



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

Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

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
Ontario
K1A 0S5

Title - Sujet CUSTOM FILE FOLDERS - IRB	
Solicitation No. - N° de l'invitation 86100-150513/A	Date 2015-12-22
Client Reference No. - N° de référence du client 86100-150513	Amendment No. - N° modif. 008
File No. - N° de dossier cw010.86100-150513	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-010-68256	
Date of Original Request for Standing Offer 2015-10-30	
Date de la demande de l'offre à commandes originale	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-01-13	
Address Enquiries to: - Adresser toutes questions à: Gagné-Templeman, Kathleen	Buyer Id - Id de l'acheteur cw010
Telephone No. - N° de téléphone (613) 990-9189 ()	FAX No. - N° de FAX () -
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	
Security - Sécurité This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required	Yes - Oui	No - Non
Accusé de réception requis	<input type="checkbox"/>	<input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

The purpose of this amendment is to make the following revisions:

A) EXTEND THE SOLICITATION CLOSING DATE

From: December 30, 2015 at 2:00 p.m. EST

To: January 13, 2016 at 2:00 p.m. EST

B) In PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

DELETE:

M.2 FOLDER MATERIALS

M.2.a. The Offeror must confirm in writing that the proposed folder material is 100% recyclable and uses fibre originating from a sustainably-managed forest certified to a third-party verified forest certification standard such as the Forestry Stewardship Council (FSC), Sustainable Forestry Initiative (SFI) or the Canadian Standards Association Sustainable Forest Management Standard (CSA/SFMS).

M.2.b. The Offeror must confirm in writing that the proposed clear cellulose acetate is write-on and erase capable in ink or pencil.

M.2.b. The Offeror must confirm in writing that the proposed clear cellulose acetate is not silicon based.

C) In PART 5 - CERTIFICATIONS

DELETE:

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Offeror certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

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

Offerors should submit this certification completed with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Offeror and provide the Offeror with a time frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive.

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Buyer ID - Id de l'acheteur
CW010
CCC No./N° CCC - FMS No./N° VME

REPLACE WITH:

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Offeror certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

5.2.3.1.1 SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition

Offerors should submit this certification completed with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Offeror and provide the Offeror with a time frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive.

D) In PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES - A. STANDING OFFER

DELETE:

6.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$50,000.00** (Applicable Taxes included).

REPLACE WITH:

6.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$75,000.00** (Applicable Taxes included).

E) In ANNEX "A" STATEMENT OF WORK

DELETE:

A.2.5 Folder Specifications

Folder A and Folder B must be Carbon Neutral products. Folders must be constructed using Acid Free folder material, be Sustainable Forestry Initiative (SFI) or Forest Stewardship Council (FSC) certified and 100% recyclable.

The Offeror must not use any silicon based materials for any of the folders as it reduces long term adhesiveness of labels which will be added by the client at a later time.

Folders A and B must be printed and fabricated exactly as per the samples supplied.

A.2.5.1 Folder A - Immigration Division File Folder

- Size:** Flat - 19" W x 16.25" H
Folded - 9.5" W x 15.25" H
- Stock:** Folder - Manila colour, 14 pt. Acid free folder paper, SFI or FSC certified, fully recyclable (100%).

Clear Cellulose Acetate (or similar product) – 1.0 mil, matte finish, clear cellulose acetate
(must be write-on and erase capable in ink or in pencil) for end tab and bottom edge of front panel (pages 1 and 2)
- Ink:** Black + Pantone Reflex Blue, on outside front and back panels (pages 1 and 4), no bleeds as follows:

Outside front of folder (page 1) prints black for basic text, form number and Canada WordMark + Pantone Reflex Blue for border and "Protected - Protégé"
Outside back of folder (page 4) prints black for basic text + Pantone Reflex Blue for border and "Protected - Protégé"
- Construction:** Two (2) panel file folder constructed from one piece and is printed, folded, scored and die-cut to final format as specified and includes heat sealed metal prong fastener.

