



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Room 100,
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6
Bid Fax: (204) 983-0338

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western
Region
Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6

Title - Sujet Harvest Grain Envelopes	
Solicitation No. - N° de l'invitation 5K004-165936/A	Date 2016-03-11
Client Reference No. - N° de référence du client 5K004-165936	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-102-9812	
File No. - N° de dossier WPG-5-38306 (102)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-03-29	Time Zone Fuseau horaire Central Daylight Saving Time CDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Wiebe, Dallas	Buyer Id - Id de l'acheteur wpg102
Telephone No. - N° de téléphone (204) 899-5257 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CANADIAN GRAIN COMMISSION INDUSTRY SERVICES HEAD OFFICE 900-303 MAIN ST WINNIPEG Manitoba R3C3G8 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex "A"

1.2 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.3 Trade Agreements

The requirement is subject to a preference for Canadian Goods and/or services.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 3 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (1 hard copy)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 SACC Manual Clauses

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

- a) Ability to perform the full scope of the work as described in Annex "A"
- b) Provision of firm pricing for all items in Annex "B"
- c) Completion of Appendix C – Understanding of Project

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

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

PART 5 - CERTIFICATIONS

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

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

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

5.1 Certifications Precedent to Contract Award and Certifications Required with the Bid

5.1.1 Certifications Precedent to Contract Award

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

5.1.1.1 Integrity Provisions - Associated Information

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

5.1.1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.1.2 Certifications Required with the Bid

Bidders must submit the following duly completed certifications with their bid.

5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the good(s) offered are Canadian goods, as defined in clause A3050T, may be considered.

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Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

The Bidder certifies that:

() the good(s) offered are Canadian goods as defined in paragraph 1 of clause [A3050T](#).

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

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

There is no security requirement applicable to this Contract.

6.2 Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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

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

6.4 Period of the Contract

The period of the Contract is from date of Contract to 2017-03-31 inclusive.

6.4.1 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:
Dallas Wiebe
Procurement Specialist
Public Works and Government Services Canada
Acquisitions Branch
100-167 Lombard Ave., Winnipeg, MB., R3B 0T6
Telephone: 204-899-5257
Facsimile: 204-983-7796
E-mail address: dallas.wiebe@pwgsc-tpsgc.gc.ca

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The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

The Project Authority for the Contract is:

Name: ____TBD____
Title: _____
Organization: _____
Address: _____

Telephone : ____ ____ ____
Facsimile: ____ ____ ____
E-mail address: _____

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

6.5.3 Contractor's Representative

Name: _____
Title: _____
Tel: _____
Fax: _____
E-mail: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B for a cost of \$____TBD____. Customs and duties are excluded 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.

6.6.2 Multiple Payments

SACC Manual clause H1001C (2008-05-12) Multiple Payments

6.7 Invoicing Instructions

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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.

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.8 Certifications

6.8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.9 Applicable Laws

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

6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2015-09-03), Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment
- (e) the Contractor's bid dated __TBD__

6.11 SACC Manual Clauses

SACC Manual clause B7500C (2006-06-16), Excess Goods

6.12 Insurance

SACC Manual clause G1005C (2016-01-28), Insurance – No Specific Requirement

ANNEX "A"
REQUIREMENT
Harvest Grain Envelopes

1. Scope

1.1. Title

Harvest Grain Envelopes

1.2. Introduction

Canadian Grain Commission (CGC) requires a contractor to design, print, supply and deliver specific printed envelopes for the 2016 Harvest Sample Program. CGC requires a one (1) year contract with two (2) additional optional goods/years.

1.3. Objectives of the Requirement

CGC requires the manufacture of a redesign of the envelope used for the Harvest Survey Program as current envelopes were opening in the Canada Post mail sorting machines. This redesign will have to improve the seams of the current envelope and improve the resealing closure of the envelope to ensure no grains or seeds exit the envelope during the mailing process. As well the envelope must maintain the sample for up to 6 months in storage at CGC and be able to be opened and reseal multiple times.

The contractor will provide graphic design services for the design of sixteen (16) different styled, 500 gram harvest grain envelopes with the option to design a 1kg harvest grain envelope. The contractor must be approved by Canada Post Corporation to print the new CPC next generation barcode for encoding on the envelopes. CGC will provide specifications of graphics and colors and approve pdf designs created by the contractor. Once graphics are approved the contractor will develop and produce a sample of each envelope for approval prior to final print and delivery.

