

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 a Standing Offer Demande d'offre à commandes

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

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

Ottawa
Ontario

Ontario
K1A 0S8

K1A US5

Title - Sujet Promotional Items	
Solicitation No. - N° de l'invitation EN578-161829/A	Date 2015-12-07
Client Reference No. - N° de référence du client EN578-16-1829	GETS Ref. No. - N° de réf. de SEAG PW-\$\$CY-010-68571
File No. - N° de dossier cy010.EN578-161829	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-01-18	Time Zone Fuseau horaire Eastern Standard Time EST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Mondoux, Glenn	Buyer Id - Id de l'acheteur cy010
Telephone No. - N° de téléphone (613)991-5791 ()	FAX No. - N° de FAX (613)991-5870
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 6B1 11 LAURIER ST Gatineau Quebec K1A0S5 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided; |
| Part 6 | Financial Requirements: includes specific requirements that must be addressed by Offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment, Technical Evaluation Criteria and Sample Canada 150 Logo's and Ink Specifications.

1.2 Summary

The Government of Canada have a requirement for two (2) Departmental Individual Standing Offers (DISO) for the provision of a variety of Promotional items for Canada 150 celebrations lead by Canadian Heritage.

On the road to the 150th anniversary of Confederation in 2017, the Canada 150 Federal Secretariat requires promotional material incorporating the Canada 150 logo for outreach and engagement purposes. This material will be used to support local, regional, provincial, national and international projects, events and activities supported by or organized by the Government of Canada to promote and celebrate this key milestone in our collective history.

The period of the Standing Offer will be from date of issuance to June 30, 2017, with one (1) additional one-year period.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

Solicitation No. - N° de l'invitation

EN578-16-1829/A

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

EN578-151829

Amd. No. - N° de la modif.

File No. - N° du dossier

CY010.EM578-151829

Buyer ID - Id de l'acheteur

CY010

CCC No./N° CCC - FMS No./N° VME

The Procurement Strategy for Aboriginal Business supports Aboriginal business capacity development on behalf of the government of Canada. Through mandatory set asides, voluntary set asides, joint ventures and partnerships, the Strategy aims to assist Aboriginal businesses to compete for and win federal contracting opportunities.

Although this requirement is not set-aside under the Procurement Strategy for Aboriginal Business, the Government of Canada encourages Aboriginal Bidders to self-identify themselves as qualifying under the Procurement Strategy for Aboriginal Business in the Aboriginal Business Directory to demonstrate that it has the capacity to bid on similar requests. You can register your Aboriginal business at the following link:

<http://www.aadnc-aandc.gc.ca/eng/1100100033057/1100100033058>

1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing will be in writing.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2015-07-03) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Offers

Offers 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 Request for Standing Offers.

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

2.3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES** () **NO** ()

If so, the Offeror 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** () **NO** ()

If so, the Offeror 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 - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority (**Glenn.Mondoux@pwgsc-tpsgc.gc.ca**) no later than **seven (7) calendar days** before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer and pictures of each item (one [1] hard copy and one [1] soft copy on USB).

Section II: Financial Offer (one [1] hard copy 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 offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, offerors 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 Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 Payment by Credit Card

Canada requests that offerors complete one of the following:

- a. () Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____
Master Card _____

- b. () Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

Mandatory Technical Evaluation Criteria are fully describes in Annex "C".

OFFERS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL BE CONSIDERED NON RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION.

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, all applicable taxes excluded; FOB destination, Canadian customs duties and excise taxes included.

The Total Evaluated Price will be calculated using the prices submitted in the Annex B Basis of Payment.

The sum of the Total evaluated price for all promotional items and the total evaluated price for re-packaging for delivery for both contract period and option period indicated in **Annex "B", (B4a + b4b = total evaluated price)** will be used as the Total Evaluated Price.

4.2 Basis of Selection

4.2.1 To be considered responsive, a bid must:

- (a) meet all the mandatory requirements of the bid solicitation;

Bids not meeting (a) above will be given no further consideration.

4.2.2 Selection Criteria for Standing Offers

A maximum of two (2) Standing Offers, each until June 30, 2017 with the possibility of a one (1) year extension will be authorized as follows:

The Canada 150 Celebrations Standing Offers for Promotional Items will be made of one primary offeror and one back-up. The offeror meeting all mandatory requirements with the lowest evaluated total price will become the primary offeror and have the right of first refusal. The offeror meeting all mandatory requirements with the second lowest evaluated total price will become the back-up offeror.

In the case of a tie, the evaluated price for the first five (5) items will be used to determine the ranking of the offerors.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Offeror must provide with its offer, a completed Declaration Form (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to comply with the request of the Standing Offer Authority and to provide the certifications within the time frame provided will render the offer non-responsive.

5.2.1 Integrity Provisions – List of Names

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - FINANCIAL REQUIREMENTS

6.1 Financial Capability

1. Financial Capability Requirement: The Offeror must have the financial capability to fulfill this requirement. To determine the Offeror's financial capability, the Standing Offer Authority may, by written notice to the Offeror, require the submission of some or all of the financial information detailed below during the evaluation of offers. The Offeror must provide the following information to the Standing Offer Authority within **five (5)** working days of the request or as specified by the Standing Offer Authority in the notice:
 - a. Audited financial statements, if available, or the unaudited financial statements (prepared by the Offeror's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Offeror's last three fiscal years, or for the years that the Offeror has been in business if this is less than three years (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).
 - b. If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Standing Offer Authority, the Offeror must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the Standing Offer Authority requests this information.
 - c. If the Offeror has not been in business for at least one full fiscal year, the following must be provided:
 - i. the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and
 - ii. the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Standing Offer Authority requests this information.
 - d. A certification from the Chief Financial Officer or an authorized signing officer of the Offeror that the financial information provided is complete and accurate.
 - e. A confirmation letter from all of the financial institution(s) that have provided short-term financing to the Offeror outlining the total of lines of credit granted to the Offeror and the amount of credit that remains available and not drawn upon as of one month prior to the date on which the Standing Offer Authority requests this information.
2. If the Offeror is a joint venture, the financial information required by the Standing Offer Authority must be provided by each member of the joint venture.

3. If the Offeror is a subsidiary of another company, then any financial information in 1. (a) to (e) above required by the Standing Offer Authority must be provided by the ultimate parent company. Provision of parent company financial information does not satisfy the requirement for the provision of the financial information of the Offeror, and the financial capability of a parent cannot be substituted for the financial capability of the Offeror itself unless an agreement by the parent company to sign a Parental Guarantee, as drawn up by Public Works and Government Services Canada (PWGSC), is provided with the required information.
4. Financial Information Already Provided to PWGSC: The Offeror is not required to resubmit any financial information requested by the Standing Offer Authority that is already on file at PWGSC with the Contract Cost Analysis, Audit and Policy Directorate of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:
 - a. the Offeror identifies to the Standing Offer Authority in writing the specific information that is on file and the requirement for which this information was provided; and
 - b. the Offeror authorizes the use of the information for this requirement.

It is the Offeror's responsibility to confirm with the Standing Offer Authority that this information is still on file with PWGSC.
5. Other Information: Canada reserves the right to request from the Offeror any other information that Canada requires to conduct a complete financial capability assessment of the Offeror.
6. Confidentiality: If the Offeror provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as permitted by the Access to Information Act, R.S., 1985, c. A-1, Section 20(1) (b) and (c).
7. Security: In determining the Offeror's financial capability to fulfill this requirement, Canada may consider any security the Offeror is capable of providing, at the Offeror's sole expense (for example, an irrevocable letter of credit from a registered financial institution drawn in favour of Canada, a performance guarantee from a third party or some other form of security, as determined by Canada).

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

- 7.1.1** The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

- 7.2.1** There is no security requirement applicable to this Standing Offer.