Folder end tab and bottom edge of front panel are die-cut, folded inward and adhered to inside front and back panels to provide reinforcement and to eliminate all sharp edges on the folder and in the most obvious handling areas with corners rounded. End tab extends below front panel of closed folder, is reinforced with clear cellulose acetate and is scored.
- Corners:** Rounded corners - all outside corners
- Die -Cut:** End tab and bottom edge of front panel are die-cut and folded inward.
- Fold:** 2 panels, folds to 9.5" W x 15.25" H (including end tab). Fold along bottom edge of front panel and end tab (back panel - page 3), providing reinforcement to 28.0 pt (29.0 - 30.0 pt with cellulose acetate). Folded to eliminate all sharp edges on the folder and in the most obvious handling areas. The reinforced tab must be evenly adhered to the inside folder surfaces. The adhesive must not extend beyond the joined area.
- Score Lines:** Score for folds, vertically on end tab (in 13 positions) and four (4) additional scores for expansion at 0.25" intervals.
- Clear Cellulose Acetate:** End tab reinforced (on front, back and both sides of end tab) with 1.0 mil, matte finish clear cellulose acetate (must be write on and erase capable in ink or pencil).
- Binding:** Heat sealed, 2 prong, 2.5" metal prong fastener on inside front centered along top edge as sample supplied and 1.5" aluminum pin with flat head installed with Tyvek back patch on back panel. The prongs are threaded through the hole from

outside back panel to the inside surface. The hole size must closely fit the size of the prongs. Position as per the sample supplied.

Versions: Two (2) versions of Folder A:
Version 1 - English text first
Version 2 - French text first

A.2.5.2 Folder B - Case File Folder

Size: Finished size Front panel: (pages 1 & 2): 9" W x 14.3125" H
Finished size Back panel: (pages 3 & 4): 9" W x 15.3125" H
Finished size Center Tab Divider: 8.4375" + 0.5" tab extension W x 14.3125" H

Stock: *Folder* - White, acid free folder paper, SFI or FSC certified, fully recyclable (100%)
Two ply construction (30 pt thickness not including reinforcement), and able to resist delamination.
The outside edge of the front panel (Page 1 along the 14.3125" side) must be roll over style for a smooth finish.
The outside edge of the back panel (Page 4 along the 15.3125" side) must be roll over style for a smooth finish.

Centre Tab Divider - Manilla, 14 pt acid free divider, SFI or FSC certified, fully recyclable (100%)

Tyvek - Light Grey Tyvek (or approved equivalent) for gusset at center of folder

Clear Cellulose Acetate (or similar product) - 1.0 mil, matte finish, clear cellulose acetate (must be write on and erase capable in ink or pencil) for both sides of the front and back panel.

Ink: Black + Pantone Reflex Blue, on outside front and back panels (pages 1 and 4), no bleeds as follows:

Outside front of folder (page 1) prints black for basic text, form number and Canada WordMark + Pantone Reflex Blue for border and "Protected - Protégé"
Outside back of folder (page 4) prints black for basic text + Pantone Reflex Blue for border and "Protected - Protégé"

Construction: Two (2) panel folder with center tab divider is constructed from three (3) pieces (separate Front and Back panels and center tab divider) joined at the center with a 4" expansion gusset that is made from double sided (adhesive to adhesive) Tyvek™ (or approved equivalent). The Tyvek material extends 0.5" on outside front and outside back panels of the folder.

The folder is printed, trimmed, folded, scored, die-cut, assembled and constructed as per the sample supplied to complete the final product and includes a metal prong fastener.

The Front and Back panel are 2 ply construction (folder stock is folded and adhered to inside folder surfaces). The Back panel includes a reinforced end tab, die-cut, folded inward and adhered to inside back panel (page 3) to provide reinforcement and is laminated (100% coverage) on both sides of back panel (Page 3 and Page 4 including end tab and reinforced sides) with cellulose acetate. End tab is scored.

