

RETURN BIDS TO:
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**11 Laurier St./11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau**

**Québec
K1A 0S5
Bid Fax: (819) 997-9776**

Request For a Standing Offer Demande d'offre à commandes

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

Communication Procurement Directorate/Direction de
l'approvisionnement en communication
360 Albert St./ 360, rue Albert
12th Floor / 12ième étage
Ottawa
Ontario
K1A 0S5

Title - Sujet CUSTOMS POSTAL IMPORT FORM #E14- SO	
Solicitation No. - N° de l'invitation 47000-165586/A	Date 2016-03-14
Client Reference No. - N° de référence du client 1000325586	GETS Ref. No. - N° de réf. de SEAG PW-\$\$CW-020-70548
File No. - N° de dossier cw020.47000-165586	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-04-12	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Werk(cw), Janet	Buyer Id - Id de l'acheteur cw020
Telephone No. - N° de téléphone (613)998-3968 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	
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 Statement of Work, the Basis of Payment, the Reporting Requirements, the Declaration – Certification, Bar code specifications and Skid specifications.

1.2 Summary

The Canada Border Services Agency (CBSA) requires an Offeror to provide printing services for the supply of the CBSA E14 forms. The Offeror will be responsible for the printing, reproduction, finishing, and distribution of the forms, a throughout the period of the Standing Offer.

The period of the Standing Offer will be from date of issuance to **June 30, 2017**, with an option of three (3) additional extension period of one (1) year.

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

There is no security requirement associated with the requirement of the Standing Offer.

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

Delivery is to the NCR so this Standing Offer does not include deliveries destined to addresses located in Comprehensive Land Claims Agreement(s) (CLCAs) areas.

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 offers with

the lowest evaluated price will be recommended for issuance of a standing offer (SO). Only one SO will be issued.

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

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

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

1.3 Debriefings

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

1.4 Key Terms

Standing Offer - An offer from a supplier to provide goods and/or services to clients at prearranged prices or pricing basis and under set terms and conditions for a specified period on an as-and-when requested basis. A separate contract is entered into each time a call-up is made against a standing offer. When a call-up is made, the terms and conditions are already in place and acceptance by Canada if the supplier's offer is unconditional. Canada's liability is limited to the actual value of the call-ups made within the period specified in the standing offer.

Standing Offer Holder - A fully qualified Offeror (an individual or firm who submits an Offer in response to a Request for Standing Offer) who is subsequently authorized and in possession of a Standing Offer.

Call-up Against a Standing Offer - An order issued under the authority of a duly authorized user against a particular standing offer. Communication of a call-up against a standing offer to the offeror constitutes acceptance of the standing offer to the extent of the goods, services, or both, being ordered and causes a contract to come into effect. The parties to the contract that comes into effect when a call-up against a standing offer is made are Canada, as represented by the Minister of Public Services and Procurement (Public Works and Government Services) and the offeror.

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.

2.2 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.

Public Works and Government Services Canada
Bid Receiving Unit
Place du Portage, Phase III, 0B2
11, rue Laurier
Gatineau (Québec)
Courier : J8X 4A6 regular mail : K1A 0S5
Telephone : 819-956-3370 Fax : 819-997-9776

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

2.3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#) R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES** () **NO** ()

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** () **NO** ()

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority (**Janet.Werk@pwgsc-tpsgc.gc.ca**) no later than **ten (10) calendar days** before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.5. Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

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

- Section I: Technical Offer – **{Mandatory Technical Criteria}** (one [1] hard copy)
- Section II: Financial Offer (one [1] hard copy and one [1] soft copy of the Annex B Basis of payment excel format on a USB*)
- Section III: Certifications (one [1] hard copy)
- Section IV: Other Information (one [1] hard copy)

*The MS Excel spreadsheet is available to be downloaded on buyandsell.gc.ca.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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

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

Section I: Technical Offer (Mandatory Technical Criteria)

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work (see part 4).

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.

Section IV: Additional Information

3.1.2 Bidder's Proposed Site(s)

Before issuance of a contract, The Bidder must provide the full address(es) of the Bidder's site(s) or premises which are required for Work Performance:

Where (location details) will the printing and assembly of the forms done?

Name

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory

Postal Code

3.2 Integrity Provisions

As per the Integrity Provisions under section 01 of Standard Instructions 2006, bidders must provide a list of all owners and/or Directors and other associated information as required. Refer to section 4.21 of the *Supply Manual* for additional information on the Integrity Provisions.

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 Offer 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.

M.1 CORPORATE EXPERIENCE

The Offeror must demonstrate that he has contracted or has been contractually bound with one or more external client(s) (outside of the Offeror's own company) for two (2) contracts for the production of printing and finishing of multi-part forms.

The Offeror must have personally produced through his own machinery the production of printing and finishing of the multi-part forms.

At least one (1) of the two (2) contracts must have been for the provision of a quantity of a minimum of 500,000 multipart forms in a single print run.

During the evaluation no corporate experience gained through *subcontractors or* internal clients (within the Offeror's own legal entity [or joint venture partnership] and includes the parent, subsidiaries and other affiliates of the Offeror) will be accepted or reviewed.

The Offeror must provide the following information for each contract:

- (a) a description of the printing and finishing requirements of the multi-part forms provided by the Offeror;
- (b) the quantity of the multi-part forms provided per print run by the Offeror under the contract;
- (c) the Client information for the Contract
- (d) a copy of the invoice to the client for the work done on the contract.

The information above (a) to (d) must be provided for both contracts.

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

4.1.2 Financial Evaluation Criteria

To determine the total evaluated price, the prices submitted in the Annex B: Basis of Payment of this bid solicitation for the initial period and the extension periods will be calculated as specified in the Annex B Basis of Payment.