7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

7.3.1 General Conditions

2005 (2015-09-03) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from award of Standing offer to June 30, 2017.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for one (1) additional one-year period, under the same conditions and at the rates or prices specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5. Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Glenn Mondoux
Public Works and Government Services Canada
Acquisitions Branch
Communication procurement Directorate
360 Albert Street, 12th floor
Ottawa, ON

Telephone: 613-991-5791
Facsimile: 613-991-5870
E-mail address: Glenn.Mondoux@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible any contractual issues related to individual call-up made against the standing offer by any identified user.

7.5.2 Canadian Heritage Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for sample approval and all technical content of work under the resulting call-up.

7.5.3 Project Authority for other Government Departments

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for sample approval and all technical content of work under the resulting call-up.

7.5.4 Offeror's Representative

Name: _____
Title: _____

Telephone: ____ - ____ - ____
Fax: ____ - ____ - ____
Email: _____

7.6 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.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: PWGSC-CPD

7.8 Selection Methodology and Ordering Procedures for Standing Offers

Selection Methodology for Standing Offers

Federal Departments & Agencies may obtain these promotional items through the Communication Procurement Directorate, (CPD) the identified user of the resulting standing offer.

7.8.1. Ordering Procedures

- a) Federal departments or agencies must send a request by e-mail to the Standing Offer Authority. The request must include the requisition for goods and services (9200) with the list of items required and the quantity.
- b) The Contracting Authority from CPD will send the request to the first ranked Offeror to request the specific date of delivery. The first ranked Offeror has the right of first refusal for all requirements. Should the Offeror decline to provide the goods or be unable to carry out the proposed services within the required time frame, the second ranked Offeror will be approached as the back-up Offeror.
- c) The Offeror will be given a maximum of twenty-four (24) hours turnaround time to state their availability to provide the goods within the project time frame, unless the requirement is deemed urgent by the Project Authority, in which case the turnaround time would be shorter.
- d) The Offeror must submit the number of hours required for the re-packaging for delivery and the shipping cost (if required) and the specific date of delivery of each items to the Contracting Authority, within forty-eight (48) hours of stating their availability, prior to commencement of the Work. The number of hours will be negotiated and agreed upon by the Contracting Authority and the Offeror.
- e) To established the project estimate, the Contracting will use the unit price of each items based on the quantity required to calculate the cost of the items and will add the cost for the re-packaging for delivery (if required), as specified in the Basis of Payment. The Offeror will be authorized by the Contracting Authority to proceed with the Work by the issuance of a Call-up against a Standing Offer.
- f) The delivery deadlines as negotiated and specified in the Call-up against a Standing Offer document must be adhered to.
- g) The Offeror shall not undertake any of the specified Work unless and until a Call-up against a Standing Offer is issued by the Contracting Authority.

- h) The Federal departments or Agencies will be charged a 3% fee on the call-up value and will also be responsible for paying the Offeror directly once the call-up has been completed.

7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using a call-up against a standing offer

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$500,000.00** (Applicable Taxes included).

7.11 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2015-09-03), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2030 (2015-09-03) General Conditions - Higher Complexity – Goods
- e) Annex A, Statement of Work
- f) Annex B, Basis of Payment
- g) the Offeror's offer dated _____ (*insert date of offer*)

7.12 Certifications

7.12.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

7.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force by the province of Ontario.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must perform the Work described in Annex "A" of the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2030 (2015-09-03) General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

7.4 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.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority is:

Name: _____

Title: _____

Public Works and Government Services Canada,
Acquisitions Branch

Directorate: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

The Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

The Project Authority 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 will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.6 Payment

7.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price(s)", as specified in Annex "B" for a cost of \$ _____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.6.2 Method of Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

7.6.3 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

7.7 Invoicing Instructions

The Offeror 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.

Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.
 - The invoice must include the call-up #, items number, item description, quantity, the hourly rate and # of hours (if Applicable) and direct expenses with supportive documentation.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.8 Insurance

SACC Manual clause G1005C (2008-05-12) Insurance

7.9 SACC Manual Clauses

P1011C (2010-01-11) Quality Levels for Colour Reproduction
P1005C (2010-01-11) Packaging and Packing of printed Products
B7500C (2006-06-16) Excess Goods

ANNEX "A"

STATEMENT OF WORK

Through this Solicitation, the Government of Canada (GOC) is seeking to establish two (2) Standing Offers (SO) (right of first refusal) for the provision of promotional items for Canada's 150th celebrations.

In the lead up to and for the 150th anniversary of Confederation in 2017, the Canada 150 Federal Secretariat requires promotional material incorporating the Canada 150 logo for outreach and engagement purposes. This material will be used to support local, regional, provincial, national and international projects, events and activities supported by or organized by the Government of Canada to promote and celebrate this key milestone in our collective history.

A.1 Objective

The Statement of Work (SOW) for this standing offer could encompass the following promotional items for Canada 150 celebrations:

Item Number	Description	SKU	Quantity
1	Cell Phone Cleaning Cloth	CK924 or equivalent	TBD
2	Waterless Tattoo	N/A	TBD
3	Plastic Pin	N/A	TBD
4	VIP Die Struck Pin	N/A	TBD
5	Soft Enamel Metal Pin	N/A	TBD
6	Luggage Tag	5100-QS or equivalent	TBD
7	Adult T-Shirt	G800 or equivalent	TBD
8	Youth T-Shirt	G800B or equivalent	TBD
9	Baseball cap	CT6441 or equivalent	TBD
10	Beach ball	equivalent	TBD
11	Coffee Mug	CMB1255 or equivalent	TBD
12	Foam Finger Hand	C119836-H-22 or equivalent	TBD
13	Glow Necklace	CU022CON or equivalent	TBD
14	Foam Glow Stick	GS015MU or equivalent	TBD
15	Tote Bag	F5269 or equivalent	TBD
16	Removable Sticker	N/A	TBD
17	Sport Safety Band	CK 486 or equivalent	TBD
18	Sport Towel	T414 or equivalent	TBD
19	Shutter Sunglasses	MVKUG-JUDLR or equivalent	TBD
20	Fleece Jacket (unisex)	M990 or Equivalent	TBD
21	Water Bottle	WB4833 or equivalent	TBD
22	Tuque	1075 or equivalent	TBD
23	Two-tone Scarf	SCV662T or equivalent	TBD
24	Mitts	PM100 or equivalent	TBD
25	Car flag and pole	V-CF1116PD or equivalent	TBD
26	Silicone Bracelet Band (silliband)	SB-D or equivalent	TBD
27	Hoodie (sweater) unisex	185C00 or equivalent	TBD

A.2 Overview:

The Offeror must provide the following services within 10 days of the award of the Standing Offer:

- Provide two (2) samples of all 27 items proposed within 10 days of the award of the Standing Offer;

The Offeror must provide the following services: (on an as and when required basis as per each call-up)

- Supply all necessary materials
- Artwork set-up if required
- Imprint and produce material as specified and as per artwork provided.
- Provide PDF proofs prior to production for each item to Canadian Heritage.
- Provide pre-production samples of each item ordered in call-ups for approval to the Project Authority
- Package and deliver all items as per packaging and delivery requirements.
- Provide the delivery schedule for each item in each call-up. The delivery time should be in accordance with the delivery time provided at the solicitation stage.

A.3 Underruns/Overruns:


No underruns or overruns will be accepted.

A.4 Items Description:

All elements indicated under each description are required characteristics of all the items.

The logo and taglines shown in the following items are examples only and are subject to change.

