

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC / Réception des
soumissions - TPSGC
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet Various Corrugated Boxes		
Solicitation No. - N° de l'invitation 45045-150005/A	Date 2015-06-29	
Client Reference No. - N° de référence du client 000006542		
GETS Reference No. - N° de référence de SEAG PW-\$\$HS-634-67590		
File No. - N° de dossier hs634.45045-150005	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-08-10		Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: Paquin, Benoit		Buyer Id - Id de l'acheteur hs634
Telephone No. - N° de téléphone (819) 956-0578 ()		FAX No. - N° de FAX (819) 956-5227
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: STATISTICS CANADA B1W21 170 TUNNEYS PASTURE OTTAWA Ontario K1A0T6 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

Industrial Vehicles & Machinery Products Division
11 Laurier St./11, rue Laurier
7B1, Place du Portage, Phase III
Gatineau
Québec
K1A 0S5

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

Solicitation No. - N° de l'invitation

45045-150005/A

Amd. No. - N° de la modif.

File No. - N° du dossier

hs63445045-150005

Buyer ID - Id de l'acheteur

hs634

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

000006542

CCC No./N° CCC - FMS No/ N° VME

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with this bid solicitation.

2. Requirement - Bid

The requirement is detailed under the Annex A- Statement of Work and Annex B – Pricing.

3. Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement, the North American Free Trade Agreement, the Canada-Columbia Free Trade Agreement, the Canada-Peru Free Trade Agreement, the Canada-Panama Free Trade Agreement and the Agreement on Internal Trade.

4. 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.

5. Estimated Contract Award Date

Canada expects to award the contract resulting from this solicitation by August 17, 2015.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC).

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

Delete: Bids will remain open for acceptance for a period of not less than **sixty (60) days** from the closing date of the bid solicitation

Insert: Bids will remain open for acceptance for a period of not less than **ninety (90) calendar days** from the closing date of the bid solicitation

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

3. Enquiries - Bid Solicitation

All enquiries must be submitted 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 questions or may request that the Bidder do so, so that the proprietary nature of the questions is eliminated, and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws - Bid

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.

5. Environmental Considerations

Canada is committed to greening its supply chain. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired.

Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances. In accordance with the Policy on Green Procurement, for this solicitation:

The successful bidder will be requested, after contract award, to provide all correspondence including (but not limited to) documents, reports and invoices in electronic format unless otherwise specified by the Contracting Authority, the Technical Authority or the Procurement Authority, thereby reducing printed material.

Bidders should recycle (shred) unneeded copies of non-classified/secure documents (taking into consideration the Security Requirements).

Product components used in performing the services should be recyclable and/or reusable, whenever possible.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

First page of the Request for Proposal signed by the bidder or an authorized representative of the Bidder (1 signed copy)

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

Section IV: Additional Information (1 hard copy)

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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

1. Pre-Production Sample

After contract award, the successful Bidder will be required to provide one (1) pre-production sample for items 3 and 5 to the Contracting Authority for acceptance within 14 calendar days from the effective date of the contract.

Section II: Financial Bid

1. Pricing

Bidders must submit their bid in accordance with the Basis of Payment specified in Part 6.

Prices should appear in Annex B - Pricing only.

Bidders must submit firm prices, in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, Canadian Custom Duties and Excise Taxes included where applicable and Applicable Taxes must be shown separately.

2. SACC Manual Clauses

SACC Reference	Title	Date
C3011T	Exchange Rate Fluctuation	2013-11-06

Section III: Certifications

1. Certifications

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information

1. Additional Information

Canada requests that bidders submit the following information:

1.1 Phased and Single Delivery - Bid

1.1.1 Phased Delivery – Item 1

While the first mandatory delivery must be completed no later than October 5th, 2015, the best delivery that could be offered is _____ (insert date). The quantity delivered must be 15,000 units. The balance must be delivered at the rate of 15,000 units monthly after the first delivery until completion of the Contract.