The Offeror must identify prices and rates in accordance with Annex B: Basis of Payment Excel spreadsheet being distributed through buyandsell.gc.ca.

4.1.2.1 Mandatory Financial Criteria

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

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-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process

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

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

5.2.1 Integrity Provisions – List of Names

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

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

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](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) 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](#) (2014-11-27) Canadian Content Definition

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

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.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of award to **June 30, 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 period, under the same conditions and at the rates or prices specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 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:

Janet Werk
Public Services and Procurement / Public Works and Government Services Canada
Communication Procurement Directorate
360 Albert Street, 12th floor
Ottawa, ON K1A 0S5

Telephone: 613-998-3968 Facsimile: 613-991-5870 E-mail address: Janet.werk@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, she is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

6.5.2 CBSA Project /Technical Authority

The Project Authority for the Standing Offer will be identified in each 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 and Back-up person

Name: _____
Telephone: _____
Email: _____
Fax: _____

Name: _____
Telephone: _____
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 Users authorized to make call-ups against the Standing Offer are representatives from Canada Border Service Agency (CBSA) Contracting and materiel management division (NCR).

The CBSA Identified User Groups are as follows:

6.7.1 CBSA Contracting/Call-up Authority

The identified user has the authority to place Call-ups up to \$300,000.00 taxes and all charges included (via e-mail or fax).

6.8. Call-up Procedures

The Offeror must accept Call-ups issued between 8:00 am and 4:00 pm Eastern (Ottawa) time, Monday through Friday inclusive.

Call-ups will be issued to the offeror by e-mail or fax. The Offeror must confirm receipt of a call-up as detailed below.

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.

6.8.1 Information within each call-up

6.8.1.1 The Project Authorities will include the following in each Call-up to the Offeror:

- Call-up number,
- Delivery date,
- Delivery address and phone number,
- Invoicing address,
- Quantity requested,
- Artwork and components (if required).

6.8.2 Confirmation of the Call-up

Within one (1) business day, the Offeror must send an email to the both the Call-up and Project / Technical Authorities:

- Confirming receipt of the Call-up and referencing the Call-up number
- The unit price (in accordance with Annex B Basis of Payment) and total for each form ordered,
- The shipping address and confirmation of delivery date
- The estimated delivery cost of the completed Call-up
- The total estimated cost of the Call-up

6.9. Call-up Instrument

The Work will be authorized or confirmed by the Identified User using form PWGSC-TPSGC 942 Call-up against a standing offer or an electronic version.

6.10. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$300,000.00** (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 **\$XXX (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.

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

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

6.5.1.1 Basis of Payment - Firm Price for Manufacturing (Shipping extra)

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.

6.5.1.2 Basis of Payment- Limitation of Expenditure for Shipping

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of \$ _____ (*amount inserted at contract award*). Customs duties are included and Applicable Taxes are extra.

6.5.1.3 Basis of Payment - Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$ _____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

6.5.2 Method of Payment

SACC Manual clause H1000C (2008-05-12) Single Payment
SACC Manual clause H1001C (2008-05-12) Multiple Payments

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 emailed for certification and payment to : TBD.

The invoice must include the Standing offer number as the call-up number.

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

6.6.1 Authorities TBD

6.7 Insurance

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

6.8 Delivery, Inspection and Acceptance

The Project/Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

6.9 SACC Manual Clauses

P1010C (2010-01-11) Quality Levels for Printing
P1011C (2010-01-11) Quality Levels for Colour Reproduction
P1013C (2010-01-11) Quality Levels for Forms
P1005C (2010-01-11) Packaging and Packing of printed Products

6.10 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 Offeror must provide details of the alterations and associated costs to the Project Authority for review and approval. The Offeror cannot undertake any alteration without the written authorization of the CPD Standing Offer Authority and will be evidenced through a Standing Offer amendment.

ANNEX "A" STATEMENT OF WORK

A.1.0 Summary:

The Canada Border Services Agency (CBSA) requires an Offeror to provide printing services for the supply of the CBSA E14 forms. The Offeror will be responsible for the printing, reproduction, finishing, and distribution of the forms, a throughout the period of the Standing Offer.

A.2.0 Background Information:

CBSA manages the supply of the E14 forms through individual transactions with a Standing offer Supplier. These transactions consisting primarily of forms being delivered to various locations within Canada or delivered directly to the CBSA Project Authority as specified in the Call-up or distributed according to a distribution list.

A.3.0 Overview – Forms:

CBSA will issue Call-ups to the Offeror for the production of the required forms and labels on an "if and when required" basis and delivery to the final destination(s) specified in each Call-up. Destinations will include various locations within Canada.

Call-ups will be placed in accordance with the processes detailed in Part 6A clause 6 *Call-up Procedures*

The quantities of the various forms ordered and the Call-up frequency of any of the various products required, are subject to specific demands at the individual offices, and is therefore outside of CBSA ability to definitely state. The Offeror must have the capacity and flexibility to respond to foreseen and unforeseen Call-ups in the standard turnaround times described in A.9.0 of the Annex A, Statement of Work.

A.3.1 Form specifications

A.3.1.1 Option 1 E14 Self Mailer – size varies by part

Format A 3 part continuous, mailer type construction, built in self-adhesive label backing, with 1/4" dry lap and 2 slits, perforations on all parts, (part 1 for easy removal as a flat sheet), self-contained NCR carbonless paper for front of part 2 and CB on back for part 2 and NCR carbonless paper CF for Part 3. Part 1 prints both sides on white paper 30M varnish is required on back.

Printing Offset. Prints black, except for part 1 that prints 3 colours (see **INK**). Part 1 prints 2 sides, part 2 and 3 print 1 side.