1.4. Background and Specific Scope of the Requirement

Each year during harvest, the Canadian Grain Commission conducts an annual Harvest Survey of the quality of the new season's grain. A total of approximately 57,500 grain envelopes are sent to producers and processors in both eastern and western Canada, with a request to fill them with grain of varying types and seed sizes and mail them back to the CGC. The Harvest Survey identifies potential problems in the crop and is an indicator of predominant grading factors, grade and variety distributions and protein levels. The samples are assessed for end-use quality and the results of the individual samples are shared with the producers of the grain. The overall quality data of the survey is published and includes important information which forms a vital aspect of marketing and potential sales of Canada's commodities in both foreign and domestic markets.

2. Requirements

2.1. Tasks, Activities, Deliverables and Milestones

Contractor to provide all equipment, software and labour to provide the work of the contract including designing and manufacture envelope, creating 16 types of envelope graphic design, printing, packaging and delivery of envelopes by June 30, 2016 for Western envelope requirements and August 31, 2016 for the Eastern requirements to Canadian Grain Commission, B46-303 Main Street, Winnipeg, Manitoba, R3C 3G8.

All components (dies, artwork, negatives, proofs) pertaining to this requirement are the property of CGC and must be returned upon request.

The contractor must design and manufacture an envelope that will hold and protect a 500 gram grain and seed sample from being exposed or damaged while being processed on manual and mechanical mail handling equipment within Canada Post Mail Processing Plants and for storage within CGC for up to six (6) months.

CCG will provide a mock up diagram of the envelope that will need to be manufactured by the contractor. Contractor may have to make minor changes to the drawing provided at time of contract award to finalize envelope design for manufacturing.

Envelope design must be as such that it does not affect the graphics that are required on the front, back and inside of the envelope.

Envelopes will hold grains and seed ranging in size from 1mm to 15mm.

OUTSIDE FINISHED/CLOSED ENVELOPE SPECIFICATION

Length: range 10 ½ to 11 ½ inch

Width: range 6 ¼ to 7 inches

Colour: envelope must be white

Material:

- Must be moisture and puncture resistance and protect sample from outside elements but cannot be plastic as this will allow mold to grow on moist samples.
- Must withstand mail processing on manual and mechanical mail handling machines when envelopes are full.
- Must be made of a laminated card stock. Or equivalent/like material. Minimum 9pt.
- Must be strong enough that when envelope is squeezed along the 8 ½ inch side to open the top of the envelope fully for filling sample, that the sides do not collapse, fall or fold over making it difficult to fill.
- Must have a high tensile strength.
- Must be able to maintain integrity containing samples with moisture content ranging from 0-25%.
- Must be able to maintain integrity containing samples with external humidity ranging from 10-80%.

Seams

- Must have glued seam that are minimum 1" inch wide on 2 parallel lengthwise side edges
- Bottom edge of the envelope must be a continuous fold over of material.

- Top edge must be the flap closure of the envelope
- Must be able to maintain integrity containing samples with moisture content ranging from 0-25%.
- Must be able to maintain integrity containing samples through operational temperature ranging from - 40° and + 40° Celsius.

Envelope Closure

- Must not let grain and seed samples escape envelope during mailing process.
- Must be re-sealable as envelope will be opened 5-8 times within a 6 month period.
- Must incorporate a varnish and glue system on the exterior flap, with wrap around tabs that adhere to the front of the envelope.
- Envelope must be scored minimum ½ inch.
- Fold down flap must have a minimum 3 ½ inch wide full length glued surface with removable backing ensuring a secure seal that will not allow sample to escape envelope during the mailing process when full of grain sample.
- There must be a tab zipper-style opening to release glued flap above (position when flap closed) the wrap around tab to access the contents.
- Varnish must be applied to the body of the envelope under the glue down flap to allow for easier opening of the flap. Back side of envelope where flap will adhere to.
- The fold-down flap must be re-sealable, scored 1/2" inch below the opening to reduce the risk of leakage in the postal system
- Must have additional 1 inch x 8 ½ inch wrap around fold over adhesive tabs on the end of the envelope flap closure that wraps around envelope to front surface.