- Centre Tab Divider:** Divider is installed in Tyvek expansion gusset. The Centre Tab Divider positions in gusset at 1" from the inside surface of the front panel (page 2) and at 3" from the inside surface of the back panel (page 3).
- Corners:** All corners round except where there is Tyvek.
- Die-cut:** Die-cut for center cut tab on divider and for end tab.
- Fold:** Fold for two ply construction on Front and Back panels and for end tab on inside Back panel (page 3), providing reinforcement to 32.0 pt (1.0 mil with cellulose acetate). End tab folds inward on inside back panel (page 3).
- Adhesive:** Must be evenly applied to surfaces for two ply construction and end tab and must not extend beyond joined areas.
- Centre Gusset:** 4" width, 2 ply Tyvek, expansion gusset (accordion) at center of folder joins front panel (pages 1 & 2), center divider and back panel (pages 3 & 4) together.
- Score Lines:** Score for folds, vertically on end tab (in 11 positions) and four (4) additional scores for expansion at 0.25" intervals.

REPLACE WITH:

A.2.5 Folder Specifications

Folders A and B must be printed and fabricated exactly as per the samples supplied.

A.2.5.1 Folder A - Immigration Division File Folder

- Size:** Flat - 19" W x 16.25" H
Folded - 9.5" W x 15.25" H
- Stock:** Folder - Manila colour, 14 pt. folder paper.
- Ink:** Black + Pantone Reflex Blue, on outside front and back panels (pages 1 and 4), no bleeds as follows:

Outside front of folder (page 1) prints black for basic text, form number and Canada WordMark + Pantone Reflex Blue for border and "Protected - Protégé"
Outside back of folder (page 4) prints black for basic text + Pantone Reflex Blue for border and "Protected - Protégé"

- Construction:** Two (2) panel file folder constructed from one piece and is printed, folded, scored and die-cut to final format as specified and includes heat sealed metal prong fastener.
- Folder end tab and bottom edge of front panel are die-cut, folded inward and adhered to inside front and back panels to provide reinforcement and to eliminate all sharp edges on the folder and in the most obvious handling areas with corners rounded. End tab extends below front panel of closed folder and are scored.

Corners:	Rounded corners - all outside corners
Die -Cut:	End tab and bottom edge of front panel are die-cut and folded inward.
Fold:	2 panels, folds to 9.5" W x 15.25" H (including end tab). Fold along bottom edge of front panel and end tab (back panel - page 3), providing reinforcement to 28.0 pt. Folded to eliminate all sharp edges on the folder and in the most obvious handling areas. The reinforced tab must be evenly adhered to the inside folder surfaces. The adhesive must not extend beyond the joined area.
Score Lines:	Score for folds, vertically on end tab (in 13 positions) and four (4) additional scores for expansion at 0.25" intervals.
Binding:	Heat sealed, 2 prong, 2.5" metal prong fastener on inside front centered along top edge as sample supplied and 1.5" aluminum pin with flat head installed with Tyvek back patch on back panel. The prongs are threaded through the hole from outside back panel to the inside surface. The hole size must closely fit the size of the prongs. Position as per the sample supplied.
Versions:	Two (2) versions of Folder A: Version 1 - English text first Version 2 - French text first

A.2.5.2 Folder B - Case File Folder

Size:	Finished size Front panel: (pages 1 & 2): 9" W x 14.3125" H Finished size Back panel: (pages 3 & 4): 9" W x 15.3125" H Finished size Center Tab Divider: 8.4375" + 0.5" tab extension W x 14.3125" H
Stock:	<i>Folder</i> - White, folder paper Two ply construction (30 pt thickness not including reinforcement), and able to resist delamination. The outside edge of the front panel (Page 1 along the 14.3125" side) must be roll over style for a smooth finish. The outside edge of the back panel (Page 4 along the 15.3125" side) must be roll over style for a smooth finish. <i>Centre Tab Divider</i> - Manilla, 14 pt <i>Tyvek</i> - Light Grey Tyvek (or approved equivalent) for gusset at center of folder
Ink:	Black + Pantone Reflex Blue, on outside front and back panels (pages 1 and 4), no bleeds as follows: Outside front of folder (page 1) prints black for basic text, form number and Canada WordMark + Pantone Reflex Blue for border and "Protected - Protégé" Outside back of folder (page 4) prints black for basic text + Pantone Reflex Blue for border and "Protected - Protégé"
Construction:	Two (2) panel folder with center tab divider is constructed from three (3) pieces (separate Front and Back panels and center tab divider) joined at the center with a 4" expansion gusset that is made from double sided (adhesive to adhesive)

Tyvek™ (or approved equivalent). The Tyvek material extends 0.5" on outside front and outside back panels of the folder.