ITEM 1 – Cell Phone Cleaning Cloth

Description and Specs	<ul style="list-style-type: none"> ultra-soft microfiber cell phone cleaning cloth on card with instructions plastic wrapped separately Cloth: 38mm x 38mm (1.5" x 1.5") Card: 83mm x 51mm (3.00' x 2') (+/- 20%) made from recycled paper Reusable plastic cello envelope non-abrasive, reusable adhesive backing sticks to the back of your phone or device
SKU	CK924 or equivalent
Quantity	Possible initial order of 100,000 and another 200,000 over the duration of the SO but no guarantee of any minimum quantity or orders
Imprint	
Print Details and Location	 <p>Imprint size:</p> <ul style="list-style-type: none"> Cloth: 38mm x 38mm (1.5" x 1.5") Card: 83mm x 51mm (3.25' x 2') Approximate size Canada 150 logo Canada Wordmark on the front of the card below the cloth. Bilingual Instructions and the Canada 150 website on the back of the card. No company advertising printed on the card or cloth
Method of Imprint and Colour	For cloth: Full colour process on one side, white ink on black, For card with instructions: 1 colour process, black ink on white paper
Artwork provided	Logo supplied but artwork setup with URL to be done by supplier

Specific Packaging Instructions

Shrink wrapped in bundles of 50,
5,000 units per box
See Section A.8 Preparation for distribution and packaging instructions

ITEM 2 – Waterless Tattoos

Description and Specs	<ul style="list-style-type: none"> Print Image (actual tattoo) 1.75" X 1.75"; tattoo transfer (backing) 2" X 2" <p>Inks: Must be non-toxic and FDA certified & safety tested Temporary tattoos must meet the requirements of the Food and Drug Act and the Cosmetic Regulations. The Cosmetic Regulations of the Food and Drug Act in their entirety are available at the following internet site: http://laws-lois.justice.gc.ca/eng/acts/F-27/index.html http://www.hc-sc.gc.ca/cps-spc/cosmet-person/index-eng.php</p> <p>DUE TO SAFETY REGULATIONS TATTOOS ARE PRINTED WITH COSMETIC GRADE INKS WHICH PRINT LIGHTER THAN CONVENTIONAL INKS.</p> <p>Stock: Ecological paper or equivalent</p>
SKU	N/A
Quantity	Possible initial order of 4,000,000 and another 3,500,000 over the duration of the SO, but no guarantee of any minimum quantity or orders

Imprint

Print Details and Location	 <p>FRONT:</p> <ul style="list-style-type: none"> Tattoo size 1.75" x 1.75" with 0.75pt (size of border) Canada 150 logo <p>BACK: Imprint size: 2" x 2"</p> <ul style="list-style-type: none"> Bilingual instructions with Canada Wordmark, and Canada 150 web address No Company advertisement.
Method of Imprint and Colour	Full colour process
Artwork provided	Logo supplied but artwork setup to be done by supplier

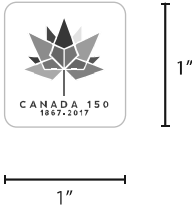
Specific Packaging Instructions

Shrink wrapped in bundles of 100,
10,000 units per box
See Section **A.8** Preparation for distribution and packaging instructions

ITEM 3 – Plastic Pin

Description and Specs	<ul style="list-style-type: none"> 1" x 1" Hard White Plastic Pin Standard Clutch type fastener
SKU	N/A
Quantity	Possible initial order of 1,000,000 and another 2,500,000 over the duration of the SO, but no guarantee of any minimum quantity or orders

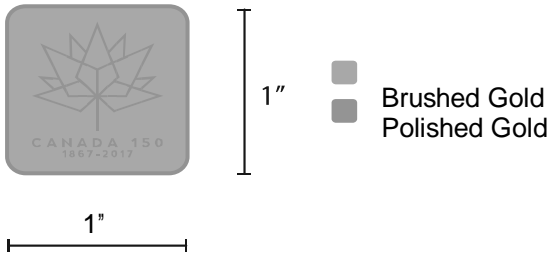

Imprint

Print Details and Location	<p>Pin</p>  <ul style="list-style-type: none"> imprint size: 1" x 1" Plastic Pin Canada 150 logo
Method of Imprint and Colour	Full colour process
Artwork provided	Logo supplied but artwork setup to be done by supplier

Specific Packaging Instructions

100 pins per bag See Section A.8 Preparation for distribution and packaging instructions

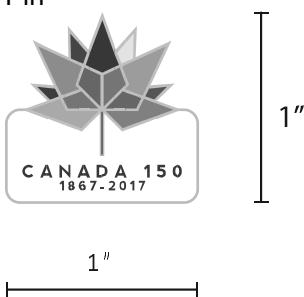
ITEM 4 – VIP Die Struck Pin

Description and Specs	<ul style="list-style-type: none"> 1" X 1" Die Struck VIP pin on card individually wrapped in a reusable plastic cello envelope. Card 2"X3" (+/- 20%) made from recycled paper Gold colour metal Brushed (Sandblasted) background Polished raised metal logo and border Standard Clutch type fastener
SKU	N/A
Quantity	Possible initial order of 5,000 and another 10,000 over the duration of the SO, but no guarantee of any minimum quantity or orders
Imprint	
Print Details and Location	<p>Pin</p>  <p>Sample Card with Text and Packing</p>  <ul style="list-style-type: none"> VIP Pin Canada 150 logo
Method of Imprint and Colour	<p>Die Struck, Colour of Card: Red - RVB: 239/65/54 CMJN: 0/90/85/0 Pantone 180C (see ANNEX D.) Colour of text on card: white</p>
Artwork provided	Logo supplied but artwork setup to be done by supplier
Specific Packaging Instructions	
Individually wrapped See Section A.8 Preparation for distribution and packaging instructions	

ITEM 5 – Soft Enamel Metal pin

Description and Specs	<ul style="list-style-type: none"> • 1" coloured metal pin • silver colour metal • Soft enamel colour fill • Epoxy finish • Standard Clutch type fastener
SKU	N/A
Quantity	Possible initial order of 35,000 and another 70,000 over the duration of the SO, with no guarantee of any minimum quantity or orders

Imprint

Print Details and Location	<p>Pin</p>  <ul style="list-style-type: none"> • Imprint size 1" x 1" • Colour Pin Canada 150 Logo
Method of Imprint and Colour	<p>Die Struck</p> <p>Full colour Enamel</p>
Artwork provided	Logo supplied but artwork setup to be done by supplier

Specific Packaging Instructions

50 pins per bag See Section A.8 Preparation for distribution and packaging instructions

ITEM 6 –Luggage Tag

Description and Specs	<ul style="list-style-type: none"> Size: 2 ¼" x 4", (+/- 5%) Plastic, Flexible, Assorted colour luggage tag with coordinated soft seamless strap attachment. Durable High-gloss finish.
SKU	5100-QS or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders
Imprint	
Print Details and Location	<ul style="list-style-type: none"> Imprint Area: +/- 1 ¾" x 3 ¼" One side with Canada 150 logo and Web address, other side with a business card insert and stock printed insert that allows you to fill in name, address, telephone etc.
Method of Imprint and Colour	<p>Screen print: One colour process</p> <ul style="list-style-type: none"> Black or White ink depending on the colour of the tag. White logo on dark tags and black logo on pale tags.
Artwork provided	Logo supplied but artwork setup to be done by supplier
Specific Packaging Instructions	
No specific packing instructions See Section A.8 Preparation for distribution and packaging instructions	

ITEM 7 – Adult T-Shirt

Description and Specs	<ul style="list-style-type: none"> Black t-shirt and White t-shirt T-shirt is made of 9.4-oz (+/- 5%), 50/50 preshrunk jersey knit cotton/polyester. Features: shoulder-to-shoulder taping and a taped neck with a 22mm (7/8") collar. Tagless label Moisture-wicking technology Size: XS-4XL.
SKU	G800 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders
Imprint	
Print Details and Location	<ul style="list-style-type: none"> Imprint Size: TBD Canada 150 logo
Method of Imprint and Colour	Screen print: Full colour process,
Artwork provided	Logo supplied but artwork setup to be done by supplier
Specific Packaging Instructions	
No specific packaging instructions See Section A.8 Preparation for distribution and packaging instructions	