Graphic Design

- Graphic design services of the 16 different types of 500 gram envelopes to include artwork for front, back, inside and flap closure of envelopes depending on the grain that it will hold.
- Must be provided to CGC in PDF format for review prior to printing.
- Final version of the 16 types of envelopes must be provided to CGC in electronic unlocked format that can be altered or changed in the future by 3rd party.
- Font and printing will be in process black and a specified pantone colour for each type of envelope on the front and process black on the interior and back envelope.
- Borders including the Canadian Grain Commission logo and Canada Watermark (Solid or striped) will be printed in various PMS colored ink as specified in Annex A.
- Draft and final envelope must include CPC approved Next Generation Barcode as per Specification 3575.
- Artwork from the previous envelope can be supplied electronically for each set of envelopes by the CGC to assist and save time in the redesign and graphic design services for the new envelopes
- Printing must include the Canadian Grain Commission address and commodity information on the front of the grain envelope printed in process black.
- Borders including the Canadian Grain Commission logo and Canada Watermark (Solid or striped) will be printed in various PMS colored ink as specified in Annex A.

Canada Post Corporation (CPC) Barcode

- CPC barcode must be printed on the front of each bag for tracking and billing purposes.

- Canada Post artwork including chevrons, numbered box and text must also be printed on the front of each version of envelope.
- Graphic design must include and conform to CPC guidelines for "The Next Generation Barcode for Encoding" as per Specification 3575.
- Contractor must be an approved vendor from CPC to print for "The Next Generation Barcode for Encoding" as per Specification 3575.
- Contractor must be an approved vendor, or be able to become an approved vendor by April 15, 2016, from CPC to print "The Next Generation Barcode for Encoding" as per Specification 3575, Manufacturing Specification and Print Guidelines: (Windowed), Envelopes with Inserts for Parcel Services Products. Specification to be provided at time of contract award.
- Contractor will be required to get electronic and hard copy (on envelope material) of each envelope approved by CP.
- Contractor will be responsible for dealing directly with CP representative to obtain approvals for Specification 3575 requirements.

Manufacture of Die

- If a die is created in order to manufacture the envelopes the die will become the property of CGC but will remain with the Contractor for the life of the contract.
- The die can only be used to create CGC Harvest Grain Envelopes when authorized by the Project Authority of CGC.
- The dies must be returned within 15 calendar days when requested by a representative of the Canadian Grain Commission, at the end of the contract or if the contract is terminated for any reason.
- The dies will be manufactured in accordance with the CGC specifications.

Printing

- Contractor to provide hard copy proof of each of the final envelopes for CGC approval prior to final print of contract requirements.

Packaging

- Packaging must not exceed 500 each for small envelopes per carton and 250 each for large envelopes per carton.
- Each envelope must be pre-folded before delivery

Optional Goods/Years

CGC may require the design, manufacture and graphic design for 3 types of envelopes to hold 1kg of grain and seed samples.

CGC requires the option to obtain additional 500 gram or 1 kg envelope quantities in year 2017 and 2018. Estimated quantities 44,000 per year of various types.

2.2. Specifications and Standards

Each phase including the development of the envelope and the graphic designs of all sixteen types of envelopes must be approved by the Project Authority prior to any printing being completed. Any printing of work not preapproved will not be accepted.

2.3. Technical, Operational and Organizational Environment

The Harvest Survey Program starts mailout of the Producer Package which will include the envelopes of this contract across Canada on August 1, 2016 for Western producers. Due to the additional resources that are required to coordinate this mail out (which takes 3-4 weeks to complete) and to ensure that the program starts on time there can be no delays to the delivery date of June 30, 2016 for the Western Envelopes. Quantities ordered for the Eastern envelope requirements will be used for year 2017 and are ordered in advance due to an earlier mail out deadline.

2.4. Method and Source of Acceptance

CGC Project Authority will work closely with Contractor to review and approve graphic design of envelopes, and each hard copy sample of envelopes in writing prior to final print and delivery.

2.5. Reporting Requirements

The contractor must maintain weekly communication by either telephone or email with Project Authority to inform progress and to discuss status of requirement. Any issues or delays of the contract schedule must be communicated within 48 hours to Project Authority.

2.6. Project Management Control Procedures

The individual identified in the proposal as the Project Authority will work in close and frequent contact with the Contractor to ensure product meets CGC requirements and that the project timelines are met.

3. Additional Information

3.1. Authorities

Project Authority: TBA

3.2. Canada's Obligations

CGC will:

- provide samples of last years envelopes
- provide required changes to envelope graphics for new design
- provide mock drawing of sample of envelope
- provide approval of envelopes within 5 business days both graphics and hard copy samples
- provide Canada Post Corporation contact for barcode requirements
- provide approved CGC logo and Canada watermark for envelope
- provide other assistance or support as required and available

3.3. Contractor's Obligations

- Contact Canada Post and ensure that barcode requirements are met to their specifications as well as CGC.
- to maintain close and frequent contact with Project Authority.