Print Quality Informational quality printing is required.

Pre-Press Materiel Single pieces of camera-ready copy, size as, with trim marks, 11" x 5 1/2", colour and screen divided for text pages.

Pre-press material cannot be altered in any way, and must be returned in the same condition it was received by the supplier.

Proofs Two sets of blueprints for construction are required, clearly showing the perforations, the screened area and colour. One set is to be sent via courier to Forms Management Services and signed for by the Technical Authority while the other is to be held by the supplier. In addition, 10 samples of the stock used for all three parts for write test and testing of glue on label stock. Write test will include testing

of the back of part 1 to ensure that the varnish permits legible handwriting as well as for the NCR paper on all parts.

Blueprints and the 10 samples of stock must be submitted within 5 working days after receipt of pre-press material. These will be approved by the Technical Authority by phone, fax or email.

The Offeror will be required to send two (2) boxes of 1,000 forms at no charge to the CBSA to one of the 3 mail centres, or the destination of the technical authorities choosing within Canada for testing in the TallyGenicom 2365 Printers. The address and contact name will be provided at the time of the award of the contract. After written approval by the CBSA Technical Authority, the Offeror may commence full production. The production of the balance prior to proof acceptance is at the sole risk of the Offeror.

The actual printed 2,000 samples should be provided within 10 working days after approval of blueprints and samples. Testing will be done within two days at the designated mail centre. The Technical Authority will give the Offeror written approval to go into full production by fax or email.

This above process should in no way amend or change the original specified delivery schedule.

Ink Part 1 Front Black, PMS 114U Yellow. There also prints a horizontal (1/2" x 6") yellow bar graduated 100% to 20% left to right.

Part 1 Back – PMS 425 Grey - No bleeds
Part 2 Front Black - No bleeds
Part 3 Front Black - No bleeds

Varnish 4mil UV varnish on back of Part 1 that permits no smudging when exposed to normal (mail stream) conditions

Paper Part 1 - White paper 30M (11" x 5½" overall; 8⅞" x 4¾" tear out). Paper stock resistance irrelevant as long as combined stock ensures equivalent strength and allows typing/writing with no smudging of information when exposed to normal (mail stream) conditions.

Part 2 - 28M SC on face and CB on back - white (11" x 5½" overall; 9⅞" x 4⅝" tear out)
Part 3 - 40M CF Fusion Special #40 S246 PC - white (11" x 5½")

Stub One glue strip on each stub, 5/8" in from edge, all parts (left side).
One glue strip on each stub 1/2" from edge, all parts (right side).

Part 1 is glued on stubs with one permanent glue strip 3/8" in from left and ½" from right edge, both sides and heat sealed top and bottom to form a mailer type construction.
Part 2 is glued to both stubs to form mailer-type construction
Part 3 is glued on all four sides to form a mailer-type construction

Adhesive the adhesive used on Part 3 must have high initial tack with excellent ultimate adhesion and must adhere permanently upon application to a variety of substances/mailer items when subjected to temperatures of -40°C to +60°C for periods of 10 hours and when exposed to normal (mail stream) conditions. Adhesive used must be of high tack and reactive upon contact.

Label Part 3 is an NCR CF label with a rubber based adhesive. It must have a high initial tack with excellent ultimate adhesion and must adhere permanently to a wide variety of substances that are normally processed in a mail stream operation (e.g. recycled cardboard). A ¼" dry lap is required in the center with a peel off full-size backing. The peel off backing must have a vertical slit in the centre at dry lap and a vertical slit 3/16" from right edge for ease of removal prior to application to package.

Perforation Part 1

vertical left edge $\frac{1}{2}$ " x 1" - density 10.030 = 1 - 5.030 = $\frac{1}{2}$
vertical right edge $1\frac{1}{8}$ " - density 3.035 with .035 reinforcement at both ends of perforation.

Part 2

$\frac{5}{8}$ " from right edge - density 10.030
1" from left edge - density 0.001

Part 3

vertical at $\frac{5}{8}$ " from right edge and $\frac{1}{2}$ " from left edge including the peel off backing (form facing up). Standard for marginal holes at left and right edge

Slits Part 3 only has 2 vertical slit lines on peel off backing only. One at center of the $\frac{1}{4}$ " dry lap strip, $5\frac{1}{2}$ " from left edge and the other at $\frac{3}{4}$ " from the right edge

Liner Part 3 only - No. 40 super-calendared Kraft paper featuring high internal strength, toughness and tear resistance

Test Samples 10 samples required of stock used for all three parts for write test and testing of glue on label stock. Write test will include testing of the back of Part 1 to ensure that the varnish permits legible handwriting as well as for the NCR paper on all parts.

Additional 2,000 samples required for testing on TallyGenicom 2365 printers by a CBSA mail facility. Full production **CANNOT** commence until supplier receives written confirmation that testing was successful.

Special Instructions Form must be suitable for use by TallyGenicom 2365 high speed Impact printer or similar printers as well as for handwritten completion

Packaging Box in 1,000s and pack in new corrugated boxes not exceeding 35 lbs per carton

A.3.1.2 Option 2 - E14 Self Mailer— size varies by part

Format A 3 part continuous, mailer type construction, built in self-adhesive label backing, with $\frac{1}{4}$ " dry lap and 2 slits, perforations on all parts, (part I for easy removal as a flat sheet), self-contained NCR carbonless paper for front of part 2 and CB on back for part 2 and NCR carbonless paper CF for Part 3. Part 1 prints one side on white paper 30M. The back requires varnish.

Printing Offset. Prints black, except for part 1 that prints 3 colours (see **INK**). Part 1 prints 2 sides, part 2 and 3 print 1 side.

Print Quality Informational quality printing is required.