1.1.2 Phased Delivery – Item 2

While the first mandatory delivery must be completed no later than October 5th, 2015, the best delivery that could be offered is _____ (insert date). The quantity delivered must be 10,100 units. The balance must be delivered at the rate of 10,000 units monthly after the first delivery until completion of the Contract.

1.1.3 Single Delivery – Item 3

a) Delivery location : 275 Wellington St. East, Aurora, ON, L4G 6J9

While the first mandatory delivery must be completed no later than October 5th, 2015, the best delivery that could be offered is _____ (insert date). The quantity delivered must be 3,600 units.

b) Delivery location : 100 Central Ave., Brockville ON. K6V 4N8

While the first mandatory delivery must be completed no later than October 14th, 2015, the best delivery that could be offered is _____ (insert date). The quantity delivered must be 69,550 units.

1.1.4 Single Delivery – Item 4

While the first mandatory delivery must be completed no later than March 11th, 2016, the best delivery that could be offered is _____ (insert date). The quantity delivered must be 53,550 units.

1.1.5 Single Delivery – Item 5

While the first mandatory delivery must be completed no later than October 14th, 2015, the best delivery that could be offered is _____ (insert date). The quantity delivered must be 34,250 units.

1.1.6 Phased Delivery – Item 6

While the first mandatory delivery must be completed no later than October 5th, 2015, the best delivery that could be offered is _____ (insert date). The quantity delivered must be 3,250 units. The balance must be delivered at the rate of 2,900 units monthly after the first delivery until completion of the Contract.

1.2 Mandatory Delivery

Bidder must propose delivery dates that meet the mandatory delivery date found in paragraph 1.1. If the delivery date proposed does not meet the requirements of the bid solicitation, the bid will be declared non-responsive.

1.3 Supplier's Representatives

Canada requests that Bidders provide information for the contact person responsible for:

General enquiries

Name:

Telephone No:

Facsimile No:

E-mail address:

Delivery follow-up

Name:

Telephone No:

Facsimile No:

E-mail address:

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Evaluation Criteria - Conformance Certification

Bidders must complete the Conformance Certifications in Part 5.

1.2 Financial Evaluation

1.2.1 Mandatory Financial Evaluation Criteria

The price of the bid must be in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, Canadian Custom Duties and Excise Taxes included where applicable and Applicable Taxes extra.

2. Basis of Selection

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

PART 5 - CERTIFICATIONS

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

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

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

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

1.1 Certifications Required 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.

1.1.1 Integrity Provisions – Associated Information

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

1.1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

1.2 Certifications Required with the Bid

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

1.2.1 Product Conformance Certification

The Bidder certifies that all goods proposed conform, and will continue to conform throughout the duration of the contract, to the requirement detailed under Annex A –Statement of Work.

This certification does not relieve the bid from meeting all mandatory technical evaluation criteria detailed in Part 4.

Bidder's authorized representative signature

Date

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement applicable to this Contract.

2. Requirement - Contract

The Contractor must provide the items detailed under the Annex A – Statement of Work.

2.1 Technical Changes, Substitutes and Alternatives

Any technical changes, equivalent products and alternatives proposed by the Contractor must be evaluated for acceptance by the Technical Authority. Any equivalent products and alternatives must be equivalent in form, fit, function and performance. Equivalent products and alternatives that are offered as equivalent will only be acceptable once they are approved by the Technical Authority as an equivalent. A contract amendment or a completed Design Change/Deviation form will be issued.

Should the Technical Authority not accept the equivalent product or the alternative and the Contractor is unable to meet the technical requirement, Canada may terminate the contract for default in accordance with the general conditions stated in the contract.

2.2 Pre-Production Sample

After contract award, the Contractor must provide one (1) pre-production sample for items 3 and 5 to the Contracting Authority within 14 calendar days from the effective date of the contract.

The Contractor shall carry out all required inspections and tests on the pre-production sample to verify conformance to the requirements specified in the contract.

The Contractor must provide the sample(s) and a copy of the inspection and test report(s), when requested, to the Contracting Authority, transportation charges prepaid, and without charge to Canada. The sample(s) submitted by the Contractor will remain the property of Canada.

The Contracting Authority will notify the Contractor, in writing, of the conditional acceptance, acceptance, or rejection of the pre-production sample(s). The notice of conditional acceptance or acceptance shall not relieve the Contractor from complying with all contractual requirements.

The Contractor must not commence the production and must not make any deliveries until the Contractor has received notification from the Contracting Authority that the sample(s) is(are) acceptable. Any production before sample acceptance will be at the sole risk of the Contractor.

Where the Contracting Authority rejects the pre-production sample(s) submitted by the Contractor because it is unable to meet the contractual requirements, Canada shall terminate the contract for Default in accordance with the general conditions stated in the Contract.

The pre-production sample(s) may not be required if the Contractor is currently in production. The Contractor must submit a written request for waiver of the pre-production sample(s) to the Contracting Authority. The waiving of this requirement will be at the discretion of the Contracting Authority.

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 (PWGSC).

3.1 General Conditions

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

4. Term of Contract

4.1 Delivery

The Contractor must make the delivery as follows:

4.1.1 Phased Delivery – Item 1

The first mandatory delivery must be completed no later than to be inserted by PWGSC. The quantity delivered must be 15,000 units. The balance must be delivered at the rate of 15,000 units monthly after the first delivery until completion of the Contract.

4.1.2 Phased Delivery – Item 2

The first mandatory delivery must be completed no later than to be inserted by PWGSC. The quantity delivered must be 10,100 units. The balance must be delivered at the rate of 10,000 units monthly after the first delivery until completion of the Contract.

4.1.3 Single Delivery – Item 3

a) Delivery location : 275 Wellington St. East, Aurora, ON, L4G 6J9

The mandatory delivery must be completed no later than to be inserted by PWGSC. The quantity delivered must be 3,600 units.

b) Delivery location : 100 Central Ave., Brockville ON. K6V 4N8

The mandatory delivery must be completed no later than to be inserted by PWGSC. The quantity delivered must be 69,550 units.

4.1.4 Single Delivery – Item 4

The mandatory delivery must be completed no later than to be inserted by PWGSC. The quantity delivered must be 53,550 units.

4.1.5 Single Delivery – Item 5

The mandatory delivery must be completed no later than to be inserted by PWGSC. The quantity delivered must be 34,250 units.

4.1.6 Phased Delivery – Item 6

The first mandatory delivery must be completed no later than to be inserted by PWGSC. The quantity delivered must be 3,250 units. The balance must be delivered at the rate of 2,900 units monthly after the first delivery until completion of the Contract.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Benoit Paquin
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Logistics, Electrical, Fuel and Transportation Directorate
"HS" Division
Place du Portage, Phase III, 7B1
11 Laurier Street
Gatineau, QC K1A 0S5
Telephone : 819-956-0578
Facsimile: 819-956-5227
E-mail address: benoit.paquin@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.

5.2 Procurement Authority

The Procurement Authority for the contract is:

Name: **to be inserted by PWGSC**
Telephone:
Facsimile:
E-mail address:

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Technical Authority

The Technical Authority for the Contract is:

Name: **to be inserted by PWGSC**
Telephone:
Facsimile:
E-mail address:

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

5.4 Contractor's Representatives

General enquiries

Name: to be inserted by PWGSC

Telephone No:

Facsimile No:

E-mail address:

Delivery follow-up

Name: to be inserted by PWGSC

Telephone No:

Facsimile No:

E-mail address:

6. Payment

6.1 Basis of Payment - Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, Canadian Custom Duties, Excise Taxes included where applicable and Applicable Taxes extra.

6.2 SACC Manual Clauses

SACC Reference	Title	Date
C6000C	Limitation of Price	2011-05-16
H1001C	Multiple Payments	2008-05-12

7. 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 on the invoice is completed.

2. The contractor is requested to provide invoices in electronic format unless otherwise specified by the Contracting Authority or Procurement Authority, thereby reducing printed material.

3. Invoices must be distributed as follows:

(a) The original must be forwarded or e-mail to the Procurement Authority identified under the section entitled "Authorities" of the Contract for acceptance and payment.