3.4. Location of Work, Work site and Delivery Point

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All work of the contract will be done at the contractor's office, electronic documents and hard copy samples for approval and final delivery of envelopes will be to Canadian Grain Commission, 303 Main Street, Winnipeg, Manitoba.

3.5. Language of Work

All communication and direction pertaining to the contract will be in English, printed envelopes will be in both French and English.

3.6. Special Requirements

The contractor must be approved by Canada Post Corporation to print the next generation barcode for encoding. The contractor will be required to submit this proof of approval at time of bid proposal or after contract award on or before April 15, 2016. Electronic and hard copies of the barcode printing specification for each envelope will have to be approved by Canada Post Corporation (see Appendix E).

4. Project Schedule

4.1. Expected Start and Completion Dates

The services of the Contractor will be required for a period of approximately 3 months commencing on or before April 1, 2016. The expected completion date of this project is August 31, 2016.

Two (2), one (1) year optional goods / options years available for additional 500 gram Harvest Grain Envelopes and the design and delivery of large 1 kg Harvest Sample Envelope.

4.2. Schedule and Estimated Level of Effort (Work Breakdown Structure)

Item	Description	Required On or Before Date
1	Start up meeting	April 4, 2016
2	CGC to provide: <ul style="list-style-type: none"> Preliminary rough hard copy paper mock up of envelope graphics for all styles of Harvest Survey Envelopes with required graphics changes Copy of full CP Specification 3575 for creation of barcode and shipping labels Latest mock up design of grain envelope 	April 4, 2016
3	Contractor to provide hard copy sample of proposed material with at minimum 1 other option to Project Authority for review and approval.	April 5, 2016
4	Final Approval of envelope material	April 13, 2016
5	Contractor to have CP approval for printing of barcode and shipping label and provide written confirmation to Project Authority.	April 15, 2016
6	Contractor to provide draft graphic design in pdf of redesigned Western twelve (12) types of 500 gram Harvest Survey Envelopes with CP approved barcode and shipping label	April 29, 2016
7	CGC to provide approval of redesign of draft graphics of Western twelve (12) types of Harvest Survey Envelopes	May 4, 2016
8	Contractor to provide hard copy of all "Approved" Western twelve (12) types of 500 gram Harvest Survey Envelopes	May 16, 2016
9	CGC to provide approval of the Western twelve (12) draft hard copies of Harvest Survey Envelopes	May 18, 2016
10	Delivery of Western envelope quantities as per Annex A1	June 30, 2016
11	Contractor to provide draft graphic design in pdf of redesigned Eastern four (4) types of 500 gram Harvest Survey Envelopes with CP approved barcode and shipping label	June 24, 2016
12	CGC to provide approval of redesign of draft graphics of Eastern four (4) types of Harvest Survey Envelopes	July 5, 2016
13	Contractor to provide hard copy of all "Approved" Eastern four (4) types of 500 gram Harvest Survey Envelopes	July 22, 2016

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14	CGC to provide approval of the Eastern four (4) draft hard cops of Harvest Survey Envelopes	July 29, 2016
15	Delivery of Eastern envelope quantities as per Annex A1	On or before August 31, 2016

5. Required Resources or Types of Roles to be Performed

5.1. Contractor must have the resources to perform the work of the contract in the time specified.

6. Applicable Documents

Appendix A – Envelope Quantities and Types 2016

Appendix B – Estimated Option Goods 2017 & 2018

Appendix C – Understanding of Project

Appendix D – Mock Drawing of Sample Envelope. Final drawing to be provided after contract award.

Appendix E – Canada Post Approval Process

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Appendix A

Harvest Survey Grain Envelope Quantities and Types 2016

Small (500 gram Capacity) Harvest Grain Envelope Types

Eastern/ Western	Commodity	Print Color	Print On Back	Border	Estimated Quantity 2016
PULSE					
W	Lentils	Pantone Green #350	Yes	Stripe	2,000
W	Peas	Pantone Purple #259	Yes	Stripe	2,500
W	Beans	PMS 201	Yes	Stripe	1,500
W	Chickpeas	Pantone Orange #21	Yes	Stripe	500
OILSEEDS					
W	Canola	Pantone Green #329	Yes	Solid	7,500
W	Flax	Pantone Purple #259	Yes	Solid	2,000
W	Mustard	Plain	Yes	None	1,500
W	Soybeans West	Pantone Green #350	Yes	Solid	2,000
WESTERN					
W	CWRS	Pantone Red #032	Yes	Solid	13,500
W	Wheat Minor Classes	Black	Yes	Stripe	2,500
W	Amber Durum	Pantone Orange #21	Yes	Solid	4,500
W	Generic Oilseed/Pulse/Wheat	Pantone Process Blue	Yes	Solid	11,000
EASTERN					
E	Soybean (East)	Pantone Green #350	Yes	Solid	2,000
E	Wheat (East)	Plain Black	Yes	Solid	2,000
NEW EAST					
E	Canola (East)	Pantone Green #329	Yes	Solid	1,000
E	Generic (East)	Pantone Process Blue	Yes	Solid	1,500
ESTIMATED TOTAL SMALL HARVEST GRAIN ENVELOPES					57,500

