



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St./ 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**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

Clothing and Textiles Division / Division des vêtements et
des textiles
11 Laurier St./ 11, rue Laurier
6A2, Place du Portage
Gatineau, Québec K1A 0S5

Title - Sujet UNIFORM-Games of la Francophonie		
Solicitation No. - N° de l'invitation C1111-160162/A	Date 2016-06-02	
Client Reference No. - N° de référence du client C1111-160162		
GETS Reference No. - N° de référence de SEAG PW-\$\$PR-751-71036		
File No. - N° de dossier pr751.C1111-160162	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-07-13		Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: Doré, Catherine		Buyer Id - Id de l'acheteur pr751
Telephone No. - N° de téléphone (613) 462-1016 ()		FAX No. - N° de FAX (819) 956-5454
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF CANADIAN HERITAGE 11TH FL. 25 EDDY ST Gatineau Quebec K1A0M5 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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Solicitation No. - N° de l'invitation
C1111-160162/A
Client Ref. No. - N° de réf. du client
C1111-160162

Amd. No. - N° de la modif.
File No. - N° du dossier
pr751.C1111-160162

Buyer ID - Id de l'acheteur
pr751
CCC No./N° CCC - FMS No./N° VME

LIST OF ANNEXES

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PART 1 - GENERAL INFORMATION

1.1 Security Requirement

There is no security requirement associated with this bid solicitation.

1.2 Statement of Work

The Work to be performed is detailed under the Annex A of the resulting contract clauses.

1.3 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.

1.4 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

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 (2016/04/04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

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 ten (10) 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 Ontario.

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.

2.5 Logos

In order to receive the electronic format of the logos, bidders must provide the following details with their request:

- Company Name
- Area code and telephone number
- Contact name
- E-mail address
- Solicitation Number & Closing Date

and send their request by email to the Contracting Authority.

It is imperative that the request be done as soon as possible to ensure timely receipt. Notwithstanding Canada must not be held responsible for untimely release of the technical data.

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 15 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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 (6 hard copies)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)
- Section IV: Additional Information (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>). 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.

3) Green Initiatives (for PWGSC information only)

Bidders are requested to provide details of their policies and practices in relation to the following initiatives:

- environmentally responsible manufacturing;
- environmentally responsible waste disposal;
- waste reduction;
- packaging;
- re-use strategies;
- recycling.

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 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex C Electronic Payment Instruments, to identify which ones are accepted.

If Annex C Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

C3011T 2013/11/06 Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

Section IV: Additional Information

3.1.3 Origin of Work

For each line item, bidders must identify the name(s) of the country or countries where the apparel goods are cut (or knit to shape) and sewn, regardless of whether the work is to be performed by the Bidder or one of its subcontractor(s).

The following information must be provided for each location where any of the goods are cut (or knit to shape) or sewn:

Line Item number _____

Country: _____

(Bidders must add additional lines if there is more than one manufacturer or one country per line item.)

Bidders must immediately inform Canada in writing of any and all changes affecting the information provided under this clause during the entire bid validity period.

3.1.4 Transportation Costs Information

The Bidder is requested to provide the following information concerning transportation costs for the delivery of the units to destination:

- (a) shipping weight by unit; _____
- (b) number of items by unit; _____
- (c) cubic measurement by unit; _____
- (d) number of units per shipment: _____
- (e) name of shipping point; _____
- (f) recommended method of shipment and carrier _____
- (g) Total cost \$ _____

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, Québec and New-Brunswick will evaluate the bids.

4.1.1 Technical Evaluation

The mandatory and rated technical criteria are included at Annex D.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

- a. The Bidder must submit firm unit prices for each item at Annex B in Canadian dollars, applicable taxes are excluded, DDP (Gatineau, QC, Montréal, QC and Fredericton, NB) Incoterms 2000, transportation costs included, all applicable Customs Duties and Excise taxes included.
- b. The total of the unit prices of all items (jacket, long pants, shorts, two (2) t-shirts) must not exceed \$200 applicable taxes excluded.