Pre-Press Materiel Single pieces of camera-ready copy, size as, with trim marks, 11" x 5 $\frac{1}{2}$ ", colour and screen divided for text pages.

Pre-press material cannot be altered in any way, and must be returned in the same condition it was received by the supplier.

Proofs Two sets of blueprints for construction are required, clearly showing the perforations, the screened area and colour .One set is to be sent via courier to Forms Management Services and

signed for by the Technical Authority while the other is to be held by the supplier. In addition, 10 samples of the stock used for all three parts for write test and testing of glue on label stock. Write test will include testing of the back of part 1 to ensure that the varnish permits legible handwriting as well as for the NCR paper on all parts.

Blueprints and the 10 samples of stock must be submitted within 5 working days after receipt of pre-press material. These will be approved by the Technical Authority by phone, fax or email.

The Offeror will be required to send two boxes of 1,000 forms at no charge to the CBSA to one of the 3 mail centres, or the destination of the technical authorities choosing within Canada for testing in the TallyGenicom 2365 Printers. The address and contact name will be provided at the time of the award of the contract. After written approval by the CBSA Technical Authority, the Offeror may commence full production. The production of the balance prior to proof acceptance is at the sole risk of the Offeror.

The actual printed 2,000 samples should be provided within 10 working days after approval of blueprints and samples. Testing will be done within two days at the designated mail centre. The Technical Authority will give the Offeror written approval to go into full production by fax or email.

This above process should in no way amend or change the original specified delivery schedule.

Ink Part 1 Front Black, PMS 114U Yellow. There also prints a horizontal (1/2" x 6") yellow bar graduated 100% to 20% left to right.

Part 1 Back – PMS 425 Grey - No bleeds
Part 2 Front Black - No bleeds
Part 3 Front Black - No bleeds

Varnish 4mil UV varnish on back of Part 1 that permits no smudging when exposed to normal (mail stream) conditions.

Paper Part 1 - White paper 30M (11" x 5½" overall; 8⅞" x 4¾" tear out). Paper stock resistance irrelevant as long as combined stock ensures equivalent strength and allows typing/writing with no smudging of information when exposed to normal (mail stream) conditions.

Part 2 - 28M SC on face and CB on back - white (11" x 5½" overall; 9⅜" x 4⅝" tear out)
Part 3 - 40M CF Fusion Special #40 S246 PC - white (11" x 5½")

Stub One glue strip on each stub, 5/8" in from edge, all parts (left side).
One glue strip on each stub 1/2" from edge, all parts (right side).

Part 1 is glued on stubs with one permanent glue strip 3/8" in from left and right edge, both sides and heat sealed top and bottom to form a mailer type construction.

Part 2 is glued to both stubs to form mailer-type construction
Part 3 is glued on all four sides to form a mailer-type construction.

Adhesive the adhesive used on Part 3 must have high initial tack with excellent ultimate adhesion and must adhere permanently upon application to a variety of substances/mailer items when subjected to temperatures of -40°C to +60°C for periods of 10 hours and when exposed to normal (mail stream) conditions. Adhesive used must be of high tack and reactive upon contact.

Special Instructions Form must be suitable for use by TallyGenicom 2365 high speed Impact printer or similar printers as well as for handwritten completion.

Packaging Box in 1,000s and pack in new corrugated boxes not exceeding 35 lbs per carton

A.4.0 Offeror's Representative:

The Offeror must have a dedicated contact person, and a trained backup, to enable CBSA Call up or **Project /Technical Authority** to get immediate information regarding the status of all aspects of a Call-up by telephone or e-mail.

The Offeror must respond to requests for information within 24 hours. The information provided concerning the status of forms in production or being distributed under a Call-up must be up to date within 24 hours of a change in their status.

A.5.0 Print Quality:

Informational quality level will apply to all forms, in accordance with the Public Works and Government Services (PWGSC) Publications entitled "Quality Levels for Labels", "Quality Level for Forms", "Quality Levels for Printing", and "Quality Levels for Colour Reproduction", "Quality Levels for Binding", latest issues, where applicable. The Offeror must ensure that the quality level is met for all the forms produced.

A.6.0 Overrun / Underrun

A.6.1 Underrun

2% underruns will be accepted.

A.6.2 Overrun

No overruns will be accepted.

If overruns are delivered, they will be returned to the Offeror or accepted at no cost to Canada.

A.7.0 Environmental Criteria for Printing Inks:

In order to reduce the environmental impact of its print publishing activities, the Government of Canada chooses to use inks that are considered environmentally friendly, containing vegetable oil-based materials. The printing inks used in call-ups awarded under this Standing Offer will adhere to the following criteria for % of vegetable oils as well as the % of VOC within the ingredients composing the ink.

A.7.1 Volatile Organic Compounds (VOC) Criteria:

The common VOC in a conventional lithographic printing ink is high-boiling aliphatic petroleum distillate. This distillate is used to dissolve the resins that will eventually bind to the substrate during printing. The amount of ink VOC that is released to the atmosphere depends on the process; heatset inks release 80% of their VOCs while sheet fed inks release only 5%. VOC in an environmentally friendlier ink would be below 18 wt% for sheet fed inks, below 30% for sheet fed varnishes, and below 40 wt% for heatset inks and heatset overprint varnishes.

A.7.2 Vegetable Oil Criteria:

Vegetable oils are renewable resources and can include Linseed Oil, Soya Oil, Chinawood Oil and similar plant oils or combinations of them. In conventional lithographic printing inks (heatset and sheet fed) these oils and their derivatives can be used as is, or modified to provide the appropriate press and finished product properties. The Vegetable oil-based materials in an environmentally friendlier ink would be above

25 wt% for sheet fed inks and overprint varnishes, and above 10 wt% for heatset inks and overprint varnishes.