Quantities may vary depending on Contractors minimum print run quantities for a single type of envelope.

Appendix B
Optional Goods - Harvest Survey Grain Envelope Quantities

TABLE 1
Small (500 gram Capacity) Harvest Grain Envelope Types

Commodity	Print Color	Print On Back	Border	Estimated Quantity 2017	Estimated Quantity 2018
PULSE					
Lentils	Pantone Green #350	Yes	Stripe	1,500	1,500
Peas	Pantone Purple #259	Yes	Stripe	1,000	1,000
OILSEEDS					
Canola	Pantone Green #329	Yes	Solid	6,000	6,000
Flax	Pantone Purple #259	Yes	Solid	2,000	2,000
Mustard	Plain	Yes	None	1,000	1,000
Soybeans West	Pantone Green #350	Yes	Solid	1,000	1,000
WHEAT					
CWRS	Pantone Red #032	Yes	Solid	10,000	10,000
Amber Durum	Pantone Orange #21	Yes	Solid	3,500	3,500
OTHER					
Generic Oilseed/Pulse/Wheat	Pantone Process Blue	Yes	Solid	11,000	11,000
WESTERN					
Wheat Minor Classes	Black	Yes	Stripe	2,000	2,000
EASTERN					
Soybean (East)	Pantone Green #350	Yes	Solid	1,500	1,500
Wheat (East)	Plain Black	Yes	Solid	1,500	1,500
NEW EAST					
Canola (East)	Pantone Green #329	Yes	Solid	1,000	1,000
Generic (East)	Pantone Process Blue	Yes	Solid	1,000	1,000
ESTIMATED TOTAL SMALL HARVEST GRAIN ENVELOPES				44,000	44,000

Optional Envelope Size and Quantities to Replace 500 gram Same Type as per Table 1

TABLE 2
Large (1,000gram Capacity) Harvest Grain Envelope Types

Commodity	Print Color	Print On Back	Border	Estimated Quantity 2017	Estimated Quantity 2018
WHEAT					
CWRS	Pantone Red #032	Yes	Solid	10,000	10,000
Amber Durum	Pantone Orange #21	Yes	Solid	3,500	3,500
OTHER					
Generic Oilseed/Pulse/Wheat	Pantone Process Blue	Yes	Solid	11,000	11,000
ESTIMATED TOTAL LARGE HARVEST GRAIN ENVELOPES				24,500	24,500

Appendix C
UNDERSTANDING OF PROJECT REQUIREMENT

Item	Description	Response To Include	Bidder's Response
A	Understanding of Requirement Bidder to provide details on how work will be completed meeting all the specifications in the Statement of Work.	Bidder to explain how they will perform the work of the contract to meet all requirements, available resources for graphic design and envelope printing and manufacturing, how equipment works to print and manufacture envelope to specifications, like projects bidder has worked on, and years of experience performing graphic and print services/goods.	
B	Contingency Plan Bidder to provide contingency plan to ensure that all scheduled tasks are completed on time as per 4.2 of Statement of Work.	Bidder to provide a list of any potential risks and how they will ensure all timelines and deliverables are met.	
C	Canada Post (CP) Barcode Approval Process	Bidder to provide proof of approval from CP that they can print the barcode requirement as per Specification 3575 or describe how they will meet this requirement and any like projects that they have completed.	
D	Bidder to provide details of Envelope Material and how it meets the specifications in section 2.1 Material.	Bidder to describe how proposed material meets all specifications.	

Confirm commitment to meet all tasks and deliverables as per Annex A – Statement of Work, Section 4.2 Schedule and Estimated Level of Effort (Work Breakdown Structure).

Signature

Date

Print Name and Title

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Appendix D
Mock Drawing of Sample Envelope

(See attached)

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Appendix E
Canada Post Approval Process

(See attached)

ANNEX "B"

Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified below. Applicable taxes are extra, if applicable, and to be shown as a separate item on any resulting invoice.

