



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

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**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 Individual Standing Offer (NISO)

Offre à commandes individuelle nationale (OCIN)

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

Ontario

K1A 0S5

<b>Title - Sujet</b> Business Cards (RCMP)	
<b>Solicitation No. - N° de l'invitation</b> M7594-160346/A	<b>Date</b> 2015-12-31
<b>Client Reference No. - N° de référence du client</b> M7594-160346	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$CW-010-68746
<b>File No. - N° de dossier</b> cw010.M7594-160346	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-01-19</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Gagné, Kathleen	<b>Buyer Id - Id de l'acheteur</b> cw033
<b>Telephone No. - N° de téléphone</b> (613)990-9189 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	
<b>Security - Sécurité</b> 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**

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and 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 | 6A, Standing Offer, and 6B, Resulting Contract Clauses:<br><br>6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>6B, 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, Standing Offer Reporting, and the Declaration of Convicted Offences.

### **1.2 Summary**

The Royal Canadian Mounted Police (RCMP) have a requirement for a National Individual Standing Offer for the provision of a variety of business cards, with delivery to many locations across Canada.

The period of the Standing Offer will be one year from date of issuance of the Standing Offer, with three (3) additional extension periods of one (1) year each.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

The requirement is limited to Canadian goods and/or services.

Comprehensive Land Claim Agreements (CLCAs) may apply as there may be a delivery in one of these areas.

### **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.

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## 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.

### 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.

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#### **2.4. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority (Kathleen.gagne@pwgsc-tpsgc.gc.ca) no later than **six (6) 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.

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## **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 (one [1] hard copy)
- Section II: Financial Offer (one [1] hard copy)
- Section III: Certifications (one [1] hard copy)
- Section IV: Additional Information (one [1] hard 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.

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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.

### **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

### **Section IV: Additional Information**

#### **3.1.2 Offeror's Proposed Site(s)**

The Offeror must provide the full address(es) of the Offeror's and proposed individual(s)' site(s) or premises for which are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory  
Postal Code

What work will be performed at this location?

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## **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 Criteria.**

##### **Definitions for the purposes of the mandatory technical criteria.**

**External client(s):** means clients exterior to the Offeror's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Offeror.

**Internal client(s):** means clients within the Offeror's own legal entity (or joint venture partnership) and includes the parent, subsidiaries and other affiliates of the Offeror.

**Full colour:** means four (4) colour process.

**Multiple individuals:** means five (5) or more individuals requiring the printing of cards to include information individual to each user.

**Different Styles of business cards:** means a minimum of two (2) business cards with different logos or designs printed and supplied to users as required under the Contract.

#### **M.1 CORPORATE EXPERIENCE**

The Offeror must demonstrate that it has been contractually bound to an external client (outside of the Offeror's own company) to provide printing and production to final format of different styles of business cards for multiple individuals and delivery to the destination address or addresses specified by the Client.

At least one (1) of the styles of business cards must have required full colour printing.

The Contract must have been for delivery of printed business cards on an as needed basis over a period of six (6) months or more.

The Contract must have been completed since January 1, 2013.

During the evaluation no corporate experience gained through internal clients will be accepted or reviewed.

The Offeror must provide the following information for the contract:

- a) the number of individuals for whom business cards were produced by the Offeror under the Contract;
- b) a description of the business cards provided by the Offeror including the number of different styles of cards being provided under the Contract;
- c) a description of the printing requirements of the business cards, including the colour printing requirements;

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- d) the period of the contract (number of months or years)
- e) the completion date of the Contract (month/year);
- f) the Client information for the Contract

**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 prices (B.1 + B. 2 + B.3 + B.4) will determine the Total Evaluated Price

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

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

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## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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-pwpsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwpsc.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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada-Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) 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.

## 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.

## **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **6.1 Offer**

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

#### **6.2 Security Requirements**

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

#### **6.3 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

##### **6.3.1 General Conditions**

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

##### **6.3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "C". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: November 1 to January 31;
- 2nd quarter: February 1, to April 30;
- 3rd quarter: May 1 to July 31;
- 4th quarter: August 1 to October 30.