ITEM 8 – Youth T-Shirt

Description and Specs	<ul style="list-style-type: none"> • Black t-shirt and White t-shirts • T-shirt is made of 9.4-oz (+/- 5%), 50/50 preshrunk jersey knit cotton/polyester. • Features shoulder-to-shoulder taping and a taped neck with a 22mm (7/8") collar. • Tagless label • Moisture-wicking technology • Youth Size: XS to L
SKU	G800B or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders
Imprint	
Print Details and Location	<ul style="list-style-type: none"> • Imprint size: TBD • Canada 150 Logo
Method of Imprint and Colour	Screen print: Full colour process
Artwork provided	Logo supplied but artwork setup to be done by supplier
Specific Packaging Instructions	
No specific packaging instructions See Section A.8 Preparation for distribution and packaging instructions	

ITEM 9 – Baseball Cap

Description and Specs	<ul style="list-style-type: none"> • Black Fine Brushed Cotton Cap with Sandwich Peak • Soft buckram 6-panel modified pro-style cap • Self-cloth back strap with velcro closure • Contrasting red color sandwich peak • 6 matching color sewn eyelets
SKU	CT6441 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders
Imprint	
Print Details and Location	<ul style="list-style-type: none"> • Imprint Size: TBD • Canada 150 logo
Method of Imprint and Colour	Screen Print: Full colour process,
Artwork provided	Logo supplied but artwork setup to be done by supplier
Specific Packaging Instructions	
No specific packaging instructions See Section A.8 Preparation for distribution and packaging instructions	

ITEM10 - Beach Ball

Description and Specs	Material: <ul style="list-style-type: none"> Plastic Size: 24" Inflated Colors: Rainbow coloured / translucent
SKU	equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

Imprint

Print Details and Location	<ul style="list-style-type: none"> Imprint Area: +/- 6" x 4.25" Canada 150 Logo
Method of Imprint and Colour	Screen Print: one colour process <ul style="list-style-type: none"> Black ink
Artwork provided	Logo supplied but artwork setup to be done by supplier

Specific Packaging Instructions

No specific packaging instructions
See Section **A.8** Preparation for distribution and packaging instructions

ITEM 11 – Coffee Mug

Description and Specs	<ul style="list-style-type: none"> Black mug with Red interior Material: Stoneware (Ceramic) Dimensions: 4.75" W x 4.25" H (+/-10%) Capacity 12 to 14 ounce
SKU	CMB1255 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

Imprint

Print Details and Location	<ul style="list-style-type: none"> Imprint Area: +/- 2" Width x 2" Height Canada 150 logo
Method of Imprint and Colour	Screen Print or digital transfer: Full colour process,
Artwork provided	Logo supplied but artwork setup to be done by supplier

Specific Packaging Instructions

Maximum 24 per box package safely (not to break), Fragile label
See Section **A.8** Preparation for distribution and packaging instructions

ITEM 12 – Foam Finger Hand

Description and Specs	<ul style="list-style-type: none"> Red Foam Finger Hand Measuring 22" high, Made with flame resistant polyurethane foam and phthalate-free inks for safety compliance. Dimensions: 22" H x 9.5" W (+/- 5%)
SKU	C119836-H-22 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders
Imprint	
Print Details and Location	<ul style="list-style-type: none"> Imprint area: Palm: 7.5" x 5.5" = Canada 150 logo Imprint area: Finger: 1.25" x 9" = Canada 150 (words only)
	Silkscreen or digital transfer: one colour Process <ul style="list-style-type: none"> Black ink
Artwork provided	Logo supplied but artwork setup to be done by supplier
Specific Packaging Instructions	
See Section A.8 Preparation for distribution and packaging instructions	

ITEM 13 – Glow Necklace

Description and Specs	Necklace: <ul style="list-style-type: none"> Glow Necklace with custom connectors Assorted colours Light Duration: 6-8 Hours Dimensions: 22 inches (55.9 cm) x 1/4 inch (6 mm) Connector: <ul style="list-style-type: none"> Material: Plastic Colour: Black Dimensions: 3.8cm x 2.5cm
SKU	CU022CON or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders
Imprint	
Print Details and Location	<ul style="list-style-type: none"> Connector Imprint Area: 2.5cm x 1.3cm Canada 150 logo
Method of Imprint and Colour	Screen print: one colour process <ul style="list-style-type: none"> White ink
Artwork provided	Logo supplied but artwork setup to be done by supplier
Specific Packaging Instructions	
Packaging: Tubes of 50	
See Section A.8 Preparation for distribution and packaging instructions	


ITEM 14 – Foam Glow Stick

Description and Specs	<ul style="list-style-type: none"> LED Foam Glow Stick Multi-colour transition mode Size 15" (38.1cm) X 1.5" (3.8cm), (+/- 10%) Material: Foam Covered Light Duration: 12 Hours (+/- 10%) Batteries: (Included and Replaceable)
SKU	CS015MU or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders
Imprint	
Print Details and Location	<ul style="list-style-type: none"> Imprint Area: +/- 1.9cm x 7.6cm Canada 150 horizontal logo
Method of Imprint and Colour	Screen print: one colour process <ul style="list-style-type: none"> Black ink
Artwork provided	Logo supplied but artwork setup to be done by supplier
Specific Packaging Instructions	
Packaging: Individually Packaged See Section A.8 Preparation for distribution and packaging instructions	

ITEM 15 – Tote Bag

Description and Specs	<ul style="list-style-type: none"> lightweight 190-gram taffeta polyester, tote folds into a separate pouch for small-sized storage. Pouch has snap closure and plastic clip to attach to bag or purse. Stylish, lightweight and reusable. Lime green colour only <p>Dimensions:</p> <ul style="list-style-type: none"> 15.5" W x 16" H x 5" D (+/- 10%) (tote open) 2.5" W x 5" H x 1" D (+/- 10%) (pouch closed)
SKU	F5269 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders
Imprint	
Print Details and Location	Imprint Area: Canada 150 logo <ul style="list-style-type: none"> Tote: +/- 8" W x 8" H (front / back when open) Pouch: +/- 1.25" W x 1.5" H
Method of Imprint and Colour	Screen print: one colour process <ul style="list-style-type: none"> Black ink
Artwork provided	Logo supplied but artwork setup to be done by supplier
Specific Packaging Instructions	
Individually wrapped or Pouch must be attached to the Tote See Section A.8 Preparation for distribution and packaging instructions	

ITEM 16 – Removable Sticker

Description and Specs	<ul style="list-style-type: none"> • Reusable self-adhesive removable repositionable stickers that can be used on any surfaces. • They stick securely and remove easily and cleanly. • Trim size: 2" width by 3" height
SKU	
Quantity	TBD - No guarantee of any minimum quantity or orders
Imprint	
Print Details and Location	 <ul style="list-style-type: none"> • Imprint Area: 2" x 3" • Canada 150 Logo
Method of Imprint and Colour	Screen print or digital transfer: Full colour process
Artwork provided	Logo supplied but artwork setup to be done by supplier
Specific Packaging Instructions	
No specific packaging instructions See Section A.8 Preparation for distribution and packaging instructions	

ITEM 17 – Sport Safety Band

Description and Specs	<ul style="list-style-type: none"> • Green • Light up reflective material wrist and arm band. • When activated, 4 blinking red LED lights. • Size : 10 3/4"w x 1 1/8"h (+/- 5%)
SKU	CK 486 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders
Imprint	
Print Details and Location	<ul style="list-style-type: none"> • Imprint Area : +/- 2 1/2"w x 5/8"h • Canada 150 horizontal logo
Method of Imprint and Colour	Screen Print: One colour process <ul style="list-style-type: none"> • Black ink
Artwork provided	Logo supplied but artwork setup to be done by supplier
Specific Packaging Instructions	
No specific packaging instructions See Section A.8 Preparation for distribution and packaging instructions	

ITEM 18 – Sports Towel

Description and Specs	<ul style="list-style-type: none"> • White Sports Rally Towel • 100% Cotton • 12" X 18" (+/- 10%) - 1.2 lbs/dz
SKU	T414 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders
Imprint	
Print Details and Location	<ul style="list-style-type: none"> • Imprint Area: +/- 8" x 10" • Canada 150 logo
Method of Imprint and Colour	Screen Print: Full Colour process
Artwork provided	Logo supplied but artwork setup to be done by supplier
Specific Packaging Instructions	
No specific packaging instructions See Section A.8 Preparation for distribution and packaging instructions	

ITEM 19 – Shutter Sunglasses

Description and Specs	<ul style="list-style-type: none"> Shutter Sunglasses with lens Plastic
SKU	MVKUG-JUDLR or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders
Imprint	
Print Details and Location	<ul style="list-style-type: none"> Imprint Area: TBD Canada 150 logo without text on each lens
Method of Imprint and Colour	Screen print: full colour process
Artwork provided	Logo supplied but artwork setup to be done by supplier
Specific Packaging Instructions	
Individually wrapped See Section A.8 Preparation for distribution and packaging instructions	

ITEM 20 – Fleece Jacket (unisex)

Description and Specs	<ul style="list-style-type: none"> 8 oz (+/- 10%), Full Zip Fleece Jacket 100% Spun Soft Non-Pill Polyester Fleece Dyed-to-Match Zippers and Zipper pull Bottom Hem with Drawcord and Toggles Front-Zip Pockets Non-Roll Elastic Cuffs Mid-weight Fleece Highly Breathable Front Yoke Available Sizes: XS-4XL
SKU	M990 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders
Imprint	
Print Details and Location	<ul style="list-style-type: none"> Size of Logo: TBD Canada 150 logo
Method of Imprint and Colour	Embroidered on front left side: Full colour
Artwork provided	Logo supplied but artwork setup to be done by supplier
Specific Packaging Instructions	
Individually wrapped See Section A.8 Preparation for distribution and packaging instructions	

ITEM 21 – Water Bottle

Description and Specs	<ul style="list-style-type: none"> Stainless Steel Water Bottle with Carabineer Colour: Red 7.5" H x 2.0875" (+/- 5%) Diameter 18/0 stainless steel with 0.4mm single wall Holds up to 500 ml Matching coloured aluminum carabineer Black plastic twist off cap BPA free (Bisphenol A) and FDA approved
SKU	WB4833 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders
Imprint	
Print Details and Location	<ul style="list-style-type: none"> Imprint Area: +/- 3" W x 3" H Canada 150 logo
Method of Imprint and Colour	Silkscreen or digital transfer: one colour Process <ul style="list-style-type: none"> Black ink
Artwork provided	Logo supplied but artwork setup to be done by supplier
Specific Packaging Instructions	
No specific packaging instructions See Section A.8 Preparation for distribution and packaging instructions	

ITEM 22 – Tuque

Description and Specs	<ul style="list-style-type: none"> Knit Beanie Cap 100% Acrylic One Size Fits All Colors: Black, Red
SKU	1075E or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders
Imprint	
Print Details and Location	<ul style="list-style-type: none"> Imprint Area: +/- 4" W x 2" H Canada 150 logo
Method of Imprint and Colour	Embroidered: Full colour Screen Print: Full colour process
Artwork provided	Logo supplied but artwork setup to be done by supplier
Specific Packaging Instructions	
No specific packaging instructions See Section A.8 Preparation for distribution and packaging instructions	

ITEM 23 – Two-tone Scarf

Description and Specs	<ul style="list-style-type: none"> microfleece 2-Tone Scarf is light weight with soft touch, Colour: Red and White. anti-static treatment. 100% polyester, 16 oz. anti-pill polar fleece. Dimensions: 8" x 66"L (+/- 10%) (½ of length per colour)
SKU	SCV662T or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders
Imprint	
Print Details and Location	<ul style="list-style-type: none"> Imprint Area: +/- 4" x 20"L Canada 150 logo
Method of Imprint and Colour	Screen Print: on white side One colour process, Full colour process,
Artwork provided	Logo supplied but artwork setup to be done by supplier
Specific Packaging Instructions	
No specific packaging instructions See Section A.8 Preparation for distribution and packaging instructions	

ITEM 24 – Mitts

Description and Specs	<ul style="list-style-type: none"> SM/MD Fleece Mitt Colour: Red
SKU	PM100 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders
Imprint	
Print Details and Location	<ul style="list-style-type: none"> Size of Logo: TBD Canada 150 logo
Method of Imprint and Colour	Embroidered: Full colour
Artwork provided	Logo supplied but artwork setup to be done by supplier
Specific Packaging Instructions	
No specific packaging instructions See Section A.8 Preparation for distribution and packaging instructions	

ITEM 25 – Car Flag and pole

Description and Specs	<ul style="list-style-type: none"> 11" x 16" (+/- 15%) Double sided Car flag Double sided poly vehicle flag 19" to 21" stiff plastic flagpole with attachment for car window. Can be printed on both sides of flag <p>Material:</p> <ul style="list-style-type: none"> Flag: Polyester Pole and attachments: Plastic
SKU	V-CF1116PD or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders
Imprint	
Print Details and Location	<ul style="list-style-type: none"> Imprint area: +/- 11" X 16" (Both sides) Canada 150 Logo
Method of Imprint and Colour	White flag with full colour process
Artwork provided	Logo supplied but artwork setup to be done by supplier
Specific Packaging Instructions	
Flag and pole wrapped together See Section A.8 Preparation for distribution and packaging instructions	

ITEM 26 – Silicone Bracelet Band (Siliband)

Description and Specs	<ul style="list-style-type: none"> Silicone debossed bracelets with fill Recycled Silicone Junior size: 7" x 0.5" (+/- 5%) Adult size: 8" x 0.5" (+/- 5%) Associated colours
SKU	SB-D or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders
Imprint	
Print Details and Location	<ul style="list-style-type: none"> imprint size: +/- 2.5" long Canada 150" (Words only)
Method of Imprint and Colour	Debossed with fill black fill on pale colour and white fill on dark colours
Artwork provided	Logo supplied but artwork setup to be done by supplier
Specific Packaging Instructions	
No specific packaging instructions See Section A.8 Preparation for distribution and packaging instructions	

ITEM 27 – Hoodies (Sweater) Unisex

Description and Specs	<ul style="list-style-type: none"> 13.5 oz. (+/- 10%), 50% Cotton / 50% polyester preshrunk Fleece Knit. Air jet yarn = softer feel and no pilling. Contrasting jersey lined hood. Charcoal grey flat draw cord Pouch pocket. Double needle cuffs. 1X1 athletic rib with spandex. Quarter-turned to eliminate center crease. Black with Red Lining Sizes: XS to 3XL
SKU	185C00 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders
Imprint	
Print Details and Location	<ul style="list-style-type: none"> Imprint Size:TBD Canada 150 logo
Method of Imprint and Colour	Embroidered: full colour process Screen Print: full colour process
Artwork provided	Logo supplied but artwork setup to be done by supplier
Specific Packaging instructions	
Individually wrapped See Section A.8 Preparation for distribution and packaging instructions	

A.5 Material:

Canadian Heritage will requests copies of all dies, artwork, embroidery tape files or any items associated with the production of these promotional items.

A.5.1 Material Supplied:

The Project Authority will supply artwork as Vectored EPS files and a hard copy print out for reference. The Contractor must work with the supplied files.

The Contractor must preflight supplied files within 24 hours of their reception. The Contractor must contact the Project Authority immediately if supplied media varies from the description of the material supplied as stated in the specifications of the Statement of Work. The Contractor must contact the Project Authority immediately if there are problems accessing or processing the files.

A.5.2 Components:

All components required to complete a call-up, including dies, whether produced or purchased by the offeror or provided to the Contractor are the property of the Government of Canada.

The offeror must return all components to the Project Authority for Canadian Heritage upon completion of the Standing Offer or within five (5) 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.

The offeror must provide a copy of the final electronic file used to produce each item. Invoices will not be paid until final electronic file(s) is (are) received. The offeror must download the files to appropriate media, CD, DVD, etc. as requested by the Project Authority.

A.5.3 Proofs:

The offeror must provide Canadian Heritage with two (2) samples of all items within 10 days of the Standing Offer award.