(b) One (1) copy must be forwarded or e-mail to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

8. Certifications

8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the

Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9. Applicable Laws - Contract

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

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 2010A (2014-11-27) General Conditions - Goods (Medium Complexity);
- (c) the Contractor's bid dated **to be inserted by PWGSC**, as amended **to be inserted by PWGSC**.

11. SACC Manual Clauses

SACC Reference	Title	Date
B7500C	Excess Goods	2006-06-16
D2025C	Wood Packaging Materials	2013-11-06
D6010C	Palletization	2007-11-30
D9002C	Incomplete Assemblies	2007-11-30
G1005C	Insurance	2008-05-12

12. Preparation for Delivery

The Contractor must prepare all items for delivery in accordance with the packaging requirement in Annex A –Statement of work.

13. Shipping Instructions - Delivery and Destination

1. The Contractor must ship the goods prepaid DDP - Delivered Duty Paid (... named place of destination). Unless otherwise directed, delivery must be made by the most economical means. Shipping charges must be shown as a separate item on the Contractor's invoice. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and Applicable Taxes.

2. The Contractor must deliver the goods by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the appropriate location shown below. The consignee may refuse shipments when prior arrangements have not been made.

- a) Transcontinental Aurora
275 Wellington St. East, Aurora, ON, L4G 6J9
Attn:
- b) Statistics Canada
Data Operations Center
200 Boulevard de la Technologie, Gatineau, Québec, J8Z 3H7
Attn:

- c) SCI Logistics Ltd.
100 Central Ave., Brockville ON. K6V 4N8
Bay # 18-27
Attn:

14. Canadian General Standards Board - Standards

A copy of the [CAN/CGSB-43.22-2001](#) referred to in the bid solicitation is available and may be purchased from:

Canadian General Standards Board
Place du Portage III, 6B1
11 Laurier Street
Gatineau, Québec

Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)
Fax: (819) 956-5740
E-mail: ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca

CGSB Website: <http://www.tpsgc-pwgsc.gc.ca/ongc-cgsb>

15. Environmental Considerations

Canada is committed to greening its supply chain. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired.

Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances. In accordance with the Policy on Green Procurement:

The Contractor is requested to provide all correspondence including (but not limited to) documents and reports in electronic format unless otherwise specified by the Contracting Authority, the Technical Authority or the Procurement Authority, thereby reducing printed material.

The Contractor should recycle (shred) unneeded copies of non-classified/secure documents (taking into consideration the Security Requirements).

Product components used in performing the services should be recyclable and/or reusable, whenever possible.

ANNEX A – Statement of Work

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1. SCOPE

2. PRODUCT REQUIREMENTS

2.1 Census Operations Division – Questionnaire Production Task (QPT)

Item 1 (QPT - Box Type 1)

Item 2 (QPT - Box Type 2)

Item 3 (QPT - Box Type 3, Field Operations Project (FOP))

Item 4 (Operations & Integration Division (OID))

Item 5 (FOP)

Item 6 (QPT)

2.2 Tolerance

3. PRINTING

1. SCOPE

The scope of this document includes Statistics Canada's requirements for boxes and pallet sheets for the 2016 Census of Canada.

2. PRODUCT REQUIREMENTS

2.1 Census Operations Division – Questionnaire Production Task (QPT)

For the 2016 Census, Statistics Canada requires 6 different boxes and a pallet sheet. The quantities are defined in Annex B-Pricing and the delivery dates are defined in the Request of Proposal. All items must be comprised of a minimum of 70 percent of recycled material.