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

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## **6.4 Term of Standing Offer**

### **6.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from \_\_\_\_\_ to January 31, 2017.

### **6.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for three (3) additional one-year periods, 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 before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority

## **6.5. Authorities**

### **6.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Kathleen Gagné  
Public Works and Government Services Canada  
Acquisitions Branch  
Communication procurement Directorate  
360 Albert Street, 12<sup>th</sup> floor  
Ottawa, ON

Telephone: 613-990-9189  
Facsimile: 613-991-5870  
E-mail address: Kathleen.gagne@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 for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### **6.5.2 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 all the technical content of the Work under the resulting Contract.

### **6.5.3 Offeror's Representative**

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

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Email: \_\_\_\_\_

## 6.6 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.

## 6.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: authorized employees of the RCMP Divisions.

## 6.8 Call-up Procedures

Before issuance of a Call-up, the Project Authority or the authorized employee of RCMP Divisions will provide the Offeror with an e-mail indicating the business card style(s) to be produced, the quantity of each card required, the required information for each individual, the destination addresses, and the service level standard as specified in section A.9 of the Annex A Statement of Work).

The Offeror must, within two (2) business days, confirm to the the Project Authority or the authorized employee of RCMP Divisions, by e-mail, that the Offeror has received the call-up. The Offeror must also confirm the delivery date for the specified quantities and provide the cost for shipping to the required destination(s).

The Project Authority or an authorized employee of RCMP Divisions will then provide the Offeror with the Call-Up Against a Standing Offer indicating the business card style(s) to be produced, the quantity of each card required, the required information for each individual, the destination addresses, and the service level standard as specified in section A.9 of the Annex A Statement of Work). The Call-up will include the pricing for each of the business cards as specified in the Annex B basis of payment and the shipping cost(s) as per the Offeror's quote. The Call-up price will be established by multiplying the applicable price(s) as specified in the Annex B Basis of Payment by the number of business cards required for each individual. The Call-up price will include the estimated cost for shipping as submitted by the Offeror. Shipping will be paid at cost as specified in the Annex B Basis of Payment.

The delivery deadlines, as agreed to by the Offeror and the Project Authority or the authorized employee of RCMP Divisions, and as specified in the Call-up against the Standing Offer, must be met.

The Offeror must not undertake any of the specified Work until a Call-up against the Standing Offer is issued by the Project Authority or the authorized employee of RCMP Divisions.

The Offeror will be authorized by the Project Authority or the authorized employee of RCMP Divisions to proceed with the Work by the issuance of a Call-up against a Standing Offer.

When a Call-up is issued, the Offeror must verify the information contained in the Call-up to ensure that no pertinent information is missing before taking the required steps to complete the Call-up

## 6.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form 1758 or any electronic document.

## 6.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$15,000.00** (Applicable Taxes included).

## 6.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or six (6) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 6.12 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*)

## 6.13 Certifications

### 6.13.1 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.

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### **6.13.2 SACC Manual Clauses**

SACC Manual clause M3060C (2008-05-12) Canadian Content Certification

### **6.14 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.

## **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.

### **6.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **6.2 Standard Clauses and Conditions**

#### **6.2.1 General Conditions**

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

### **6.3 Term of Contract**

#### **6.3.1 Delivery Date**

Delivery must be made within ten (10) calendar days from approval of proofs by the RCMP.

### **6.4 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.

### **6.5 Payment**

#### **6.5.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm 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.

#### **6.5.2 Method of Payment**

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

##### **6.5.2.1 SACC Manual clause**

SACC Manual clause A9117C (2007-11-30) T1204-Direct Request by Customer Department

### 6.5.3 Payment by Credit Card

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

### 6.6 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 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 Standing offer number, the department reference number as well as the call-up/form 1758 number.

- (b) One (1) copy must be forwarded to the Standing Offer Authority identified under the section entitled "Authorities" of the Contract.

### 6.7 Insurance

SACC Manual clause [G1005C](#) (2008-05-12) Insurance

### 6.8 SACC Manual Clauses

P1010C (2010-01-11) Quality Levels for Printing  
P1011C (2010-01-11) Quality Levels for Colour Reproduction

### 6.9 Author's Alterations

Author's alterations are changes requested by the Project Authority to approved text or layout at any stage during production.

If author's alterations are requested, the Contractor must provide details of the alterations and associated costs to the Project Authority for review and approval. The Contractor cannot undertake any alteration without the written authorization of the Contracting Authority and will be evidenced through a contract amendment.

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## ANNEX "A"

### STATEMENT OF WORK

This National Individual Standing Offer (NISO) is for the supply of nine different business cards to the Royal Canadian Mounted Police (RCMP) to various locations across Canada. The most frequent destination will be the National Capital Region but there may be deliveries to cities in Québec, Ontario, Manitoba, Saskatchewan, Alberta, British Columbia, the Northwest Territories and Nunavut.

#### A.1 Quality Levels:

The print quality level is *Informational*, in accordance with the Public Works and Government Services Canada (PWGSC) Publications entitled "Quality Levels for Printing", or "Quality Levels for Colour Reproduction", latest issues.

#### A.2 Production Methods

The Offeror may use offset (either direct imaging or metal plates) or digital press printing methods to produce any of the work provided the criteria for the print quality level stated in A.1 are met.

All logos include fine detail. Printed logos must be clear with no bleeding of colours or blurred text or blurred lines.

#### A.3 Specifications

**Size:** 3.5" x 2"

**Quantity:** 200 per box or 500 per box.

**Paper:** All cards must be printed on cover stock using 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).

#### TYPE A:

**Paper:** Gloss coated cover, coated one side (C1S), 10 pt., white, minimum 88 brightness.

Prints on one side only – English first or French first as specified in each call-up

**English first:** Bilingual banner (English first), RCMP signature (English First), and Canada Wordmark  
Bilingual text - English left, French right

**French first:** Bilingual banner (French first), RCMP signature (French first), and Canada Wordmark  
Bilingual text - French left, English right

**Bilingual Text:** Employee name is in Arial bold, upper and lower case 10 pt.  
The body text is in Arial medium, upper and lower case 6, 7 or 8 pt.  
Telephone, fax and e-mail are in Arial medium, 7 pt.

**Ink:** Four (4) spot colours on one (1) side only (4/0): Pantone red 1797, PMS blue 287, PMS yellow 116 plus black, no bleeds, aqueous varnish

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**TYPE B:**

Paper: Gloss coated cover, coated two sides (C2S), 10 pt., white, minimum 88 brightness.

Prints on two sides – English on one (1) side and French on the other

English side: English only banner, bilingual RCMP signature (English first), and Canada Wordmark  
English text

French side: French only banner, bilingual RCMP signature (French first), and Canada Wordmark  
French text

Text: Employee name is in Arial bold, upper and lower case 10 pt.  
The body text is in Arial medium, upper and lower case 6, 7 or 8 pt. .  
Telephone, fax and e-mail are in Arial medium, 7 pt.

Ink: Four (4) spot colours on two (2) sides (4/4): Pantone red 1797, PMS blue 287, PMS yellow 116 plus black, no bleeds, aqueous varnish

**TYPE MISSING CHILDREN:**

Paper: Gloss coated cover, coated one side (C1S), 10 pt., white, minimum 88 brightness.

Prints on two sides – English and French (bilingual on 2 sides) - English first or French first as specified in each call-up

English first: Front side: Bilingual banner (English first), bilingual RCMP signature (English first),  
and Canada Wordmark  
Bilingual text - English left, French right  
Back: Bilingual text - English left, French right, bilingual logo

French first: Front side: Bilingual banner (French first), bilingual RCMP signature (French first),  
and Canada Wordmark  
Bilingual text - French left, English right  
Back: Bilingual text - French left, English right, bilingual logo

Bilingual Text: Employee name is in Arial bold, upper and lower case 10 pt.  
The body text is in Arial medium, upper and lower case 6, 7 or 8 pt. .  
Telephone, fax and e-mail are in Arial medium, 7 pt.

Ink: Four (4) spot colours (Pantone red 1797, PMS blue 287, PMS yellow 116 plus black) on front and black only on back (4/1), bleeds, aqueous varnish

**TYPE GOLD EXECUTIVE:**

Paper: Smooth finish cover, 100 lb (200M), equivalent in colour to Domtar Cougar Natural,  
minimum 75 brightness.

Prints one or on two sides – English and French (bilingual on 2 sides) - English first or French first as specified in each call-up

English first: Front side: RCMP Crest (English), bilingual 4 line RCMP signature (English first), and  
Canada Wordmark

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Back: Bilingual text - English left, French right  
Bilingual text - English left, French right, bilingual logo

French first: Front side: RCMP Crest (French), bilingual 4 line RCMP signature (French first), and  
Canada Wordmark  
Bilingual text - French left, English right  
Back: Bilingual text - French left, English right, bilingual logo

Bilingual Text: Employee name is in Arial bold, upper and lower case 10 pt.  
The body text is in Arial medium, upper and lower case 6, 7 or 8 pt. .  
Telephone, fax and e-mail are in Arial medium, 7 pt.

Ink: PMS 872 Gold and Black on front and black only on back (2/1), no bleeds

**TYPE CPC (GOLD LOGO):**

Paper: Smooth finish cover, 14.5 point, 100 lb (200M), equivalent in colour to Domtar Cougar  
Natural, minimum 75 brightness.

Prints on two sides – English on one (1) side and French on the other

English side: Bilingual CPC banner (English first) and Canada Wordmark  
English text

French side: Bilingual CPC banner (French first) and Canada Wordmark  
French text

Text: Name - Franklin Gothic Book Medium, 9 pt  
Title and Department – Franklin Gothic Book, 6.5 pt  
E-mail, Address, Telephone, Fax, Cell: Franklin Gothic Book, 7.5 pt

Ink: Pantone 872 Gold and Black on two (2) sides, (2/2), no bleeds

**TYPE CPC (BLUE AND RED LOGO):**

Paper: Gloss coated cover, coated two sides (C2S), 14 pt., white, minimum 88 brightness.

Prints on two sides – English on one (1) side and French on the other

English side: Bilingual CPC banner (English first) and Canada Wordmark  
English text

French side: Bilingual CPC banner (French first) and Canada Wordmark  
French text

Text: Name - Franklin Gothic Book Medium, 9 pt  
Title and Department – Franklin Gothic Book, 6.5 pt  
E-mail, Address, Telephone, Fax, Cell: Franklin Gothic Book, 7.5 pt

Ink: PMS 2757 blue, PMS 200 Red, 032 Red (Canada Wordmark) and Black on two (2) sides,  
(4/4), no bleeds

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**TYPE CISC:**

Paper: Gloss coated cover, coated two sides (C2S), 10 pt., white, minimum 88 brightness.

Prints on two sides – English on one (1) side and French on the other

English side: Bilingual CISC logo and design, solid bar, and Canada Wordmark  
English text

French side: Bilingual CISC logo and design, solid bar, and Canada Wordmark  
French text

Text: Employee name is in Arial bold, upper and lower case 10 pt.  
The body text is in Arial medium, upper and lower case 6, 7 or 8 pt.  
Telephone, fax and e-mail are in Arial medium, 7 pt.

Ink: Four colour process or Canada Wordmark 032 Red, PMS 1797 Red, PMS 2767 Blue  
and Black on two (2) sides, bleeds two sides

**TYPE INTERPOL:**

Paper: Gloss coated cover, coated two sides (C2S), 14 pt., white, minimum 88 brightness.

Prints on two sides – English on one (1) side and French on the other

English side: Choice of a combination of the following plus Canada wordmark:  
Interpol Ottawa logo plus Interpol logo  
OPP logo plus Interpol Ottawa logo  
SQ logo plus Interpol Ottawa logo  
SPVM logo plus Interpol Ottawa logo  
RCMP crest plus Interpol Ottawa logo  
RCMP crest plus Europol logo  
English text

French side: Choice of a combination of the following plus Canada wordmark:  
Interpol Ottawa logo plus Interpol logo  
OPP logo plus Interpol Ottawa logo  
SQ logo plus Interpol Ottawa logo  
SPVM logo plus Interpol Ottawa logo  
RCMP crest plus Interpol Ottawa logo  
RCMP crest plus Europol logo  
French text

Text: Employee name is in Arial bold, upper and lower case 10 pt.  
The body text is in Arial medium, upper and lower case 6, 7 or 8 pt.  
Telephone, fax and e-mail are in Arial medium, 7 pt.

Ink: Four colour process and Black on two (2) sides, (4/4), no bleeds

**TYPE CPIC:**

Paper: Gloss coated cover, coated two sides (C2S), 10 pt., white, minimum 88 brightness.

Prints on two sides – English on one (1) side and French on the other

English side: Bilingual CPIC logo, bilingual CPIC signature (English first) and Canada Wordmark English text

French side: Bilingual CPIC logo, bilingual CPIC signature (French first) and Canada Wordmark French text

Text: Employee name is in Arial bold, upper and lower case 10 pt.  
The body text is in Arial medium, upper and lower case 6, 7 or 8 pt.  
Telephone, fax and e-mail are in Arial medium, 7 pt.

Ink: PMS 287 Blue, PMS 108 Yellow, 032 Red and Black on two (2) sides, (4/4), no bleeds, aqueous coating

**A.4 Proofs:**

**A.4.1 For the First Call-Up of Each Card Type:**

Includes the First Call-up for English first cards/ the First Call-up for French first cards / as well as the First Call-up for bilingual (English on one [1] side and French on the other) cards:

The Offeror must provide two (2) sets of high resolution, full colour, hard copy proofs of both sides of one (1) sample business card to the RCMP Project Authority for approval. The proof must include the required graphic elements, logos, government identification/signature, and sample text of an individual's information. All elements and sample individual text must be in position and printed in accordance with the specifications for each as included in A.3.

Once approval has been provided for the proof, the Offeror must then provide proofs as specified in A.4.2 for each individual's information to be printed on the approved card type.

The Offeror must deliver the high resolution colour proofs to the RCMP Project Authority within four (4) business days of the receipt of the first Call-up for the card type.

The RCMP will approve the PDF proofs within two (2) – five (5) business days.

The Offeror must arrange for the pick-up of one (1) set of the approved proofs from the RCMP Project Authority. The RCMP Project Authority will retain one (1) set for its file.

**A.4.2 Proofs for Each Individual's Information to be Printed on Approved Card Types:**

A colour proof in PDF format is required for each card ordered in the call-up submitted to the Offeror. Once approval has been provided for the proof, printing can commence. All proofs must be delivered via email to the appropriate address of the Project Authority or the authorized employee of RCMP Divisions as indicated on each call-up.

The Offeror must provide the PDF proofs to the Project Authority or the authorized employee of RCMP Divisions (as indicated in the Call-up) within two (2) business days.

The Project Authority or the authorized employee of RCMP Divisions (as indicated in the Call-up) will approve the PDF proofs within two (2) business days.

## **A.5 Quantities:**

As specified in each call-up

### **A.5.1 Over runs / Under runs:**

No overruns or underruns will be accepted.

## **A.6 Material Supplied:**

Electronic files created in industry standard software packages in either EPS, Adobe In Design (CS3), Adobe Illustrator or Adobe Acrobat as available will be supplied for all elements ready for output except for trapping, which is the responsibility of the Offeror. Text will be provided by e-mail and/or fax with the call-up.

The Offeror must allow time in their estimate for verifying the files on the supplied media. The Offeror must contact the project authority immediately if the supplied media varies from the description of the material supplied as stated in the specifications. The Offeror must also contact the project authority immediately if there are problems accessing or processing the files, outputting or printing from the supplied media.

## **A.7 Quality assurance**

Quality Assurance by Offeror: The Offeror must perform all necessary quality assurance procedures to ensure the final printed cards meet the specified quality levels and specifications of the Annex A Statement of Work and the approved proofs.

## **A.8 Packaging:**

The cards must be packed in rigid paper business card boxes made of recycled material with a business card sample attached on the exterior. Each individual's cards must be packaged separately in standard sized business card boxes, with paper filler as required to eliminate shifting/damage of the packaged cards. When multiple cards are ordered in a single call-up, the individual business card boxes may be bulk packaged when delivered to a single location in appropriately sized cartons, not exceeding 25 lbs per box.

## **A.9 Service Levels:**

Regular: Final printed business cards must be packaged and ready for shipping within seven (7) business days from approval of proofs.

## **A.10 Components Return:**

Components of the work: All original material supplied (artwork, electronic media, photographs) or created during production (separations, proofs) for any printing requirement is considered property of the Canada and must be returned upon completion of the Standing Offer with five (5) samples of each card style to the Proofs Address.

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## 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 price one of the components in the format specified will render the proposal non-responsive.

The Offeror must submit firm all-inclusive prices for the printing and production to final format of business cards as described in Annex A, Statement of Work. The firm all-inclusive prices must include all materials and activities (setup charges, production and delivery of proof copies, printing and finishing operations, etc...) to produce the final business cards, and to ready the items for shipping for delivery to the destination address(es) identified in each Call-up. All prices must be FOB Destination, in Canadian funds, duty and excise taxes included, any and all applicable taxes extra. **Freight/delivery charges extra.**

All shipping costs reasonably and properly incurred in the delivery of items to destination(s) that are specified in the individual Call-ups against this Standing Offer, will be reimbursed at cost with no allowance for profit or overhead and upon receipt of proper cost support documentation. All payments are subject to government audit.

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

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

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**B.1 STANDING OFFER PERIOD:**

CARD TYPE	Price per 200 cards	Price per 500 cards
Type A	\$	\$
Type B	\$	\$
Type Missing Children	\$	\$
Type Gold Executive	\$	\$
Type CPC (Gold Logo) - One-sided	\$	\$
Type CPC (Gold Logo) Two-sided	\$	\$
Type CPC (Red and Blue Logo)	\$	\$
Type CISC	\$	\$
Type Interpol	\$	\$
Type CPIC - One-sided	\$	\$
Type CPIC - Two-sided	\$	\$
<b>SUB-TOTAL</b>	\$	\$
<b>B.1.1 - TOTAL (Sub-total per 200 cards + Sub-total per 500 cards)</b>	\$	

<b>B.1.2 Author's Alterations Total</b>	\$ _____/Hour
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<b>STANDING OFFER PERIOD TOTAL (B.1.1 + B.1.2)</b>	\$
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**B.2 EXTENSION PERIOD 1:**

CARD TYPE	Price per 200 cards	Price per 500 cards
Type A	\$	\$
Type B	\$	\$
Type Missing Children	\$	\$
Type Gold Executive	\$	\$
Type CPC (Gold Logo) - One-sided	\$	\$
Type CPC (Gold Logo) Two-sided	\$	\$
Type CPC (Red and Blue Logo)	\$	\$
Type CISC	\$	\$
Type Interpol	\$	\$
Type CPIC - One-sided	\$	\$
Type CPIC - Two-sided	\$	\$
<b>SUB-TOTAL</b>	\$	\$
<b>B.2.1 - TOTAL (Sub-total per 200 cards + Sub-total per 500 cards)</b>	\$	

<b>B.2.2 Author's Alterations Total</b>	\$ _____/Hour
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<b>EXTENSION PERIOD 1 TOTAL (B.2.1 + B.2.2)</b>	\$
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**B.3 EXTENSION PERIOD 2:**

CARD TYPE	Price per 200 cards	Price per 500 cards
Type A	\$	\$
Type B	\$	\$
Type Missing Children	\$	\$
Type Gold Executive	\$	\$
Type CPC (Gold Logo) - One-sided	\$	\$
Type CPC (Gold Logo) Two-sided	\$	\$
Type CPC (Red and Blue Logo)	\$	\$
Type CISC	\$	\$
Type Interpol	\$	\$
Type CPIC - One-sided	\$	\$
Type CPIC - Two-sided	\$	\$
<b>SUB-TOTAL</b>	\$	\$
<b>B.3.1 - TOTAL (Sub-total per 200 cards + Sub-total per 500 cards)</b>	\$	

<b>B.3.2 Author's Alterations Total</b>	\$ _____/Hour
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<b>EXTENSION PERIOD 2 TOTAL (B.3.1 + B.3.2)</b>	\$
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**B.4 EXTENSION PERIOD 3:**

CARD TYPE	Price per 200 cards	Price per 500 cards
Type A	\$	\$
Type B	\$	\$
Type Missing Children	\$	\$
Type Gold Executive	\$	\$
Type CPC (Gold Logo) - One-sided	\$	\$
Type CPC (Gold Logo) Two-sided	\$	\$
Type CPC (Red and Blue Logo)	\$	\$
Type CISC	\$	\$
Type Interpol	\$	\$
Type CPIC - One-sided	\$	\$
Type CPIC - Two-sided	\$	\$
<b>SUB-TOTAL</b>	\$	\$
<b>B.4.1 - TOTAL (Sub-total per 200 cards + Sub-total per 500 cards)</b>	\$	

<b>B.4.2 Author's Alterations Total</b>	\$ _____/Hour
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<b>EXTENSION PERIOD 3 TOTAL (B.4.1 + B.4.2)</b>	\$
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<b>TOTAL EVALUATED PRICE (STANDING OFFER PERIOD TOTAL + EXTENSION PERIOD 1 TOTAL + EXTENSION PERIOD 2 TOTAL + EXTENSION PERIOD 3 TOTAL)</b>	\$
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## PAPER ESCALATION CLAUSES (SOLICITATION AND STANDING OFFER)

Offerors must complete the B.5 *P2011 - T - Escalation for Paper* Clause and include it with their Offer. If the Offeror does not complete and provide the B.5 *P2011 - T - Escalation for Paper* Clause with the Offer, no Escalation Clause will be included in the Standing Offer and no price escalation will be granted based on increased paper costs during the period of the Standing Offer.

Offerors must add or delete lines as required.

### P2011 T Escalation for Paper (Offerors must complete information)

1. The resulting standing offer will contain provision for price adjustment (increase or decrease) of the portion of the price directly related to the base transaction cost of paper. Price adjustment will apply only to increase or decrease of the base transaction cost of paper that may occur at any time during the resulting standing offer period but not before thirty (30) days after the issuance of the standing offer.
2. Offerors must provide their base transaction cost(s) and the quantity of the paper on which the base transaction cost is established in their offer as follows:
  - (a) cover stock : \_\_\_\_\_ lb. at a base transaction cost per Cwt. of \$ \_\_\_\_\_ and which represent \_\_\_\_\_ percent of the unit price(s).  
Brand name and paper supplier: \_\_\_\_\_.
  - (b) cover stock : \_\_\_\_\_ lb. at a base transaction cost per Cwt. of \$ \_\_\_\_\_ and which represent \_\_\_\_\_ percent of the unit price(s).  
Brand name and paper supplier: \_\_\_\_\_.
  - (c) cover stock : \_\_\_\_\_ lb. at a base transaction cost per Cwt. of \$ \_\_\_\_\_ and which represent \_\_\_\_\_ percent of the unit price(s).  
Brand name and paper supplier: \_\_\_\_\_.
3. Upon request from the Standing Offer Authority, offerors must provide supporting documentation to confirm the base transaction cost. Such documentation may consist of a copy of the quotation from the paper supplier(s).

### P2011 C Escalation for Paper (Offerors must complete information)

1. The portion of the price directly related to the base transaction cost of paper is subject to price adjustment (increase or decrease) at any time during the standing offer period but not before \_\_\_\_\_ (*end of the 30-day period after the issuance of the standing offer*). The price will be adjusted using the percentage of the announced increase or decrease that came into effect by applying it to the applicable base transaction cost.
2. To request a price adjustment, the Offeror must provide the Standing Offer Authority with a notice indicating the increase or decrease in the base transaction cost of paper identified below. Such

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notice must contain the price as publicly announced by at least three (3) paper suppliers who supply the grade specified in the Standing Offer and the date the price came into effect.

3. The base transaction cost of paper subject to price adjustment is as follows:

(a) cover stock : \_\_\_\_\_ lb. at a base transaction cost per Cwt. of \$ \_\_\_\_\_  
and which represent \_\_\_\_\_ percent of the unit price(s).

Brand name and paper supplier: \_\_\_\_\_.

(b) cover stock : \_\_\_\_\_ lb. at a base transaction cost per Cwt. of \$ \_\_\_\_\_  
and which represent \_\_\_\_\_ percent of the unit price(s).

Brand name and paper supplier: \_\_\_\_\_.

(c) cover stock : \_\_\_\_\_ lb. at a base transaction cost per Cwt. of \$ \_\_\_\_\_  
and which represent \_\_\_\_\_ percent of the unit price(s).

Brand name and paper supplier: \_\_\_\_\_.

4. The Offeror must provide a copy of the quotation from the paper supplier(s) to support the above base transaction cost and a copy of the revised quotation from the paper supplier(s) to support the adjusted base transaction cost.

5. Any price adjustment must be approved by the Standing Offer Authority and will be evidenced through a revision to the Standing Offer.

Solicitation No. - N° de l'invitation  
M7594-160346/A  
Client Ref. No. - N° de réf. du client  
M7594-160346

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cw010.M7594-160346

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

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**ANNEX "C"**  
**STANDING OFFER REPORTING**

<b>Standing Offer M7594-160346</b>			
<b>Period of the report:</b>			
<b>Collator Code</b>	<b>Invoice Number</b>	<b>Quantity</b>	<b>Total Value of call-up (tax extra)</b>

**ANNEX "D"**  
**Declaration of Convicted Offences**

**A DECLARATION FORM IS ONLY REQUIRED WHEN A BIDDER OR ITS AFFILIATE IS UNABLE TO CERTIFY THAT THEY DO NOT HAVE A CONVICTION FOR LISTED OFFENCES.**

**Declaration of Convicted Offences**

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.

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

**If applicable:**

- Please complete the declaration form and put in a **sealed envelope labeled Protected B** to the attention of Integrity, Departmental Oversight Branch, PWGSC, 11 Laurier Street, Place du Portage, Phase III, Tower A, 10A1 – room 108, Gatineau (Québec) Canada, K1A 0S5
- Include the sealed envelope with your bid submission.



## Declaration Form

This declaration form must be submitted as part of the [bidding process](#).

- Please complete the declaration form and put in a **sealed envelope labelled protected** to the attention of Integrity, Departmental Oversight Branch, PWGSC.
- Include the sealed envelope with your bid submission.

<b>Complete Legal Name of Company:</b>	
<b>Company's address:</b>	
<b>Company's PBN number:</b>	
<b>Bid number:</b>	
<b>Date of the bid: (YY-MM-DD)</b>	

Have you ever, as the bidder, your affiliates or as one of your directors, been convicted or have pleaded guilty of an offence in Canada or similar offence elsewhere under any of the following provisions <sup>1</sup> :	Yes	No	Comments
<b>Financial Administration Act</b> 80(1) d): False entry, certificate or return 80(2): Fraud against Her Majesty 154.01: Fraud against Her Majesty	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Criminal Code</b> 121: Frauds on the government and contractor subscribing to election fund 124: Selling or Purchasing Office 380: Fraud - committed against Her Majesty 418: Selling defective stores to Her Majesty	<input type="checkbox"/>	<input type="checkbox"/>	
In the last 3 years, have you, as the bidder, your affiliates or one of your directors, been convicted or have pleaded guilty of an offence in Canada or elsewhere under any of the following provisions <sup>1</sup> :	Yes	No	Comments
<b>Criminal Code</b> 119: Bribery of judicial officers,... 120: Bribery of officers 346: Extortion 366 to 368: Forgery and other offences resembling forgery 382: Fraudulent manipulation of stock exchange transactions 382.1: Prohibited insider trading 397: Falsification of books and documents 422: Criminal breach of Contract 426: Secret commissions 462.31: Laundering proceeds of crime 467.11 to 467.13: Participation in activities of criminal organization	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Competition Act</b> 45: Conspiracies, agreements or arrangements between competitors 46: Foreign directives 47: Bid rigging 49: Agreements or arrangements of federal financial institutions	<input type="checkbox"/>	<input type="checkbox"/>	

<sup>1</sup> for which no pardon or equivalent has been received



## Declaration Form

52: False or misleading representation 53: Deceptive notice of winning a prize		
	<b>Yes</b>	<b>No</b>
	<b>Comments</b>	
<b>Corruption of Foreign Public Officials Act</b>		
3: Bribing a foreign public official	<input type="checkbox"/>	<input type="checkbox"/>
4: Accounting	<input type="checkbox"/>	<input type="checkbox"/>
5: Offence committed outside Canada	<input type="checkbox"/>	<input type="checkbox"/>
<b>Controlled Drugs and Substance Act</b>		
5: Trafficking in substance	<input type="checkbox"/>	<input type="checkbox"/>
6: Importing and exporting	<input type="checkbox"/>	<input type="checkbox"/>
7: Production of substance	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other Acts</b>		
239: False or deceptive statements of the Income Tax Act	<input type="checkbox"/>	<input type="checkbox"/>
327: False or deceptive statements of the Excise Tax Act	<input type="checkbox"/>	<input type="checkbox"/>

<b>Additional Comment</b>

I, (name) \_\_\_\_\_, (position) \_\_\_\_\_, of (company name-bidder) \_\_\_\_\_ authorise PWGSC to collect and use the information provided, in addition to any other information that may be required to make a determination of ineligibility and to publicly disseminate the results.

I, (name) \_\_\_\_\_, (position) \_\_\_\_\_, of (company name – bidder) \_\_\_\_\_ certify that the information provided in this form is, to the best of my knowledge, true and complete. Moreover, I am aware that any erroneous or missing information could result in the cancellation of my bid as well as a determination of ineligibility/suspension.

We appreciate your interest in doing business with the Government of Canada and your understanding on the additional steps that we need to take to protect the integrity of PWGSC's procurement process.