4.1.2.2 SACC MANUAL CLAUSE

A9033T 2012/07/16 Financial Capability

4.2 Basis of Selection

A bid must comply with all requirements of the bid solicitation and meet all mandatory technical and financial evaluation criteria to be declared responsive.

The responsive bid with the highest grand total for the rated technical criteria will be recommended for award of a contract (1 contract only).

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default 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 will render the bid non-responsive or constitute a default under the Contract

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 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 available at the bottom of the page of the *Employment and Social Development Canada (ESDC) - Labour's website* (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Samples and Production Certification

The Bidder certifies that the manufacturer that produced the samples submitted with the bid will remain unchanged for the pre-production samples and full production of the contract quantity.

5.2.3.2 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

5.2.3.3 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

5.2.3.4 Official Languages

The Bidder certifies that the project manager proposed is able to provide all services in one of the two official languages (English or French).

5.2.3.5 Price Certification

The Bidder certifies that the price proposed

(a) is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both; and

(b) does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity.

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 the Contract.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the technical and management portions of the Contractor's bid, dated _____.

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>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2030 (2016/04/04), General Conditions - Goods (Higher Complexity), apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Delivery Date

All the deliverables must be received on or before April 30, 2017 unless otherwise specify by the Project Authority.

6.4.1.1 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered Delivered Duty Paid (DDP) (Gatineau, QC, Montréal, QC and Fredericton, NB) Incoterms 2000 for shipments from commercial contractor.

6.4.1.2 Packaging

-All items must be packed in sturdy, appropriately sized packages or cartons, in such a way as not to damage contents. The packages/cartons must be able to sustain considerable handling.

-Cartons are not to exceed 25 lbs. in weight. All packages and cartons must be clearly labelled.

-Note that products that are not packaged and labelled according to the specifications provided, will be sent back to the offeror for repackaging and re-labelling.

-Each shipment must be accompanied by a clear and detailed packing slip/waybill. All packing slips must indicate the item title, the number of items within each package/box, the total number of boxes for the shipment and the total quantity of each item shipped.

6.4.1.3 Rejected Goods

If any goods are rejected and are sold to any resale, all markings and insignia must be removed before being turned over to the purchaser.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Catherine Doré
Public Works and Government Services Canada
Acquisitions Branch
Commercial and Consumer Products Directorate (CCPD)
Clothing & Textiles Division
Place du Portage, Phase III, 6A2
11 Laurier Street
Gatineau, Quebec K1A 0S5
Telephone : 613-462-1016 Facsimile: 819-956-5454
E-mail address: catherine.dore@tpsgc-pwgsc.gc.ca

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:

(to be advised at contract)

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

The person responsible for :

Project Manager

Name: _____
Telephone No.: _____
Facsimile No.: _____
E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment – Firm Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B for a cost of \$(amount to be inserted 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.

6.6.2 SACC Manual Clauses

H1001C 2008/05/12 Multiple Payments

6.6.3 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - (a) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
 - (c) The original and one (1) copy must be forwarded to the consignee (each team) for certification and payment.

6.8 Certifications and Additional Information

6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.9 Applicable Laws

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

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 2030 (2016/04/04), General Conditions - Goods (Higher Complexity);
- c) Annex A, Statement of Work;

- d) Annex B, Basis of Payment; and
e) the Contractor's bid dated _____.

6.11 Materials: Contrator Total Supply

The Contractor will be responsible for obtaining all materials required in the manufacture of the items specified. The delivery stated for the items allows the necessary time to obtain such materials.

6.12 Plant Closing

The Contractor's plant closing for Christmas and Summer holidays are as follows. During this time there will be no shipments.

Summer Holiday	FROM _____	TO _____
Christmas Holiday	FROM _____	TO _____

6.13 Plant Location

Items will be manufactured at: _____

6.14 Subcontractor(s)

The following subcontractor(s) will be utilized in the performance of the contract.

Name of Company: _____

Location: _____

Value of subcontract: \$ _____

Nature of subcontracting work performed: _____

Subcontractors, other than those listed above, may not be utilized without the written permission of Canada.

6.15 Origin of Work - Disclosure of Information

1. For each line item, the Contractor must specify the name(s) of all countries where the apparel goods are cut (or knit to shape) or sewn, regardless of whether the work is to be performed by the Contractor or one of its subcontractor(s).

2. The Contractor agrees that Canada may publicly disclose the information provided with respect the countries of origin.

3. The Contractor must immediately inform Canada in writing of any and all changes affecting the information provided under this clause during the entire contract period.

6.16 Overshipment

Overshipment will not be accepted unless prior approval is obtained from the Contracting Authority.

ANNEX A-STATEMENT OF WORK

1. OBJECTIVE

Canadian Heritage, on behalf of the governments of Canada, Quebec and New Brunswick, is searching for a Contractor to provide a podium uniform, for the members of Teams Canada, Canada-Quebec and Canada-New Brunswick competing in the VIIIth Games of La Francophonie in 2017.

2. DESCRIPTION OF WORK FOR THE CONTRACT

In consultation with the project authority and according to a very specific schedule and criteria, the Contractor must:

- Work with the project authority to make modifications to the sketches for the uniform as required;
- Present a pre-production sample for evaluation by the project authority of each item of the uniform for each team;
- Provide a size chart for men and women for each item;
- Manufacture the uniforms using the best commercial practices;
- Deliver and bill the uniforms to the three governments;
- Abide by Department of Canadian Heritage procedures and obtain approvals throughout all phases of the project;
- Provide services in one of the two official languages (English or French).

3. BACKGROUND FOR THE EVENT

The VIIIth Games of La Francophonie will be held in Abidjan, Côte d'Ivoire, from July 21 to 30, 2017. A delegation of close to 350 Canadian artists and athletes (18-35 years old) will join roughly 3,000 competitors from about 50 countries and governments of the international Francophonie to take part in these Games. The Canadian delegation is made up of three separate teams: Canada, Canada-Quebec and Canada-New Brunswick. The government of Canada, Quebec and New Brunswick, respectively, are responsible for these teams.

The following disciplines will be on the program for the Games:

Athletic:

- Athletics (M/F, 18-35)
- Basketball (F, 18-25)
- Football (soccer) (M, under 20)
- Handisport, athletics (M/F, 18- 35)
- Judo (M/F, 18-25)
- Wrestling (M/F, 18-30)
- Table tennis (M/F, 18-21)

- Road cycling (M, 19-22 and F, 18-35)

Cultural:

- Plastic and visual arts (M/F, 18-35)
- Street performances (M/F, 18-35)
- Song (M/F, 18-35)
- Storytelling (M/F, 18-35)
- Creative dance (M/F, 18-35)
- Literature (M/F, 18-35)
- Photography (M/F, 18-35)
- Environmental creation (M/F, 18-35)
- Digital creation (M/F, 18-35)

4. PODIUM UNIFORM DESCRIPTION

The athletes and artists on the Canadian teams will wear this uniform during medal ceremonies and within the Village de la Francophonie (average temperature during the day in Abidjan is 27°C with a relative humidity of 87%). The uniforms must distinguish them from other countries and governments. The uniforms must have common traits to show that the three teams belong to the Canadian delegation.

4.1 PODIUM UNIFORM ITEMS

The podium uniform must be sweat suit-style and must include at least the following items:

- Jacket
- Long pants
- Shorts
- T-shirt (2 identical t-shirts per person)

The Project Authority reserves the right to add or remove items.

4.2 PODIUM UNIFORM SPECIFICS

The design of the items and choice of fabrics must take into account the following requirements:

Sizes:

- All items must be available in a range of sizes for men (XS to 3XL) and women (XS to 2XL);
- All items must fit regular sizes.

Fabric:

Uniform in general:

- Lightweight, appropriate for climatic conditions in July in Abidjan, when the average temperature during the day is 27°C with a relative humidity of 87%;
- Breathes well (good ventilation);
- Manageable (machine-washable and crease-resistant);
- Colourfast material;

- The following properties would be considered assets:
 - Anti-microbial properties;
 - Moisture-wicking;
 - Sun protection.

Jacket and long pants:

- Nylon and/or polyester with Spandex or equivalent;
- Stretchable (at least two directions) and regains its original shape;
- The fabric of the pants must coordinate with the jacket.

Shorts:

- Nylon and/or polyester and/or cotton with or without Spandex or equivalent;
- The fabric of the shorts must coordinate with the jacket.

T-shirt:

- Nylon and/or polyester with or without Spandex or equivalent.

Style:

Uniform in general:

- Youthful and fashionable
- Sweat suit-style;
- Comfortable;
- Hangs properly;
- Distinctive cuts for women and men.

Jacket:

- With a full zipper;
- With or without hood (retractable or not);
- At least one pocket with a zipper (inside or outside).

Long pants:

- Adjustable waist with elastic waistband and/or drawstrings;
- Snap fasteners or adjustable Velcro straps on the ankles to accommodate running shoes;
- Midrise waist;
- Inseam of 31-32 inches for women and 32 inches for men (+/- 3%);
- Straight leg cut (not too tight);
- At least one securely closable pocket (Velcro, snap fasteners, zipper).

Shorts:

- Adjustable waist with elastic waistband and/or drawstrings;
- Midrise waist;
- Not too tight;
- Inseam of 8 inches for women and 9 inches for men (+/- 3%);

T-shirt:

- Round neck;
- Regular cut (not too tight);

- Short sleeves.

Colours:

Jacket:

- Certain colours are mandatory, to identify the different teams: red for Canada (PMS 200), blue for Quebec (PMS 293) and green (PMS 3302) for New Brunswick;
- Additional colours are encouraged, but they must be the same for the three teams;
- Additional colours must coordinate with the pants, shorts and t-shirts.

Long pants and shorts:

- The colour of each of these items must be the same for the three teams;
- The colour of each of these items must coordinate with the jackets.

T-shirt:

- The colours must coordinate with the other items.

Identification:

- The jacket design must highlight, in an original way, the team name and symbol (maple leaf for Team Canada, fleur-de-lys for Team Canada-Quebec and ship for Team Canada-New Brunswick), based on the logos provided in the annex;
- Each team's distinctive signature (logos provided in the annex) must be found on the jacket and the t-shirts;
- The name or logotype of the uniform manufacturer may appear on the uniforms, but it must be discreet and must not exceed 10 cm². The location of the logo for each item must be pre-approved by the project authority.

5. BUDGET

The total price for all uniform items for one person must not exceed \$200.00 (all applicable taxes extra).

6. QUANTITY

The estimated quantity of each item comprising the uniform described above is as follows:

- Team Canada: 225
- Team Canada-Quebec: 140
- Team Canada-New Brunswick: 60

The project authority, on behalf of the three governments, reserves the right to increase or decrease the quantity by maximum 20% when sending the purchase orders.

7. DEADLINES

- | | |
|---|-------------------------------------|
| • Contract award | September 2016 |
| • Finalization of sketches | To be determined |
| • Submission and approval of pre-production samples | To be determined |
| • Receipt of purchase orders by the project authority | End of November 2016
(No sooner) |
| • Delivery of uniforms to the three teams | End of April 2017 |

8. RESPONSIBILITIES OF THE PROJECT AUTHORITY

The project authority is responsible to the Contractor for:

- Reporting all relevant information or difficulties or problems likely to have any impact on the design, manufacture and delivery of the uniforms;
- Obtaining the approvals required for the sketches and the prototypes;
- Preparing purchase orders with the size chart provided by the Contractor;
- Submitting duly completed purchase orders for each team on a date agreed upon by both parties.

9. DELIVERY

The uniforms must be delivered to the following addresses (exact location to be provided by the project authority):

Government of Canada
Department of Canadian Heritage
25 Eddy Street
Gatineau, Quebec K1A 0M5

Regroupement Loisir Québec
c/o Ms. France Desruisseaux (for MEES)
4545 Pierre-de-Coubertin Avenue
Montreal, Quebec H1V 0B2

Government of New Brunswick
Department of Tourism, Heritage and Culture
Sports and Recreation Branch
P.O. Box 6000, 670 King Street, Local 516
Fredericton, New Brunswick E3B 5H1

10. INVOICING

The Contractor must invoice the cost of the uniforms for each team to the respective organizations (addresses to be confirmed).