A.8.0 Papers:

Whenever possible, the Government of Canada uses only paper stocks considered to be environmentally friendly. Selection of these papers is based on factors such as sustainable development, life-cycle management and/or forest management. For this Standing Offer, only papers from manufacturers certified under the Environmental Choice Program (ECP), or who are using fiber 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) will be acceptable for completion of the work.

A9.0 Scope of Printing Services:

The Offeror must provide the most cost-effective way of meeting the supply requirements. The Offeror must determine the printing, reproduction and finishing methods best suited to meet the demands of supplying the E14 form required in each Call-up. The Offeror may use either offset (metal plates), or direct imaging, or electronic (including digital presses) reproduction methods to produce any of the work provided the criteria for the print quality level stated on the individual Call-up is met.

The Offeror must deliver the entire quantity of CBSA E14 forms ordered for each Call-up and ship to the identified final destination(s) in accordance with the service levels specified in this Annex A Statement of Work.

Should the Offeror choose to store quantities and later ship from inventory, the Offeror accepts all costs associated with the printing, finishing and storage or the quantities of forms produced in advance including, but not limited to, production costs, carrying costs, the cost to destroy obsolete inventory as a result of any design change, and the cost to destroy any remaining inventory at the end of the Standing Offer period. CBSA takes NO responsibility and will not authorize the printing, reproduction and finishing of any quantities for the purpose of establishing an inventory of forms in storage. The Offeror may request information from CBSA to confirm if any changes are anticipated within the coming six (6) month period.

It is the Offeror's responsibility to ensure that the version of the form or label artwork that the Offeror is using as the basis to print the documents is the correct version.

A9.1 Multipart Form E14:

Finishing:

Finishing operations for forms may include, but are not limited to:

- Trimming - to specified sizes
- Folding
- Collating - individual sheets in sequence or in sets; collated sheets may be padded; pulp board backing may be requested for pads Carbonless paper or Register Bond with interleaved carbon paper
- Hole drilling - various numbers, sizes and location
- Carbonless paper or Register Bond with interleaved carbon paper
- Die Cutting
- Binding with stubs or glue
- Roll product
- Perforating - various numbers, patterns and location

- Sequential numbering - various numbers, sizes and locations
- With or without stubs

A.10.0 Proofs and Samples

When proofs are required as part of a Call-up (one complete set of blueprints or digital proofs), proofs must be submitted for approval to the Call-up Authority as identified for each Call-up prior to production. Proofs must be backed-up, trimmed and folded to size as specified. Proofs will be approved by the Call-up Authority named in the Call-up within two (2) business days. Production must not proceed until the Call-up Authority has given approval to proceed in writing. Proofs must be accounted for within the specified schedule.

ADVANCE SAMPLES: Two (2) advance samples must be forwarded by courier service to the **CBSA TECHNICAL AUTHORITY (TA)** for approval **prior to production**. The CBSA TA will approve or request new samples in writing within 5 business days of receipt. The Offeror is not to proceed without written approval. Failure to provide advance samples may result in the rejection of manufactured product and non-payment.

Finished samples (1 to 10 printed copies to be supplied for CBSA files in addition to the specified print run) may be required and will be specified in each Call-up.

A11.0 Material Supplied

CBSA provides material for reproduction in the formats described above.

For each call-up, prepress material will be supplied as camera ready (hard) copy or in electronic format, where applicable, by e-mail or on CD or DVD, utilizing Adobe's Live Cycle designer software or other (PC Platform). The Offeror must contact the CBSA Representative immediately if the supplied media varies from the description of the materials as stated in the specifications. The Offeror must also contact the CBSA Representative if there are problems accessing or processing the files, outputting film or reproducing from the supplied media.

Some files may consist of a one-time print requirement while other files may be used in multiple reproductions over the term of the Standing Offer. The Offeror must use the most recent version of the artwork as supplied by CBSA. When a Call-up for reprint is received, the Offeror must review the specifications for accuracy as well as verify the artwork.

A.12.0 Components of the Work

All original material supplied (artwork, electronic media) or created during production (negatives, separations, proofs, dies etc...) of the work is deemed to be property of Canada and must be forwarded at no cost to Canada, upon completion of the Call-up with the specified samples to the designated CBSA Representative.

The Contractor must return all components to the Project Authority within five (5) working days of completion of the Standing Offer at no additional cost to Canada.

Components must be packaged appropriately and shipped in a manner to ensure safe delivery at the specified destination.

A.13.0 Distribution and Shipping Services

The Offeror must ensure the timely and safe arrival of all goods at the destination(s) specified in each Call-up.

For all large/bulk shipments transported by ground, the Offeror must inform the Call-up Authority of the departure date and time, any and all delays, anticipated arrival at destination and actual arrival of the shipment at the final destination.

The Offeror must obtain the best shipping rates and delivery time frames available to the Offeror. The Offeror must negotiate the most cost-effective rates possible on an ongoing basis and make arrangements for different methods of shipping with different shippers for services that require the recipient to sign the waybill upon delivery of the shipment.

The distribution services tasks include all procedures that must be performed to prepare products for shipping. The Offer must follow the Labelling, packing and packaging requirements listed in paragraph A.13.1 and A.13.2. Any deviations will be refused at the warehouse and returned to the Offeror at the Offeror's cost. The Offeror will have 48 hour to meet the requirements of labelling, packing and packaging and return them at no extra cost to CBSA.

A.13.1 Labelling

Each box carton, package etc. must be labeled showing:

See Annex D for LABEL AND BAR CODE INFORMATION details

Boxes must be numbered sequentially. When applicable, serial numbers or human readable component of the contents must have the start and end numbers within each carton listed on the outside of the container. This is for inventory management use by CBSA offices.