Prices below are firm unit prices, including freight and off-loading charges, FOB destination.

Contract Year one:

Table A

ITEM	DESCRIPTION	FIRM UNIT COST
1	Die for small envelope +/- 1" for 6 1/4" W x 10 1/2" L (Quantity 1)	\$
2	Small Harvest Grain Envelopes 57,500 (due June 30, 2016 for Western and August 31, 2016 for Western)	\$
	GST	\$
	TOTAL	\$

Harvest Survey Grain Envelope Types

Small (500gram Capacity) Harvest Grain Envelope Types

Eastern/ Western	Commodity	Print Color	Print On Back	Border	Quantity 2016
PULSE					
W	Lentils	Pantone Green #350	Yes	Stripe	2,000
W	Peas	Pantone Purple #259	Yes	Stripe	2,500
W	Beans	PMS 201	Yes	Stripe	1,500
W	Chickpeas	Pantone Orange #21	Yes	Stripe	500
OILSEEDS					
W	Canola	Pantone Green #329	Yes	Solid	7,500
W	Flax	Pantone Purple #259	Yes	Solid	2,000
W	Mustard	Plain	Yes	None	1,500
W	Soybeans West	Pantone Green #350	Yes	Solid	2,000
WESTERN					
W	CWRS	Pantone Red #032	Yes	Solid	13,500
W	Wheat Minor Classes	Black	Yes	Stripe	2,500
W	Amber Durum	Pantone Orange #21	Yes	Solid	4,500
W	Generic Oilseed/Pulse/Wheat	Pantone Process Blue	Yes	Solid	11,000
EASTERN					
E	Soybean (East)	Pantone Green #350	Yes	Solid	2,000
E	Wheat (East)	Plain Black	Yes	Solid	2,000
NEW EAST					
E	Canola (East)	Pantone Green #329	Yes	Solid	1,000
E	Generic (East)	Pantone Process Blue	Yes	Solid	1,500
ESTIMATED TOTAL SMALL HARVEST GRAIN ENVELOPES					57,500

Optional Goods:

The Contractor grants to Canada the irrevocable option to acquire the goods described at Annex A Requirement of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

Table B – Optional Goods:

Envelopes

Estimated number of Harvest Survey Grain Envelopes printed per production year is 57,500 for the initial contract year and 44,000 for both option years (which is a combination of two (2) sizes).

PRICES FOR SMALL HARVEST GRAIN ENVELOPES			
ITEM	MIN. NO. OF ENVELOPES ORDERED PER RUN	UNIT COST Per Envelope OPTION YEAR 1	UNIT COST Per Envelope OPTION YEAR 2
1	15,000 to 24,999	\$	\$
2	25,000 to 34,999	\$	\$
3	35,000 to 44,999	\$	\$
4	45,000 to 54,999	\$	\$
5	55,000 +	\$	\$

PRICES FOR LARGE HARVEST GRAIN ENVELOPES			
ITEM	MIN. NO. OF ENVELOPES ORDERED PER RUN	UNIT COST Per Envelope OPTION YEAR 1	UNIT COST Per Envelope OPTION YEAR 2
1	10,000 - 14,999	\$	\$
2	15,000 - 19,999	\$	\$
3	20,000 - 24,999	\$	\$
4	25,000 - 30,000	\$	\$

Die for large envelope +/- 1" - 9 1/2" W x 11" L (Quantity 1) = \$_____

Note: Size is estimated as this envelope has not yet been designed.

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ANNEX C

Evaluation

The estimated quantities (from Appendix A + B) will be used for all contract and option years for evaluation purposes only.

Evaluation formula:

Contract Year 1: Table A – Manufactured Die + Small Envelopes	\$
Option Year 1: Small Envelopes	\$
Option Year 1: Large Envelopes	\$
Option Year 1: Manufactured Die	\$
Option Year 2: Small Envelopes	\$
Option Year 2: Large Envelopes	\$
Evaluated Total:	\$

[illegible]

Canada Post approval process

Shipping Label Approval

The labels produced by automated shipping systems must meet the minimum requirements as outlined in the specifications document in order to obtain CPC approval. Samples should be mailed to:

Order Acceptance – eLink Program

Canada Post Corporation

2701 RIVERSIDE DRIVE

SUITE N0520

OTTAWA ON K1A 0B1

Approval requirements:

- Ensure bar code meets scanning requirement on all labels supplied. Please note, scanning requirements **must be met** or labels will be returned without further validation.
- Provide physical printed labels (no photocopies, pdf images or faxes for final approval).
- Provide labels based on test cases supplied for each service requesting approval for (i.e. Priority Next A.M., Xpresspost, Expedited Parcel, Regular Parcel). This will also include any delivery options.
- Labels must include unique sequential tracking numbers in order to validate check digit calculation.
- Customer Number must be a valid number with billing privileges (used in the indicia and tracking barcode).
- Labels provided for evaluation should be printed using the printer that will be used in the production environment.
- If using window envelopes, provide samples of envelopes with inserts in accordance with the above stipulations.

Canada Post Responsibilities

- Provide development support (phone, email, conference calls) to review or clarify specification documents.
- Acknowledgement of receipt and scanning requirements via email. If scan levels are not met of a grade B or better, the labels will be returned without further validation.
- Perform detailed analysis of the bar code content.
 - Provide a Shipping Label Verification report that will outline all of the requirements of the labels with a Pass or Fail grade as well as an explanation of failures.

Label Approval Notification

Labels received for approval will be provided to the Engineering group at Canada Post for evaluation. We strive to provide evaluation reports within **2 business days** of receipt via email.

Approved labels will remain on file at Canada Post for a period of 1 year.

Changes must not be made to labels once approval has been granted. Prior to incorporating any additional services and/or options, the customer is required to submit the new label for approval process as described in this Agreement.

Tracking numbers must not be re-used for a period of 365 days.

Canada Post will communicate mandatory changes to the specification 90 days in advance of implementation.

Review and Monitoring

In order to ensure that the proper labels have been successfully moved into production, CPC will collect actual label samples from the customer site on the first day of shipping (this can be via photocopy, fax or PDF). Samples will be validated.

Barcode and Printing requirements

Barcode Symbolology

The barcode symbology is USS Code 128.

Barcode Dimensions

SUBSET C FEATURE OF CODE 128

To optimize the length of the barcode for printing use the Subset C feature of Code 128 to automatically 'compress' the long strings of numerical characters.

Some printers and barcode fonts require the user to pass encoded information to the application. The actual values are specific for each printer or font. A general illustration is presented below.

The data format before printing is:

Start Code 128 Subset B 1ABC Shift to Subset C 123456789012345678901234 EndCode128

The above example explained is:

Start Subset B Character

Description of Data – The Service Type character (e.g. 1, 2, 3 or P) plus the three ALPHA characters of the Postal Code (ABC) grouped together instead of normal presentation of A1B 2C3

Shift to Subset C

Description of Data – Three DIGITS of the postal code plus all the remaining numeric data (total of 24 digits).

When utilizing the Subset C feature of Code 128, each 'pair of digits' is automatically compressed to a single digit when printed in the barcode.

End Character (Automatically added by Code 128)

X Dimensions

Barcode Length

The minimum allowable X dimension (width of the narrow bar/space in Code 128) is

0.376 mm (0.0148 inches).

The length of the barcode is a function of the resolution and related X dimension.

The range of lengths suitable for shipping labels is noted in the Table below:

Barcode Dimensions

Printer Resolution		X Dimension		Barcode Length		Quiet Zone (2 required)		Overall Length (Barcode + 2 x Quiet Zone)		Bar Height	
Dots Per MM	<i>Dots Per Inch</i>	MM	Inches	MM	Inches	MM	Inches	MM	Inches	MM	Inches
5.9	<i>150</i>	0.508	<i>0.0200</i>	112.78	<i>4.44</i>	6.4	<i>0.25</i>	125.48	<i>4.94</i>	25.4	<i>1.0</i>
8.0	<i>203</i>	0.376	<i>0.0148</i>	83.45	<i>3.29</i>	6.4	<i>0.25</i>	96.15	<i>3.79</i>	25.4	<i>1.0</i>
11.8	<i>300*</i>	0.424	<i>0.0167</i>	94.17	<i>3.71</i>	6.4	<i>0.25</i>	<i>106.87*</i>	<i>4.21*</i>	25.4	<i>1.0</i>
12.0	<i>304*</i>	0.417	<i>0.0164</i>	92.48	<i>3.64</i>	6.4	<i>0.25</i>	<i>105.18*</i>	<i>4.14*</i>	25.4	<i>1.0</i>
15.7	<i>400</i>	0.381	<i>0.0150</i>	84.58	<i>3.33</i>	6.4	<i>0.25</i>	97.3	<i>3.83</i>	25.4	<i>1.0</i>
23.6	<i>600</i>	0.381	<i>0.0150</i>	84.58	<i>3.33</i>	6.4	<i>0.25</i>	97.3	<i>3.83</i>	25.4	<i>1.0</i>