For each call-up, the offeror must provide the Project Authority with one (1) colour or Full colour PDF (or equivalent) proof for each item as well as one (1) pre-production sample for each item prior to production and in accordance with the Production and Delivery Schedule.

The PDF Proof of each item must be e-mailed to the Project Authority identified in the call-up. The images provided by the offeror must demonstrate the actual final imprint size.

The Project Authority will provide the offeror approval within two (2) business days, in writing, in accordance with the Production and Delivery Schedule. In the event of offeror error, approval will not be provided by the Project Authority for the item until a revised, error-free set of proofs is provided for approval. The final delivery date will not be extended as a result of any offeror Error.

The pre-production sample must be either hand delivered or sent via courier to the attention of the Project Authority at the address specified in the call-up.

Pre-production sample must match approved proof as well as all the specifications listed in A.4 Items Description and is subject to approval by the Project Authority. In the event that approval is not granted by the Project Authority, a new pre-production sample must be provided without additional charges and all quantities must still be delivered by the required delivery date. Production cannot begin until approval of the pre-production sample has been given by the project Authority.

A.5.4 Quality Control:

Both the Pre-production sample and the final products delivered, must meet all the specifications of Annex A: Statement of Work and be an exact reproduction of sample product provided (if and when a sample product is provided). If a random sampling of delivered products results in a defect rate of 6% or greater of the total delivered quantity of each product(s) requested, Canada reserves the right to return the entire shipment at the offeror's expense and/or terminate the Call-up and/or take action under PWGSC Vendor Performance Corrective Measure Policy.

A.6 Delivery:

Delivery(ies) will be made across Canada. Each delivery must be accompanied by a clear and detailed packing slip

A.6.1 Production Schedule

Will be specified in each resulting call-up.

A.6.2 Delivery Addresses

Will be specified in each resulting call-up.

A.6.3 Delivery Schedule

For the initial call-up issued after the award of the standing offer all items must be delivered on or before March 31, 2016.

All other delivery details will be specified in each resulting call-up

A.7 Production and Delivery Schedule:

The Project Authority must provide the following required documents to the offeror by the stipulated time frame. The contracting Authority must be notified within two (2) business days, if the stated timelines are not met. If no notification is received by the Contracting Authority or if the notification is received after two (2) business days following the missed timeline, Canada reserves the right not to make any amendment to the contract. If no contract amendment is made, the supplier must meet the mandatory delivery date for the initial order and all resulting call-ups.

	Activity	Time Frame
1	Provision of artwork	2 Business days from contract award date
2	Approval of PDF proofs	2 business days from date of receipt
3	Approval of pre-production sample(s)	2 business days from date of receipt

All items for the initial order quantity/(ies) must be delivered to the final destinations by March 31, 2016.

Canada reserves the right to refuse any delivery/(ies) attempted after the specified delivery date. Any delivery/(ies) sent to the wrong address must be redelivered by courier at the suppliers expense.

A.8 Preparation for Distribution and Packaging Instructions:

The offeror must count, assemble and package the required quantities of as specified in each work request. The offeror must supply and prepare the packages for distribution, including all labour and materials to prepare address files, output and affix labels, seal packages and all preparation for delivery to destination.

A.8.1 Packaging:

- All items must be packed in sturdy, appropriately sized packages or cartons, in such a way as not to damage contents. The packages/cartons must be able to sustain considerable handling.
- Cartons are not to exceed 25 lbs. in weight. All packages and cartons must be clearly labelled.
- Note that products that are not packaged and labelled according to the specifications provided, will be sent back to the offeror for repackaging and re-labelling.

A.8.2 Packing Slips:

Each shipment must be accompanied by a clear and detailed packing slip/waybill. All packing slips must indicate the item title, the number of items within each package/box, the total number of boxes for the shipment and the total quantity of each item shipped.

A.9 Labelling and Cartons:

The offeror is responsible for addressing any items being delivered according to the delivery address supplied, including output and application of any required labels. The offeror is responsible for labelling items as per the instructions below.

Instructions for product packaging and labelling:

1. Pallet size: 40" X 48", not higher than 54" from the floor (including the height of the pallet).
2. Within one shipment, all pallets should have the same number of boxes per row and the same amount of rows per skid. Only one skid should bear the odd amount of boxes if need be.
3. All boxes should be properly labelled as follows:

Organization: Canadian Heritage or other federal departments/agencies

Title: Canada 150

Description of item: (example: phone cleaning cloth)

SKU: (TBC)

Qty: _____ per box

Box: _____ of _____

Production Date: _____

Call-up Number: _____

4. All labels should be affixed on the side of boxes, with the labels facing the outside of the skid / pallet (inside boxes should be facing the front of the skid)
5. All boxes must contain the same quantity of the product, and should be identically packaged and completely filled, except for the odd quantity box. They should all have the same quantity of the same product in each box.
6. Different products should not be packaged together in the same box and separately identified on a skid.
7. Each shipment to each location must contain a complete packing slip.

ANNEX "B"

BASIS OF PAYMENT

Offerors must provide pricing in the format specified for each component identified in this Annex B - Basis of Payment. **Failure to provide prices in the format specified will render the proposal non-responsive.**

Offerors must submit firm, all inclusive unit prices for all items and for all ranges for both periods of the standing offer (Contract period and option period).

Offerors must submit firm all inclusive hourly rate for the re-packaging for delivery for both periods of the standing offer (Contract period and option period).

If pricing is not provided for a component, a price of zero will be assigned for the component and the Offeror will be provided an opportunity to agree with the zero amount. If the Offeror agrees, then the Basis of Payment will be considered compliant. However, if the Offeror disagrees then the offer will be found non-compliant and no further evaluation will be done.

Travel and Living Expenses

Canada will not accept any travel and living expenses incurred by any Offeror to satisfy the terms of any resulting Standing Offer / Call-up.

B1. Promotional Items:

The offeror must submit firm all inclusive unit prices in Canadian funds, customs and excise taxes included (if applicable) and applicable taxes excluded. The all inclusive unit prices must include all materials and operations and delivery within the NCR (set-up charges, dies, imprinting, provision and delivery of proofs and pre-production samples, etc...) to supply the complete quantities of the final products. Unit Prices submitted must be inclusive of any and all international shipping costs to Canada (outside the NCR).

OFFERORS ARE RESPONSIBLE TO ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET SUPPLIED TO THEM BY BUYANDSELL.GC.CA AND RETURN IT ON USB (IN THE EXCEL FORMAT) ALONG WITH A PRINT OUT OF THE COMPLETED ANNEX B BASIS OF PAYMENT WITH THEIR BID.

B2. Re-Preparation for Delivery

The hourly rate for the shipping preparation include cost incurred within Canada by the supplier only. Domestic shipping within Canada are exclusive of unit and lot prices. Canada will only reimburse the Shipping Preparation Costs incurred within Canada by the supplier only, as well as the cost of domestic shipping (within Canada and outside the NCR) of items to final delivery destination(s), at cost with no chance for profit or overhead. Offeror must prepay shipping and distribution cost with Canada and must show the costs as a separate item on the invoice, and provide proper cost support documentation.

- The Bidder must submit a firm all-inclusive hourly rate for the preparation of the items for distribution.
- The firm all-inclusive hourly rate is an as and when required basis, includes all labour and materials to count the items, assemble and package the items in accordance with the supplied distribution list, prepare address file, output and affix labels, seal packages and all preparation for distribution.
- The shipping preparation costs incurred within Canada by the supplier only, and in performance of the work, will be paid at cost, with no allowance for profit or overhead. Canada reserves the right to request support documents to verify hours used.

OFFERORS ARE RESPONSIBLE TO ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET SUPPLIED TO THEM BY BUYANDSELL.GC.CA AND RETURN IT ON USB (IN THE EXCEL FORMAT) ALONG WITH A PRINT OUT OF THE COMPLETED ANNEX B BASIS OF PAYMENT WITH THEIR BID.

B3. Direct expenses for Domestic Shipping within Canada outside the NCR to the final Destinations

<p>Domestic Shipping within Canada Outside the NCR to the final destination(s): (must be included for each work request):</p> <p>For each call-up, shipping costs incurred must be confirmed with the Project Authority prior to shipment.</p> <p>Domestic shipping costs within Canada, of completed work orders to the final destination(s), incurred in the performance of the work will be paid at cost with no allowance for profit or overhead and upon receipt of proper cost support documentation.</p> <p>Any and all international shipping costs to Canada and shipping within the NCR must be included in the unit price and lot price in B1. Promotional items, are the responsibility of the offeror.</p> <p>Shipping/Transportation charges are to be prepaid by the Contractor and shown as a separate item on the invoice, supported by a copy of the prepaid transportation bill.</p>	<p>Not required at time of bid</p>
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B4. Total price for Evaluation SEE MS EXCEL SPEADSHEET SUPPLIED TO THEM BY BUYANDSELL.GC.CA

ANNEX "C"

TECHNICAL EVALUATION PROCEDURES

1. MANDATORY REQUIREMENTS:

Bidders MUST meet all the mandatory requirements of the RFSO. No further consideration will be given to Bidders not meeting all the mandatory criteria.

1.1 MANDATORY REQUIREMENT 1:

The Offeror must demonstrate that they have been in business for at least one (1) full year (prior to the closing date of the RFSO) providing promotional items similar in nature to that described in the Statement of Work.

This can be evidenced by submitting one (1) of the following:

- a photocopy of a business registration form showing type of business and date of registration/incorporation; or
- a photocopy of a verifiable legal document indicating that the company has been in business and providing promotional items since at least one (1) year before closing date of this Request for Standing Offer+; or
- a previous Contract or Standing Offer with any department of the Government of Canada, provincial or municipal government or any other organization; or
- any other acceptable proof.

1.2 MANDATORY REQUIREMENT 2:

The Offeror must submit a description of two (2) separate contracts or orders completed within the last three (3) years of this Request for Standing Offer closing date, that include the provision and the responsibility of imprint of multiple promotional products with the delivery of a minimum of 100,000 units and a minimum contract value of \$25,000.00 or more for each order (before applicable taxes and excluding shipping outside the NCR). Each order must have included at least two (2) **different** types of promotional items.

For each order the Offeror must provide:

- the type of promotional items supplied;
- the quantity of each item;
- the value of the overall order; and
- a brief written attestation of performance signed by the client. The attestation must include a description of the order, the month and year of delivery of the order and a statement confirming that the delivery was delivered on-time and to the satisfaction of the client.

1.3 MANDATORY REQUIREMENT 3:

The Offeror must provide for each of the 27 items specified under this section:

- The SKU proposed
- The description of the item proposed,
- A photo of each item, and
- The delivery time for each item

Each proposed item must meet all the mandatory requirements and have to be in accordance with the specifications detailed in Annex "A".

ITEM 1 – Cell Phone Cleaning Cloth

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">• ultra-soft microfiber cell phone cleaning cloth on card made from recycled paper with instructions• Plastic wrapped separately with reusable plastic cello envelope.• non-abrasive, reusable adhesive backing sticks to the back of your phone or device• Size cloth: square 1.5' X 1.5" (38mm x 38mm)• Size card: 3" x 2" (+/- 20%) made from recycled paper• Meets printing specifications	Description of item proposed:
Estimated Delivery time for each order:	

ITEM 2 – Waterless Tattoos

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">• Print Image (actual tattoo) 1.75" X 1.75";• tattoo transfer (backing) 2" X 2'• Inks: Must be non-toxic and FDA certified & safety tested Temporary tattoos must meet the requirements of the Food and Drug Act and the Cosmetic Regulations. The Cosmetic Regulations of the Food and Drug Act in their entirety are available at the following internet site:• Stock: Ecological paper or equivalent	Description of item proposed:
Estimated Delivery time for each order:	

ITEM 3 – Plastic Pin

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">1" X1" hard white plastic PinStandard Clutch type fastener	Description of item proposed:
Estimated Delivery time for each order:	

ITEM 4 – VIP Die Struck Pin

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">1" X 1" Die Struck VIP pin on card in a plastic cello bag envelope.Gold colour metalBrushed (Sandblasted) backgroundPolished raised metal logo and borderStandard Clutch type fastenerCard 2"X3" (+/- 20%) made from recycled paperReusable plastic cello envelope	Description of item proposed:
Estimated Delivery time for each order:	

ITEM 5 – Soft Enamel Metal pin

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">1" coloured metal pinsilver colour metalSoft enamel colour fillEpoxy finishStandard Clutch type fastener	Description of item proposed:
Estimated Delivery time for each order:	

ITEM 6 –Luggage Tag

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">• Size:2 ¼" x 4",• Plastic, Flexible,• Assorted colour luggage tag with coordinated soft seamless strap attachment.• Durable High-gloss finish.• Meets printing specifications	Description of item proposed:
Estimated Delivery time for each order:	

ITEM 7 – Adult T-Shirt

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">• Black t-shirt• White t-shirt• T-shirt is made of 9.4-oz,• 50/50 preshrunk jersey knit cotton/polyester.• Features: shoulder-to-shoulder taping and a taped neck with a 22mm (7/8") collar.• Moisture-wicking technology• Size: XS to 4XL.• Meets printing specifications	Description of item proposed:
Estimated Delivery time for each order:	

ITEM 8 – Youth T-Shirt

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">• Black t-shirt• White t-shirt• T-shirt is made of 9.4-oz,• 50/50 preshrunk jersey knit cotton/polyester.• Features: shoulder-to-shoulder taping and a taped neck with a 22mm (7/8") collar.• Moisture-wicking technology• Youth sizes XS to L.• Meets printing specifications	Description of item proposed:
Estimated Delivery time for each order:	

ITEM 9 – Baseball Cap

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">• Black Fine Brushed Cotton Cap with Sandwich Peak• Soft buckram 6-panel modified pro-style cap• Self-cloth back strap with velcro closure• Contrasting red color sandwich peak• 6 matching color sewn eyelets• Meets printing specifications	Description of item proposed:
Estimated Delivery time for each order:	

ITEM10 - Beach Ball

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none"> • Plastic • Size: 24" Inflated • Colors: Rainbow coloured / translucent • Meets printing specifications 	Description of item proposed:
Estimated Delivery time for each order:	

ITEM 11 – Coffee Mug

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none"> • Black mug with Red interior • Material: Stoneware (Ceramic) • Dimensions: 4.75" W x 4.25" H (+ or – 10%) • Imprint Area: 2" Width x 2" Height • Capacity 12 to 14 ounce • Meets printing specifications 	Description of item proposed:
Estimated Delivery time for each order:	

ITEM 12 – Foam Finger Hand

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none"> • Red Foam Finger Hand • Measuring 22" high, • Made with flame resistant polyurethane foam and phthalate-free inks for safety compliance. • Dimensions: 22" H x 9.5" W • Meets printing specifications 	Description of item proposed:
Estimated Delivery time for each order:	

ITEM 13 – Glow Necklace

Mandatory requirements	SKU proposed:
<p>Necklace:</p> <ul style="list-style-type: none">• Glow Necklace with custom connectors• Assorted colours• Light Duration: 6-8 Hours• Dimensions: 22 inches (55.9 cm) x 1/4 inch (6 mm) <p>Connector:</p> <ul style="list-style-type: none">• Material: Plastic• Colour: Black• Dimensions: 3.8cm x 2.5cm• Meets printing specifications	<p>Description of item proposed:</p>
Estimated Delivery time for each order:	

ITEM 14 – Foam Glow Stick

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">• LED Foam Glow Stick• Multi-colour transition mode• Material: Foam Covered• Light Duration: 12 Hours• Dimensions: 15"(38.1cm) X 1.5"(3.8cm)• Batteries:(Included and Replaceable)• Meets printing specifications	<p>Description of item proposed:</p>
Estimated Delivery time for each order:	

ITEM 15 – Tote Bag

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none"> • lightweight 190-gram taffeta polyester, • Tote folds into a separate pouch for small-sized storage. • Pouch has snap closure and plastic clip to attach to bag or purse. • Lime green colour only <p>Dimensions:</p> <ul style="list-style-type: none"> • 15.5" W x 16" H x 5" D (tote open) • 2.5" W x 5" H x 1" D (pouch closed) • Meets printing specifications 	<p>Description of item proposed:</p>
Estimated Delivery time for each order:	

ITEM 16 – Removable Sticker

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none"> • one-sided bilingual reusable sticker (½ French first, ½ English first) • Reusable self-adhesive removable repositionable stickers that can be used on any surfaces. • They stick securely and remove easily and cleanly. • Trim size: 2" width by 3" height • Meets printing specifications 	<p>Description of item proposed:</p>
Estimated Delivery time for each order:	

ITEM 17 – Sport Safety Band

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">• Green• Light up reflective material wrist and arm band.• 4 blinking red LED lights.• Size : 10 3/4"w x 1 1/8"h• Meets printing specifications	Description of item proposed:
Estimated Delivery time for each order:	

ITEM 18 – Sports Towel

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">• White Towel• 100% Cotton• 12" X 18"• 1.2 lbs/dz• Meets printing specifications	Description of item proposed:
Estimated Delivery time for each order:	

ITEM 19 – Shutter Sunglasses

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">• Shutter Sunglasses with lens• Plastic• Meets printing specifications	Description of item proposed:
Estimated Delivery time for each order:	

ITEM 20 – Fleece Jacket (unisex)

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">• 8 oz Full Zip Fleece Jacket• 100% Spun Soft Non-Pill Polyester Fleece• Dyed-to-Match Zippers and Zipper pull• Bottom Hem with Drawcord and Toggles• Front-Zip Pockets• Non-Roll Elastic Cuffs• Mid-weight Fleece Highly Breathable• Front Yoke• Sizes: XS-4XL• Meets printing specifications	Description of item proposed:
Estimated Delivery time for each order:	

ITEM 21 – Water Bottles

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">Stainless Steel Water Bottle with CarabineerColour: Red7.5" H x 2.0875" Diameter18/0 stainless steel with 0.4mm single wallHolds up to 500 mlMatching coloured aluminum carabineerBlack plastic twist off capBPA free (Bisphenol A) and FDA approvedMeets printing specifications	Description of item proposed:
Estimated Delivery time for each order:	

ITEM 22 – Tuques

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">Knit Beanie Cap100% AcrylicOne Size Fits AllBlackRedMeets printing specifications	Description of item proposed:
Estimated Delivery time for each order:	

ITEM 23 – Two-tone Scarf

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">microfleece 2-Tone Scarf is light weight with soft touch,Colour: Red and White.anti-static treatment.100% polyester,16 oz. anti-pill polar fleece.Dimensions: 8" x 66"L (33"L per color)Meets printing specifications	Description of item proposed:
Estimated Delivery time for each order:	

ITEM 24 – Mitts

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">SM/MD Fleece MittColour: RedMeets embroidery specifications	Description of item proposed:
Estimated Delivery time for each order:	

ITEM 25 – Car Flag and Pole

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">• 11" x 16" Double sided Car flag• 19" to 21"stiff plastic flagpole for attaching to car window.• printed on both sides of flag <p>Material:</p> <ul style="list-style-type: none">• Flag: Polyester• Pole: Plastic <ul style="list-style-type: none">• Meets printing specifications	Description of item proposed:
Estimated Delivery time for each order:	

ITEM 26 – Silicone Bracelet Bands (Siliband)

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">• debossed bracelets with fill• Recycled Silicone• Junior size: 7" x 0.5"• Adult size: 8" x 0.5• Associated colours <ul style="list-style-type: none">• Meets printing specifications	Description of item proposed:
Estimated Delivery time for each order:	

ITEM 27 – Hoodies (Sweater) Unisex

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none"> • 13.5 oz. 50% Cotton / 50% polyester preshrunk Fleece Knit. • Contrasting jersey lined hood. • Charcoal grey flat draw cord • Pouch pocket. • Double needle cuffs. • 1X1 athletic rib with spandex. • Quarter-turned to eliminate center crease. • Black with Red Lining • Sizes: XS to 3XL • Meets printing specifications 	Description of item proposed:
Estimated Delivery time for each order:	

1.4 MANDATORY REQUIREMENT 4:

Commitment for Timely Delivery of the initial requirement (to be ordered within 10 days of Standing Offer award. The estimated Standing Offer award is January 22, 2016)

By signing below, the supplier confirms that they will meet the delivery date of March 31, 2016, for the initial order quantities estimated and specified in Annex "A". The supplier also agrees that, in accordance with the standing offer Terms and Conditions, failure to meet the delivery deadline may result in the standing offer termination, consideration and /or action under the Public Works and Government Services Canada (PWGSC) Vendor Performance Corrective Measure Policy.

 Signature

 Date

 Name

 Designation

1.5 MANDATORY REQUIREMENT 5:

Environmental Considerations

The Supplier must provide the following:

- A company-wide environmental statement and mission (including environmental measures undertaken in office operations);
- An action plan for packaging materials/equipment (intended use of recycled or reused products, waste management strategy);

1.6 MANDATORY REQUIREMENT 6:

The Bidder MUST comply with all the certification requirements as described in Part 5 - Certifications.

1.7 MANDATORY REQUIREMENT 7:

The Bidder MUST provide unit prices and rates in accordance with the Basis of Payment, Annex B – Basis of Payment. If costs provided are not in accordance with the Basis of Payment, the proposal will be declared non-responsive.

1.8 MANDATORY REQUIREMENT 8:

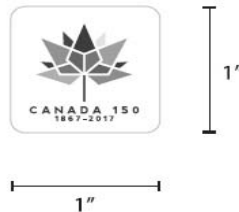
The Bidder MUST have the financial capability to undertake this requirement. The financial requirements are described in detail in Part 6 – Financial Requirements.

ANNEX "D"
SAMPLE CANADA 150 LOGO'S AND INK SPECIFICATIONS

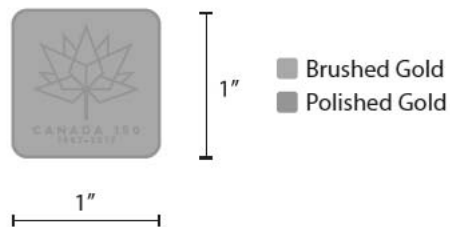
Canada 150 Logo



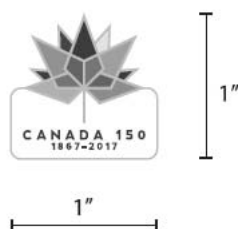
Plastic Pin Logo



VIP Pin Canada 150 Logo



Colour Pin Canada 150 Logo



Canada 150 Logo one colour



Canada 150 (Words Only)

CANADA 150

Canada 150 Horizontal Logo



CANADA 150
1867-2017

Canada 150 Logo without text



Canada 150 Ink colours Guide



Canada 150 logo ink colours:

1. RGB: 43/57/144 CMYK: 100/95/5/0 Pantone 2112C
2. RGB: 255/242/0 CMYK: 0/0/100/0 Pantone Process Yellow C
3. RGB: 247/148/29 CMYK: 0/50/100/0 Pantone 138C
4. RGB: 236/0/140 CMYK: 0/100/0/0 Pantone Process Magenta C
5. RGB: 0/174/239 CMYK: 100/0/0/0 Pantone Process Cyan C
6. RGB: 241/90/41 CMYK: 0/80/95/0 Pantone 173C
7. RGB: 239/65/54 CMYK: 0/90/85/0 Pantone 180C
8. RGB: 146/39/143 CMYK: 50/100/0/0 Pantone 7656C
9. RGB: 57/181/74 CMYK: 75/0/100/0 Pantone 361C
10. RGB: 102/45/145 CMYK: 75/100/0/0 Pantone 526C
11. RGB: 141/198/63 CMYK: 50/0/100/0 Pantone 376C