A.13.2 Packing

Forms and Labels must always be packaged in the most economical method (i.e. envelope, bubble wrap, paper wrap, box etc.) that can hold and protect the total quantity requested, as well as permit the lowest transportation rates or charges via the mode of transport selected or authorized.

The Offeror must package in accordance with appropriate commercial standards that ensure safe arrival at destination in an undamaged condition. The Offeror must supply and use new packaging materials only. Forms must be packaged so that there is no movement of product once placed in the box.

For all shipments exceeding 0.566m³ or 15.88 kg (20 ft³ or 35 lbs), except for those shipped by courier, the following applies (see Annex E for SKID DIAGRAM AND SPECIFICATIONS):

- The Offeror must strap, and if necessary wrap, shipments on standard 40" x 48" wood pallets. The four-way forklift entry pallet shall be supplied at no charge to CBSA. Total height, including pallet, must not exceed 47". The pallet load must not extend further than 1" from any edge of pallet.
- A "Do Not Double Stack" sign will be placed on all 4 sides and the top of each pallet.
- A heavy gauge cardboard corner piece will be placed on all 4 corners.

When serial numbers are applied to the contents, forms must be packed sequentially in descending order. Serial numbered boxes packed on skids must be packed with the lowest numbers on top reading across from left to right.

A.13.3 Warehousing Restrictions

Deliveries to the warehouses must be made during regular working hours of between 7:00 a.m. and 3:00 p.m., local time, to the point of delivery, Monday through Friday, excluding statutory holidays in the province of the point of delivery.

The standard level of service for Call-up processing, handling and final delivery within Canada will be completed within 40 business days as agreed upon with the Call-up Authority.

A.14. Liquidated damages for non-compliant skids

1. If the Offeror fails to deliver the goods on the approved skid as per Annex D or approved call-up as applicable, the Offeror agrees to pay to Canada liquidated damages in the amount of \$100.00 for each skid. The total amount of the liquidated damages must not exceed 10 percent of the Minimum Contract Value.
2. Canada and the Offeror agree that the amount stated above is their best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is it to be interpreted as, a penalty
3. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Offeror /Contractor, any liquidated damages owing and unpaid under this section.
4. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.

A.15 QUALITY ASSURANCE

Quality Assurance by the Offeror: The Offeror must perform all necessary quality assurance procedures to ensure the product meets the specified quality levels and specifications of the Annex A Statement of Work.

ANNEX B Basis of Payment

A. The Offeror must submit firm all-inclusive prices for the printing and production to final format E-14 forms as described in Annex A, Statement of Work. The firm all-inclusive prices must include all materials and activities (set-up charges, custom die-cutting, provision of proofs, production of forms, provision of samples, storage, overprinting of numbering and barcodes if applicable, packaging materials, labels and their application) to supply the final products and ready the items for shipping for delivery to the destination address(es) identified in each Call-up. All prices must be in Canadian funds, duty and excise taxes included, any and all applicable taxes extra. Freight/shipping is extra.

All freight/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 a 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.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Offerors must provide pricing in the format specified in the Annex B Excel workbook. Failure to provide prices in the format specified will render the proposal non-responsive.

TRAVEL AND LIVING EXPENSES

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

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

B. ESCALATION CLAUSES (SOLICITATION AND Standing offer)

Offerors must complete the Escalation Clause and include it with their Bid. If the Offeror does not complete and provide the Escalation Clause with the Bid, 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 and all option periods.

Offerors must add or delete lines as required.

P2011 T Escalation for Paper (Offerors must complete information)

1. The resulting standing offer will contain a 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) paper : _____ lb. at a base transaction cost per Cwt. of \$ _____
and which represent _____ percent of the unit price(s).
- Brand name and paper supplier: _____.
- (b) paper: _____ 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

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

Brand name and paper supplier: _____.

(b) paper: _____ 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.

ANNEX "C" to PART 5 - REQUEST FOR STANDING OFFERS

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

2006 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://BUYANDELL.GC.CA/POLICY-AND-GUIDELINES/STANDARD-ACQUISITION-CLAUSES-AND-CONDITIONS-MANUAL/1/2006/19](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2006/19)

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

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

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

Subsections:

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

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.

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

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 ¹ :			
	Yes	No	Comments
Financial Administration Act 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"/>	
Criminal Code 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 ¹ :			
	Yes	No	Comments
Criminal Code 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"/>	
Competition Act 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"/>	

¹ for which no pardon or equivalent has been received

Solicitation No. - N° de l'invitation
47000-165586/A
Client Ref. No. - N° de réf. du client
47000-165586

Amd. No. - N° de la modif.
File No. - N° du dossier
CW020. 47000-165586

Buyer ID - Id de l'acheteur
CW020
CCC No./N° CCC - FMS No./N° VME



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

Declaration Form

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

Additional Comment

☐ 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.

Canada

PWGSC-TPSGC (06/2015)

ANNEX D BAR CODE SPECIFICATIONS APPLICABLE TO ALL CBSA BAR CODE LABELS

1. Bar Code Symbolologies

Either of the following bar code symbolologies may be selected:

a) Standard code 3 of 9, as defined in the AIM document USS-39 (USD-3), (AIM is the Automatic Identification Manufacturers, Inc.). Use of the optional Code 3 of 9 Modulo 43 checksum is not acceptable. Code 3 of 9 bar code symbols may be printed with either a 2 : 1 or 3 : 1 wide to narrow bar width ratio, subject to meeting requirements in paragraph 15 of this Appendix: or

b) Code 128 is defined in AIM document USS-128 (USD-6). A Modulo 103 checksum digit is a mandatory part of Code 128.