The folder is printed, trimmed, folded, scored, die-cut, assembled and constructed as per the sample supplied to complete the final product and includes a metal prong fastener.

The Front and Back panel are 2 ply construction (folder stock is folded and adhered to inside folder surfaces). The Back panel includes a reinforced end tab, die-cut, folded inward and adhered to inside back panel (page 3) to provide reinforcement. End tab is scored.

Centre Tab Divider: Divider is installed in Tyvek expansion gusset. The Centre Tab Divider positions in gusset at 1" from the inside surface of the front panel (page 2) and at 3" from the inside surface of the back panel (page 3).

Corners: All corners round except where there is Tyvek.

Die-cut: Die-cut for center cut tab on divider and for end tab.

Fold: Fold for two ply construction on Front and Back panels and for end tab on inside Back panel (page 3), providing reinforcement to 32.0 pt. End tab folds inward on inside back panel (page 3).

Adhesive: Must be evenly applied to surfaces for two ply construction and end tab and must not extend beyond joined areas.

Centre Gusset: 4" width, 2 ply Tyvek, expansion gusset (accordion) at center of folder joins front panel (pages 1 & 2), center divider and back panel (pages 3 & 4) together.

Score Lines: Score for folds, vertically on end tab (in 11 positions) and four (4) additional scores for expansion at 0.25" intervals.

Binding: *On Front Panel – Heat Sealed fastener with two (2) 2" capacity prongs installed in position #3 (inside top left).*

Centre Divider - 1.5" aluminum pin with flat head installed with Tyvek back patch on divider (must have round head, not pointed or sharp). The prongs are threaded through the hole from back to front. The hole size must closely fit the size of the prongs.

On Back Panel (pages 3 & 4) - 3.0" aluminum pin with flat head installed with Tyvek back patch on outside back panel (page 4) (must have round head, not pointed or sharp). The prongs are threaded through the hole from back to front (page 3). The hole size must closely fit the size of the prongs.

Versions: Two (2) versions of Folder B:
Version 1 - English text first
Version 2 - French text first

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008
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cw010.86100-150513

Buyer ID - Id de l'acheteur
CW010
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F) In ANNEX "D" Declaration of Convicted Offences

DELETE:

2003 Standard Instructions - Goods or Services - Competitive Requirements

For further information on the Standard Instructions - Goods or Services - Competitive Requirements visit the website:

[HTTPS://BUYANDELL.GC.CA/POLICY-AND-GUIDELINES/STANDARD-ACQUISITION-CLAUSES-AND-CONDITIONS-MANUAL/1/2003/20](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/20)

01 (2015-07-03) Integrity Provisions - Bid
10. Declaration of Convicted Offences

Where a Bidder or its Affiliate is unable to certify that it has not been convicted of any of the offences referenced under the Canadian Offences Resulting in Legal Incapacity, the Canadian Offences and the Foreign Offences subsections, the Bidder must provide with its bid the completed [Declaration Form](#), to be given further consideration in the procurement process.

Refer to: 2003 Standard Instructions - Goods or Services - Competitive Requirements
01 (2015-07-03) Integrity Provisions - Bid

Subsections:

- 6. Canadian Offences Resulting in Legal Incapacity
- 7. Canadian Offences
- 8. Foreign Offences

REPLACE WITH:

2006 (2015-07-03) Standard Instructions - Request for Standing Offers - Goods or Services –
Competitive Requirements

For further information on the Standard Instructions - Goods or Services - Competitive Requirements visit the website:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2006/19>

01 (2015-07-03) Integrity Provisions - Offer
10. Declaration of Convicted Offences

Where a Bidder or its Affiliate is unable to certify that it has not been convicted of any of the offences referenced under the Canadian Offences Resulting in Legal Incapacity, the Canadian Offences and the Foreign Offences subsections, the Bidder must provide with its bid the completed [Declaration Form](#), to be given further consideration in the procurement process.

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Refer to: 2006 Standard Instructions - Request for Standing Offers - Goods or Services –
Competitive Requirements
01 (2015-07-03) Integrity Provisions - Offer

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED