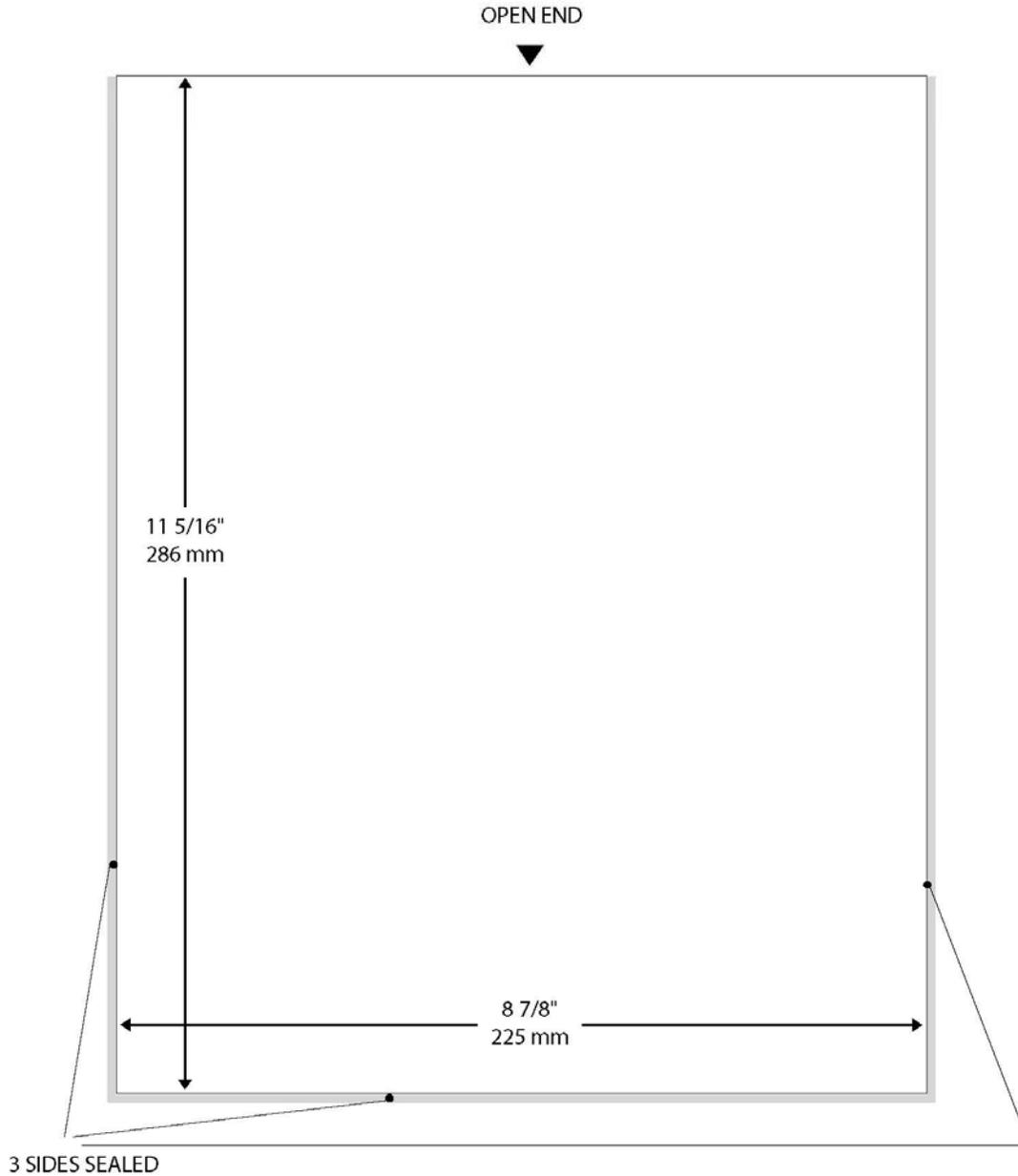
Description	Price per /1,000 units	Quantity for evaluation purposes	Shipping cost	Price per 1000 units x quantity (shipping included)
Orders for between 100,000 to 199,999 pouches	\$ _____/M	100	\$ _____	\$ _____ +
Orders between 200,000 to 299,999 pouches	\$ _____/M	200	\$ _____	\$ _____ +
Orders between 300,000 pouches and above	\$ _____/M	300	\$ _____	\$ _____ +
		Total cost for evaluation purposes for option no 3		\$ _____

Period	Total for evaluation purposes only
<b>Initial period (2 year period)</b> First delivery and additional quantities	\$ _____ +
Option no 1	\$ _____ +
Option no 2	\$ _____ +
Option no 3	\$ _____ +
<b>TOTAL:</b>	\$ _____

## ANNEX "C" – Drawing

POUCH for CANADIAN CITIZENSHIP CERTIFICATE  
CIT 0074

(Measurements inside seal)



**Annex "D"**  
**Order request forms**

Description	Quantity	Unit price	Total	Date of delivery
		\$	\$	
		\$	\$	
		\$	\$	

**Technical/project Authority signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_