NOTE: For cargo control numbers longer than 18 characters, it may not be possible to use Code 3 of 9. The maximum length of 4.5 in./11.43 cm will be strictly enforced.

2. Width of Narrow Bar

The minimum width of a narrow bar must be 0.009 in./0.023 cm.

The maximum width of a narrow bar is dependent on the bar code symbology selected as follows:

Code 3 of 9 (2:1 ratio)	= 0.016 in./0.04 cm
Code 3 of 9 (3:1 ratio)	= 0.012 in./0.03 cm
Code 128	
(no double density)	= 0.016 in./0.04 cm
Code 128	
(double density)	= 0.024 in./0.06 cm

3. Width of Wide Bar

For Code 3 of 9, a wide bar must be no less than two and no more than three times that of a narrow bar, according to the narrow bar specifications in paragraph 2 of this Appendix.

For Code 128, there are four different bar widths. These must be one to four times that of a narrow bar, where the maximum width of the narrow bar is as specified in paragraph 2 of this Appendix.

4. Length of Quiet Zones

Both the leading and the trailing quiet zones must be a minimum of either 10 times the narrow bar width or 0.125 in./0.3 cm, whichever is greater. Longer quiet zones will increase the readability of the code.

5. Bar Code Symbol Height

The bar code symbol must be between 0.375 in./0.95 cm and 0.625 in./1.60 cm in height.

6. Bar Code Symbol Length

The bar code symbol, including the leading and trailing quiet (blank) zones, as well as the human readability component, must totally reside within the Delimited Area as defined in paragraph 15 of this Appendix.

7. Human Readable Format

- a) Human readable print (names or numbers) must always be below the bar code.
- b) The height of the human readable print must be at least 0.0984 in./0.25 cm.
- c) The human readable number must begin on the left side of the bar code directly below the point where the bar code starts.
- d) The spacing between the bar code and the human readable format and any subsequent lines must be at least 0.03 in/0.08 cm.

8. Print Contrast Ratio

The print contrast ratio (PCR) is the ratio of the difference of reflectivity between the bars and spaces as follows:

$$\text{PCR} = \frac{\text{Reflectance of Spaces} - \text{Reflectance of Bars}}{\text{Reflectance of Spaces}}$$

Where reflectance is defined as a percentage figure, the print contrast ratio must be a minimum of 55% with an optimum value of 75%.

9. Readability

The average first read rate for bar code symbols produced must be 95% (i.e., only 5 in 100 will require more than one scan). All bar codes produced through carbons must meet the same read rate as the original.

10. Lifetime

The bar code symbol must be readable for a minimum of eight months with a 95% first read rate.

11. Print Type

The bar code symbol may be printed with either carbon or non-carbon ink.

12. Label Size

If labels are used, the maximum length and width of the label is as defined in the Delimited Area of paragraph 15 of this Appendix. There should be no wording above the bar code itself and there should be 0.125 in./0.3 cm between the top of the bar code and the edge of the label. The label must be a self-adhesive, permanent label and must be smudge-proof.

BAR CODE SPECIFICATIONS SPECIFIC TO ACCOUNT SECURITY HOLDER TRANSACTION NUMBERS

13. Code for Transaction Numbers

The bar code symbol represents a 14-digit (transaction) code, where the first five digits are the account security number, the next eight digits are the importer/broker assigned number, and the last digit is the check digit.

The Modulo 10 checksum digit formula, as specified by CBSA, must be used to calculate all check digits. The assigned number must not be repeated for a period of six years plus the current year.

14. Human Readable Format

Below each bar code symbol, the encoded data must be printed in a human-readable format. The human readable number must be 14 digits long not including the dash or space which is found after the first five digits (account security number) i.e., 12345 000067897 or 12345-000067897. The bar code symbol

should read only the 14 digits found in the human readable number and should not read the dash or space. The human readable transaction number must begin on the left side of the bar code directly below the point where the bar code starts. If a broker or importer name is to be printed on the bar code label it should be printed on the same line but must be separated by a blank character space a slash and another blank character space (e.g., 12345-123456781 / ABC Customs Brokers). If the broker or importer name is too long to fit on one line with the human readable number it should be printed below and start at the left of the human readable number but should not start any further left than where the broker or importer name started on the line above.

(e.g., 12345-123456781 / Associated National Customs
Brokers of Canada)

Only names and not numbers are acceptable after the 14-digit transaction number.
The human readable print must be at least 0.0984 in./0.25 cm and the spacing between the bar code and the human readable format and any subsequent lines must be at least 0.03 in./0.08 cm.
The CADEX indicator should not be printed on the bar code label. It should be printed on the Release Information Card or on the release documentation itself as close to the bar-coded label as possible.

15. Delimited Area

The bar-coded label must fit into a space that is 4 in./10.2 cm long by 1 in./2.54 cm high. The symbol itself can be no longer than 3.75 in./9.5 cm and no higher than 0.625 in./1.60 cm.

LABEL AND BAR CODE INFORMATION FOR DELIVERIES

Labels: The Contractor must label each package with the information detailed below:

- Boxes and skids must be labelled in English and French as to Quantity, Form Number, Material Master Number, Production Date (month and year), Title, Language, Contractor's Name, and Call-up Number.
- Label information on boxes must be clearly indicated on the end of the box.
- Boxes must be placed on skids so that label information is clearly visible on all 4 sides of the skid.

Along with the printed information on the label, there will also be a requirement for bar codes (see Bar Codes).

Bar Codes: The Contractor must provide labels with the following bar code requirements:

Bar Code 3 of 9, as defined in the Automatic Identification Manufacturers Inc. (AIM) document USS-39 (USD-3) must be used. The Bar Code will include information for a ten (10) digit "Call-up number" and for an eight (8) digit "Material Master Number". Human readable print (Font: Helvetica Condensed, Bold, Size: 14 pts.) must always be below the Bar Code.

The average first read rate for Bar Code symbols must be 95% (i.e. only 5 in 100 will require more than one (1) scan). The Bar Code symbol can be printed with carbon or non-carbon ink.

Two separate bar codes are required and must include information for the following:



- 1) Call-up Number;
- 2) Material Number.

Label and Bar Code Specifications

The paper requirements to ensure proper readability of the label and bar code information are:

- 1) White stock with matte finish, black ink;
- 2) Stock must have smooth surface coating;
- 3) No recycled paper components;
- 4) Stock must be able to reflect 70% to 90% of the light from the illumination source back to the light detector;
- 5) Label must have permanent adhesive;
- 6) Label image size 5.5" x 3.5";
- 7) Label size 6" x 4";
- 8) Identical to layout as specified below.

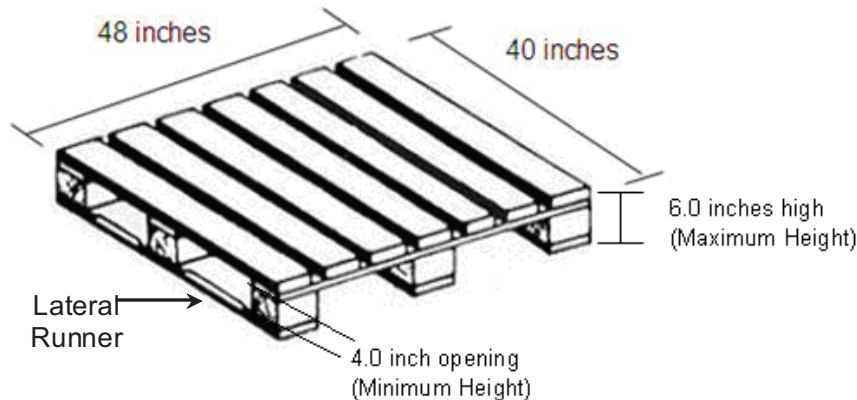
NOTE: Description must be in both English and French.

Quantity / Quantité	Contractor's Name / Nom du fournisseur	Production Date MM/YYYY Date de production MM/AAAA
Form Number / N° du formulaire	Call-up Number / N° de commande subséquente  X X X X X X X X X	Language / Langue
Material Master Number / N° de matériel  X X X X X X X X X		
Title / Titre		

Annex E SKID DIAGRAM AND SPECIFICATIONS

4-WAY BLOCK DESIGN

- Skids used **must be** four-way block style with three (3) 40" lateral runners at the bottom of the skid – one (1) at each end and one (1) in the middle.
- Critical skid dimensions are:



SKID SPECIFICATIONS

- Length = 48.0"
- Width = 40.0"
- Maximum height = 6.0"
- Minimum height gap between runners (along width) = 4.0"
- All lateral runners MUST have a 45° slope on all sides for power truck accessibility.
- Skids used are to be spruce wood construction using 3" nails with a minimum of six (6) nails per board.
- Industry best practice for skid packaging and safety methods shall be used.
- To prevent damage of the print and/or copy jobs, stacking of skids is unacceptable.
- Non-returnable skids are to be used.
- The skid including all contents must be a maximum weight of 2,500 lbs and a maximum height of 56".
- The entire skid must be shrink-wrapped a minimum of two (2) layers.
- Non-returnable skids will be used for delivery.

TRANSPORTATION AND DELIVERY

At the time of delivery, the Contractor must provide one (1) transportation waybill that clearly indicates:

- Description of Content;
- Method of Shipment (i.e. prepaid);
- Contractor Name and Contact Information;
- Number of boxes;
- Number of skids;
- "Shipped To" Address (Full address with contact information, including telephone number);
- Call-up Number.

For all deliveries destined to a CBSA warehouse, **the Contractor must provide an Advance Shipping Notification (ASN) to the warehouse** specified in each Call up. The Contractor must identify if there are special instructions for the Acceptance of Shipment(s) as detailed herein under Advance Shipping Notification.

SHIPPING: See "Schedule of shipping addresses and quantities" (**As per Annex A and each call-up**).

ADVANCE SHIPPING NOTIFICATION (ASN)

The Contractor must make all arrangements with the delivery destinations to schedule deliveries. The Contractor must ensure that the delivery arrangements adhere to the delivery requirements of the Contract. Once the delivery date and time has been agreed to with the receiving CBSA warehouse, the Contractor must submit a copy of the schedule to the Technical Authority by facsimile or email. The e-mail or fax as to where the Contractor is required to submit the schedule is at the sole discretion of the Technical Authority and may be changed throughout the duration of any resulting Call-up.

For CBSA Warehouse delivery destinations, as applicable, the Contractor must provide a minimum of twenty-four (24) hours' notice to the delivery destination prior to the shipment arriving. The notification must be sent by facsimile or email.

The following information must be indicated on the ASN:

- Anticipated Delivery Date;
- Material Master Number;
- Contractor Name and Contact Information;
- Name of Transport Carrier;
- Number of Boxes per Item;
- Number of Skids;
- Publication Number with Revision/Batch (as applicable);
- Quantities per Box;
- Call-up Number;
- "Shipped To" Address (Full address with contact information, including telephone number);
- Total Quantity per Item;
- Waybill Number.

IMPORTANT

The warehouse may refuse shipments and any costs associated with the delayed delivery shall be borne solely by the Contractor under the following circumstances:

- Prior shipping arrangements have not been made;
- The packaging does not comply with the requirements of this Statement of Work;
- The skids do not comply with the requirements in this Statement of Work;
- The labels do not comply with the requirements in this Statement of Work.