

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

PWGSC/TPSGC Acquisitions
1045 Main Street
1st Floor, Lobby C
Unit 108
Moncton, NB E1C 1H1
Bid Fax: (506) 851-6759

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

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
NB / PEI Division - Moncton Acquisitions Office
1045 Main Street
1st Floor, Lobby C
Unit 108
Moncton, NB E1C 1H1

Title - Sujet Polyester Paper Products	
Solicitation No. - N° de l'invitation W2037-160086/A	Date 2016-02-19
Client Reference No. - N° de référence du client W2037-160086	GETS Ref. No. - N° de réf. de SEAG PW-\$MCT-018-5132
File No. - N° de dossier MCT-5-38073 (018)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-04-04	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Martin, Lisa M.	Buyer Id - Id de l'acheteur mct018
Telephone No. - N° de téléphone (506)851-7811 ()	FAX No. - N° de FAX (506)851-6759
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE Various as per Call-up Combat Training Centre Gagetown OROMOCTO New Brunswick E2V4J5 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 six 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:

6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

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 Requirement, the Basis of Payment and any other annexes

1.2 Summary

Public Services and Procurement Canada has a request for Regional Individual Standing Offer for the supply and delivery of polyester paper products. The requirement is for the Department of National Defense, Canadian Forces Base Gagetown, located in Oromocto, New-Brunswick. The Standing Offer will be in effect from date of award to 31 March 2019.

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).

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 may be in writing, by telephone or in person.

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.

2.1.1 SACC Manual Clauses

SACC Reference	Section	Date
C9000T	Pricing	2010/08/16
M0019T	Firm Price and/or Rates	2007/05/25
B3000T	Equivalent Products	2006/06/16

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. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority 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.

2.4. 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 **New Brunswick**.

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

Section I: Technical Offer (2 copies)
Section II: Financial Offer (1 copy)

Section III: Certifications (1 copy)

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

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.

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

4.1.1.1 Mandatory Technical Criteria

Mandatory Technical Criteria as specified in Annex "D"

4.1.2 Financial Evaluation

SACC Manual Clause [M0220T](#) (2016/01/28), Evaluation of Price – Offer

4.2 Basis of Selection

SACC Reference	Section	Date
M0031T	Basis of Selection - Mandatory Technical Criteria Only	2007/05/25

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional 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 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 will render the offer non-responsive, 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](#), 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 and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below 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.

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 Requirement at Annex "A".

6.2 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.

6.2.1 General Conditions

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

6.3 Term of Standing Offer

6.3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of award to 31 March 2019.

6.4. Authorities

6.4.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Lisa Martin
Public Services and Procurement Canada
Acquisitions Branch
1045 Main Street, Unit 108
Moncton, New Brunswick
E1C 1H1

Telephone: (506) 851- 7811
Facsimile: (506) 851-6759
E-mail address: lisa.m.martin@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.

6.4.2 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.

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6.4.3 Offeror's Representative

Name: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.5 Identified Users

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

Department of National Defence
Various Locations
Combat Training Centre
Canadian Forces Base Gagetown
Oromocto, New Brunswick
E2V 4J5

6.6 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form *PWGSC-TPSGC 942, Call-up Against a Standing Offer, etc.*

6.7 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable Taxes included).

6.8 Financial Limitation - Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$375,000.00 (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 1 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.

6.9 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 2010A (2015/09/03), General Conditions - Goods (Medium Complexity);

- e) Annex A, Requirement
- f) Annex B, Basis of Payment
- g) the Offeror's offer dated _____

6.10 Certifications

6.10.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing additional 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 additional 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.

6.11 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 **New Brunswick**

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 Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

2010A (2015/09/03), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of 2010A (2015/09/03) will not apply to payments made by credit cards.

6.3 Term of Contract

6.3.1 Delivery Date

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

6.4 Payment

6.4.1 Basis of Payment- Firm Price

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

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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.

6.4.2 Limitation of Price

SACC Manual clause C6000C (2011/05/16) Limitation of Price

6.4.3 Method of Payment

SACC Reference	Section	Date
H1000C	Single Payment	2008/05/12

6.4.5 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

6.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.6 SACC Manual Clauses

SACC Reference	Section	Date
B7500C	Excess Goods	2006/06/16
G1005C	Insurance	2008/05/12

6.7 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:

- (a) Delivered Duty Paid (DDP) (Department of National Defence, Oromocto, NB) Incoterms 2000 for shipments from a commercial contractor.

ANNEX "A"

REQUIREMENT

1 General

- 1.1 The Combat Training Centre (CTC) Gagetown has a requirement to procure various types of specialty paper in support of CTC Gagetown Schools and Lodger Units.

2 Scope

- 2.1 CTC Gagetown requires Offerors to supply and deliver various stationary products to CTC Schools and Lodger Units in Oromocto, New Brunswick on an as required basis. The Standing Offer will be in effect from Standing Offer Award to 31 March, 2019.

3 Deliverables

- 3.1 Volume Requirements:

	Size	Estimated Quantity
3.7 mil White Matte Water Proof/Tear Proof Polyester Paper (example: Xerox Premium Never Tear Or Equivalent)	8.5" X 11"	250,000 sheets
7.7 mil White Matte Water Proof/Tear Proof Polyester Paper (example: Xerox Premium Never Tear Or Equivalent)	8.5" X 11"	40,000 sheets
4.7 to 5.0 mil Green/Yellow/Blue/Pink Matte Water Proof/Tear Proof Polyester Paper (example: Xerox Premium Never Tear Or Equivalent)	8.5" X 11"	30,000 sheets
4.7 White Matte Water Proof/Tear Proof Polyester Paper (example: Xerox Premium Never Tear Or Equivalent)	8.5" X 11"	10,000 sheets
10.7 mil White Matte Water Proof/Tear Proof Polyester Paper (example: Xerox Premium Never Tear Or Equivalent)	8.5" X 11"	40,000 sheets
4.5 to 4.7 mil White Water Resistant/Tear Resistant Polyester Paper (example: Xerox DuraDocument Or Equivalent)	8.5" X 11"	150,000 sheets
3.7 mil White Matte Water Proof/Tear Proof Polyester Paper (example: Xerox Premium Never Tear Or Equivalent)	12" X 18"	5,000 sheets

- 3.2 The Offeror will supply all necessary supplies and materials for the complete execution of the call-up, unless otherwise instructed.

- 3.3 All supplies will be ready to use in the size/amounts identified in the call-up.

- 3.4 The Offeror may be required to provide a quote for each call-up which will be subject to approval by the Point of Contact (POC) identified in the call-up prior to commencement of requirements. Any quote submitted is to include a breakdown itemizing materials and weight.

4 Delivery

- 4.1 Response to Request - Offerors will confirm receipt of call-up and availability of requested supplies within two (2) working days. Delivery will be made within seven (7) days of receipt of request for standard requirements, within 48 hours for urgent requirements, or as required by call-up. If a delay occurs due to unforeseen circumstances, the POC must be contacted immediately for a revised completion date to be set.

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- 4.2 Scheduling of Delivery - All deliveries are to be scheduled with the POC and to be completed within normal working hours of 07:30 to 16:00 hrs, Atlantic time, Monday to Friday, unless alternate arrangements have been made. When delivery is scheduled, the POC will advise the exact location where the supplies are to be delivered.
- 4.3 Location - Delivery will be made to the destination provided in the call-up. Anticipated locations include:
- Combat Training Centre, Oromocto, New Brunswick
- 4.4 Cost of Delivery - Offerors will cover all costs associated with delivery.

Annex B

Basis of Payment

Year 1: Contract Award to March 31, 2017

Item	Description	Est Qty	Thickness offered	Unit Price	U. Of I.	Extended Price
1	3.7 mil White Matte Water Proof/Tear Proof Polyester Paper - 8.5" X 11" Product offered: _____	250,000 sheets			/Thousand	
2	7.7 mil White Matte Water Proof/Tear Proof Polyester Paper - 8.5" X 11" Product offered: _____	40,000 sheets			/Thousand	
3	4.7 mil Green / Yellow / Blue / Pink Matte Water Proof/Tear Proof Polyester Paper - 8.5" X 11" Product offered: _____	30,000 sheets			/Thousand	
4	4.7 mil White Matte Water Proof/Tear Proof Polyester Paper - 8.5" X 11" Product offered: _____	10,000 sheets			/Thousand	
5	10.7 mil White Matte Water Proof/Tear Proof Polyester Paper - 8.5" X 11" Product offered: _____	40,000 sheets			/Thousand	
6	4.5 to 4.7 mil White Water Resistant/Tear Resistant Polyester Paper - 8.5" X 11" Product offered: _____	150,000 sheets			/Thousand	

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Item	Description	Est Qty	Thickness offered	Unit Price	U. Of I.	Extended Price
7	3.7 mil White Matte Water Proof/Tear Proof Polyester Paper – 12" X 18" Product offered: _____	5,000 sheets			/Thousand	
8	*Any waterproof/tear proof or water resistant/tear resistant paper not specifically identified herein will be made available to Canada at the current Published Price List price at the time of call-up less a discount of _____ %.	Discount		_____ %	%	

Year 2: April 1, 2017 to March 31, 2018

Item	Description	Est Qty	Thickness offered	Unit Price	U. Of I.	Extended Price
1	3.7 mil White Matte Water Proof/Tear Proof Polyester Paper - 8.5" X 11" Product offered: _____	250,000 sheets			/Thousand	
2	7.7 mil White Matte Water Proof/Tear Proof Polyester Paper - 8.5" X 11" Product offered: _____	40,000 sheets			/Thousand	
3	4.7 mil Green / Yellow / Blue / Pink Matte Water Proof/Tear Proof Polyester Paper - 8.5" X 11" Product offered: _____	30,000 sheets			/Thousand	
4	4.7 mil White Matte Water Proof/Tear Proof Polyester Paper - 8.5" X 11" Product offered: _____	10,000 sheets			/Thousand	

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Item	Description	Est Qty	Thickness offered	Unit Price	U. Of I.	Extended Price
5	10.7 mil White Matte Water Proof/Tear Proof Polyester Paper - 8.5" X 11" Product offered: _____	40,000 sheets			/Thousand	
6	4.5 to 4.7 mil White Water Resistant/Tear Resistant Polyester Paper - 8.5" X 11" Product offered: _____	150,000 sheets			/Thousand	
7	3.7 mil White Matte Water Proof/Tear Proof Polyester Paper - 12" X 18" Product offered: _____	5,000 sheets			/Thousand	
8	*Any waterproof/tear proof or water resistant/tear resistant paper not specifically identified herein will be made available to Canada at the current Published Price List price at the time of call-up less a discount of _____ %.	Discount		_____ %	%	

Year 3: April 1, 2018 to March 31, 2019

Item	Description	Est Qty	Thickness offered	Unit Price	U. Of I.	Extended Price
1	3.7 mil White Matte Water Proof/Tear Proof Polyester Paper - 8.5" X 11" Product offered: _____	250,000 sheets			/Thousand	
2	7.7 mil White Matte Water Proof/Tear Proof Polyester Paper - 8.5" X 11" Product offered: _____	40,000 sheets			/Thousand	

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Item	Description	Est Qty	Thickness offered	Unit Price	U. Of I.	Extended Price
3	4.7 mil Green / Yellow / Blue / Pink Matte Water Proof/Tear Proof Polyester Paper - 8.5" X 11" Product offered: _____	30,000 sheets			/Thousand	
4	4.7 mil White Matte Water Proof/Tear Proof Polyester Paper - 8.5" X 11" Product offered: _____	10,000 sheets			/Thousand	
5	10.7 mil White Matte Water Proof/Tear Proof Polyester Paper - 8.5" X 11" Product offered: _____	40,000 sheets			/Thousand	
6	4.5 to 4.7 mil White Water Resistant/Tear Resistant Polyester Paper - 8.5" X 11" Product offered: _____	150,000 sheets			/Thousand	
7	3.7 mil White Matte Water Proof/Tear Proof Polyester Paper – 12" X 18" Product offered: _____	5,000 sheets			/Thousand	
8	*Any waterproof/tear proof or water resistant/tear resistant paper not specifically identified herein will be made available to Canada at the current Published Price List price at the time of call-up less a discount of _____ %.	Discount		_____ %	%	

Special Notes: 1) Complete only as requested in the table.
2) (Est Qty / 1000) x Unit Price = Extended Price

* Not evaluated when issuing Standing Offer

Buyer ID - Id de l'acheteur
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Annex D

Mandatory Requirements

Bids MUST meet the mandatory requirements specified below. To demonstrate that all requirements of the technical specifications are respected bidders MUST respond with complete specifications and/or descriptive literature of the equipment being offered.

The complete specifications and/or descriptive literature should be submitted with the proposal but may be submitted afterwards. If the complete specifications and/or descriptive literature are not submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet this requirement. Failure to comply with the request of the Contracting Authority and to meet the requirement within that time period will render the bid non-responsive.

Any proposal which fails to meet all mandatory requirements will be deemed non-responsive. Each requirement should be addressed separately.

Technical Specifications		Comply Yes/No	Comments: Compliance or Deviations
1	3.7 mil White Matte Water Proof/Tear Proof Polyester Paper - 8.5" X 11"		
2	7.7 mil White Matte Water Proof/Tear Proof Polyester Paper - 8.5" X 11"		
3	4.7 to 5.0 mil Green/Yellow/Blue/Pink Matte Water Proof/Tear Proof Polyester Paper - 8.5" X 11"		
4	4.7 mil White Matte Water Proof/Tear Proof Polyester Paper - 8.5" X 11"		
5	10.7 mil White Matte Water Proof/Tear Proof Polyester Paper - 8.5" X 11"		
6	4.5 to 4.7 mil White Water Resistant/Tear Resistant Polyester Paper - 8.5" X 11"		
7	3.7 mil White Matte Water Proof/Tear Proof Polyester Paper – 12" X 18"		