** Note: The required X mils dimension is 14.8 mils, however, 300 and 304 Dots per Inch printers cannot meet this requirement. For plain paper labels (8.5x11 inches), using a 12 Dot per MM (300 / 304 Dots per Inch) printer is possible because there is enough space on the label for a 16.4 or 16.7 mils 28-character barcode including the lead and trail quiet zones, plus tolerances (wider than 4 inches). In that case, the minimum recommended label width would be 113.7 mm (4.46 inches).*

For 4x6 labels, 300 and 304 Dots per Inch printers cannot be used because the barcode and quiet zones would not fit a 4 inches wide label (as shown on above table). In that case, only a 14.8 mils barcode is acceptable.

Human Readable Text

Only a portion of the Human Readable Text (HRT) is printed on the label as specified below.

Tracking Number

16 Digit Tracking Number printed above the barcode. The tracking number is to be printed spaced out in groups of four as illustrated below and left justified to the edge of the barcode:

1234 1234 1234 1234

The minimum character height is 3 mm (font size is 12 point).

Postal Code

The Postal Code is printed on the same line as the tracking number, right hand justified to the edge of the barcode. The data is to be printed as illustrated below with the postal code presented in the standard format and spacing:

B3H 3G2

Barcode Tolerances

The dimensional tolerances for the barcode length are as specified in USS Code 128.

Barcode Height

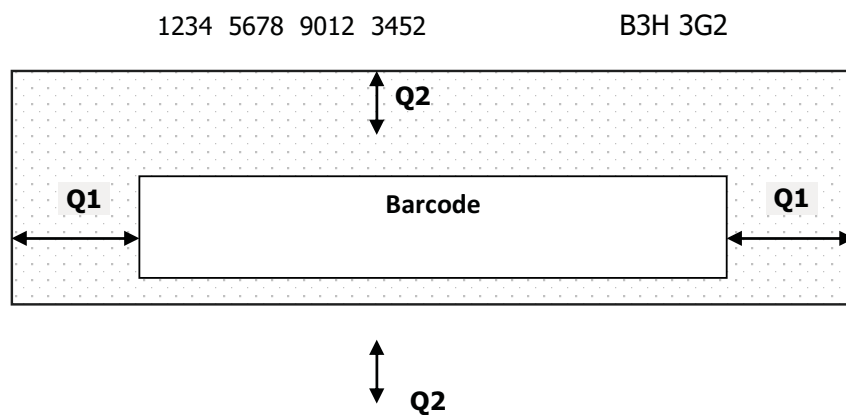
The minimum required height of the barcode is 20. mm (0.75") although 25.4 mm (1") is preferred.

Quiet Zones

The lead and trail quiet zones are 6.35 mm (0.25 inches) each.

The quiet zones above and below the barcode are 3 mm (0.12 inches) each

Quiet Zone for 28 Character Barcode



Not to Scale

Q1 = 6.35 mm (0.25 inches)

Q2 = 3.0 mm (0.12 inches)

Barcode Print Quality

The minimum barcode print quality is Grade B as specified by ANSI X3.182 Barcode Print Quality. This includes appropriate quiet zones for the barcode (lead, trail, above and below)

APPENDIX A: MOD 10 CHECK DIGIT CALCULATION FOR TRACKING NUMBER

Calculation:

The Tracking Number for this example is 1 2 3 4 5 6 7 1 2 3 4 5 6 7 8 (4). Note: the last digit "4" is the MOD 10 check digit.

Calculation:

1. Record the Tracking Number without the check digit, i.e.

1 2 3 4 5 6 7 1 2 3 4 5 6 7 8

2. Multiply digits in the ODD position (1st, 3rd, 5th, etc digits) by 3 and the digits in the EVEN position (2nd, 4th, 6th etc digits) by 1

3. Multiply each number individually by the weight below.

1 2 3 4 5 6 7 1 2 3 4 5 6 7 8

3 1 3 1 3 1 3 1 3 1 3 1 3 1 3

$3 + 2 + 9 + 4 + 15 + 6 + 21 + 1 + 6 + 3 + 12 + 5 + 18 + 7 + 24 = 136$

4. Sum the digits of the result. i.e: Sum of digits = 136

5. Divide the sum by 10 (i.e. $136/10 = 13.6$)

6. Subtract the remainder from 10 (i.e. $10 - 6 = 4$)

7. Therefore the check digit = 4

(Note: If the remainder is 0 the check digit is 0)