Item 1 (QPT - Box Type 1)

- **Purpose** – This type of box is used to ship small Census packages, Census of Population (CPOP) and Census of Agriculture (CEAG) self mailers from the Printer to the Warehouse
- **Description** – Box, shipping and storage, corrugated fibreboard, standard brown, regular slotted (RSC), double wall, glued joint assembly, knocked-down assembly. In addition joint of the box to be glued at mid panel of the width side of the box instead of a standard glued joint corner (length meeting width). Minimum ECT. To be manufactured in accordance with CAN/CSBG-43.22-2001, Class 1B (Domestic Service, Packaging), Style 1, Grade C-6, Minimum ECT 44 lb./in (275), C Flute.
- **Stock** – ECT 44, C Flute, Single Wall
- **Size (in)** – Inside Dimensions – 20 in. (length) (L) x 9.75 in. (width) (W) x 6.5 in. (height) (H)
- **Packaging** – Number of cartons strapped for bundles of 25

Item 2 (QPT - Box Type 2)

- **Purpose** – This type of box is used to ship large Census packages from the Printer to the Warehouse.
- **Description** – Box, shipping and storage, corrugated fibreboard, standard brown, regular slotted (RSC), double wall, glued joint assembly, knocked-down assembly. In addition joint of the box to be glued at mid panel of the width side of the box instead of the standard glued joint corner (length meeting with width). The direction of the corrugation (flute vertical) shall be parallel to the height dimension. To be manufactured in accordance with CAN/CSBG-43.22-2001, Class 1B (Domestic Service, Packaging), Style 1, Grade C-6, Minimum ECT 44 lb./in (275), C Flute.
- **Stock** – ECT 44, C Flute, Single Wall
- **Size (in)** – Inside Dimensions – 20 in. L x 9.75 in. W x 13 in. H
- **Packaging** – Number of cartons strapped for bundles of 25

Item 3 (QPT - Box Type 3, Field Operations Project (FOP))

- **Purpose** – This type of box is used to ship CPOP and CEAG Loose questionnaires from the Printer to the Warehouse.
- **Description** - Box, shipping and storage, corrugated fibreboard, standard brown, regular slotted (RSC), double wall, glued joint assembly, knocked-down assembly. In addition joint of the box to be glued at mid panel of the width side of the box instead of the standard glued joint corner (length meeting with width). The direction of the corrugation (flute vertical) shall be parallel to the height dimension. To be manufactured in accordance with CAN/CSBG-43.22-2001, Class 1B (Domestic Service, Packaging), Style 1, Grade C-6, Minimum ECT 44 lb./in (275), C Flute.
- **Stock** – ECT 44, C Flute, Single Wall

- **Size (in)** – Inside Dimensions – 12 in. L x 9 in. W x 10 in. H
- **Packaging** – Number of cartons strapped for bundles of 25

Item 4 (Operations & Integration Division (OID))

- **Purpose** – This type of box is used to store and move questionnaires in and around the Data Operations Centre (DOC). These boxes will also store all of the questionnaires after completion in the DOC. The box is actually used as a tray in production.
- **Description** – Box, shipping and storage, corrugated fibreboard, standard brown, regular slotted (RSC), single wall, standard corner glued joint assembly, knocked-down assembly. To be manufactured in accordance with CAN/CSBG-43.22-2001, Class 1B (Domestic Service, Packaging), Style 1, Grade C-6, Minimum ECT 44 lb./in (275), C Flute.
- **Stock** – ECT 44, C Flute, Single Wall
- **Size (in)** – Inside Dimensions – 11.25 in. L x 8.75 in. W x 6 in. H
- **Packaging** – Number of cartons strapped for bundles of 25

Item 5 (FOP)

- **Purpose** – This type of box is used to contain; shipping materials from warehouse and within the field
- **Description** - Box, shipping and storage, corrugated fibreboard, standard brown, regular slotted (RSC), double wall, glued joint assembly, knocked-down assembly. In addition joint of the box to be glued at mid panel of the width side of the box instead of the standard glued joint corner (length meeting with width). The direction of the corrugation (flute vertical) shall be parallel to the height dimension. To be manufactured in accordance with CAN/CGSB-43.22-2001, Class 1B (Domestic Service, Packaging), minimum ECT 51 lb./in. (350), BC Flute.
- **Stock** – Style 1, Grade C-17, ECT 51, BC Flute, Double Wall
- **Size (in)** – Inside Dimensions – 19 in. L x 12.5 in. W x 10.5 in. H
- **Packaging** – Number of cartons strapped for bundles of 25

Item 6 (QPT)

- **Purpose** – Pallet sheets are required to provide extra support in the building of skids at the printer.
- **Description** – Pallet Sheet, corrugated fibreboard, standard brown, double wall. To be manufactured in accordance with CAN/CSBG-43.22-2001, Class C-15, Type 3, Minimum ECT 42 lb./in (200), BC Flute.
- **Stock** – ECT 42 lb./in. BC Flute, Double Wall
- **Size (in)** – 41.25 in. x 41.25 in
- **Packaging** – Number of cartons strapped for bundles of 25

2.2 Tolerance

The tolerance for all dimensions of the 6 items described in section 2.1 shall be of 1/8 in.

3. PRINTING

Items #1, #2, #3 and #5

- **Description** – The following is to be printed on each of the 2 larger/longer exterior sides of Items #1, #2, #3 and #5; centered, in 5/8 in. characters, size upper case, black ink.



Print Quality – Informational Quality. The Contractor must perform the Work in accordance with the quality requirements described in the document Quality Levels for Printing and Quality Levels for Colour Reproduction, latest issue. These documents are available on the following Website: <http://www.tpsgc-pwgsc.gc.ca/app-acq/guides/nqi-qlp-eng.html>

- **Ink** – Black
- **Material Supplied** – PDF for text to be printed (.pdf). Contractor must do typesetting, produce plates and die.

Item #4

- **Description** – The following is to be printed on only one of the shorter (8.75 in.) exterior sides of item #4, centered, in black ink.

FORM TYPE/ TYPE DE FORMULAIRE				
DATE PROCESSED/DATE DE TRAITEMENT				
AREA/ZONE	MONTH/ MOIS	DAY/ JOUR	OPERATOR'S INITIALS/ INITIALES DE L'OPÉRATEUR	COLOUR/ COULEUR
DOC PREP				
GUILLOTINE				
SCANNING/ NUMERISATION				
COI/ CFI				
COR/ RCF				
FINAL STORAGE/ ENTREPOSAGE FINAL				

DATE RECEIVED FROM CANADA POST/
DATE REÇU DE POSTES CANADA :

- **Print Quality** – Informational Quality. The Contractor must perform the Work in accordance with the quality requirements described in the document Quality Levels for Printing and Quality Levels for Colour Reproduction, latest issue. These documents are available on the following Website: <http://www.tpsgc-pwgsc.gc.ca/app-acq/guides/nqi-qlp-eng.html>
- **Ink** – Black
- **Material Supplied** – PDF for text to be printed (.pdf). Contractor must do typesetting, produce plates and die.

ANNEX B – Pricing

Item 1

Delivery location: 275 Wellington St. East, Aurora, ON, L4G 6J9

Total Quantity	Unit Price (\$) tax excluded	Total Price (\$) tax excluded
56,000		

Item 2

Delivery location: 275 Wellington St. East, Aurora, ON, L4G 6J9

Total Quantity	Unit Price (\$) tax excluded	Total Price (\$) tax excluded
35,100		

Item 3

Delivery location: 275 Wellington St. East, Aurora, ON, L4G 6J9

Total Quantity	Unit Price (\$) tax excluded	Total Price (\$) tax excluded
3,600		

Delivery location: 100 Central Ave., Brockville ON. K6V 4N8

Total Quantity	Unit Price (\$) tax excluded	Total Price (\$) tax excluded
69,550		

Item 4

Delivery location: 200 Boulevard de la Technologie, Gatineau, Québec, J8Z 3H7

Total Quantity	Unit Price (\$) tax excluded	Total Price (\$) tax excluded
53,550		

Item 5

Delivery location: 100 Central Ave., Brockville ON. K6V 4N8

Total Quantity	Unit Price (\$) tax excluded	Total Price (\$) tax excluded
34,250		

Item 6

Delivery location: 275 Wellington St. East, Aurora, ON, L4G 6J9

Total Quantity	Unit Price (\$) tax excluded	Total Price (\$) tax excluded
10,500		

Total amount of the proposal (\$) tax excluded