11. COMMUNICATIONS

Throughout the project, the Contractor must communicate regularly with the project authority at the Department of Canadian Heritage by telephone, e-mail or in person to ensure that the project is proceeding smoothly.

12. COLLABORATION

The Contractor undertakes to cooperate fully with the Government of Canada's Department of Canadian Heritage in the execution of the contract and to consider all instructions and recommendations concerning how to prepare and carry out the contracted work.

ANNEX B-BASIS OF PAYMENT

The Contractor will be paid firm unit prices for each item, in Canadian dollars, applicable taxes are excluded, DDP (Gatineau, QC, Montréal, QC and Fredericton, NB) Incoterms 2000, transportation costs included, all applicable Customs Duties and Excise taxes included.

The total of the unit prices of all items (jacket, long pants, shorts, two (2) t-shirts) must not exceed \$200 applicable taxes excluded.

Item	Description	Unit of Issue	Firm unit price
1	Jacket	Chaque	\$ _____
2	Long Pants	Chaque	\$ _____
3	Shorts	Chaque	\$ _____
4	T-shirt	Chaque	\$ _____

ANNEX C to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)

ANNEX D-TECHNICAL EVALUATION CRITERIA

Bidders must address the requirements in the following order (mandatory requirements and rated requirements) and in sufficient detail to allow for a complete analysis and evaluation. For example, if a bidder states that it has experience in a field but does not provide substantiating data detailing how and where it required such experience, its experience will not be included for the evaluation.

It is essential that the elements contained in your offer be stated in a clear concise manner. You will be penalized in the evaluation if you fail to provide the information requested. A zero rating will be given for criteria that are not addressed.

It is the responsibility of the bidder to obtain clarification of the requirements before submitting its bid.

1. MANDATORY REQUIREMENTS

Before the proposals can be evaluated according to the rated requirements, all of the following mandatory requirements must be met:

1.1 Experience of the company

M1. The bidder must certify that it is able to provide services to the client in one of the two official languages (English or French).

M2. The bidder must have at least five years' experience in designing and manufacturing clothing of the same style requested in this Request for Proposal.

M3. The bidder must provide a quality assurance plan specifying how quality-related activities will be conducted, including quality assurance of subcontractors.

1.2 Design

M4. The bidder must provide at least the following elements:

- Colour sketches of the uniform for each team with the four proposed items.
- Detailed descriptions for each item.
- Technical specifications for each proposed fabric.
- Sample of each item in the proposed fabric for a woman and/or a man in large size (may be in a different colour).
- A size chart (men and women) for each item.

M5. The proposed design must meet the following mandatory requirements:

Sizes:

- All items must be available in a range of sizes for men and women;
- All items must be available in men's (XS to 3XL) and women's (XS to 2XL) sizes;
- All items must fit regular sizes.

Fabrics:

- machine-washable;
 - crease-resistant;
 - breathes well;
 - nylon and/or polyester with Spandex or equivalent for the jacket and long pants;
 - nylon and/or polyester and/or cotton for the shorts;
 - nylon and/or polyester for the t-shirt;
-

Style:

- sweat suit-style
- distinctive cuts for women and men for all items

Jacket:

- with a full zipper;
- at least one pocket with a zipper (inside or outside).

Long pants:

- adjustable waist with elastic waistband and/or drawstrings;
- midrise waist;
- snap fasteners or adjustable Velcro straps on the ankles to accommodate running shoes;
- inseam of 31-32 inches for women and 32 inches for men (+/- 3%);
- straight leg cut (not too tight);
- at least one securely closable pocket (Velcro, snap fasteners, zipper).

Shorts:

- adjustable waist with elastic waistband and/or drawstrings;
- not too tight;
- midrise waist;
- inseam of 8 inches for women and 9 inches for men (+/- 3%).

T-shirt:

- round neck;
- regular cut (not too tight);
- short sleeves

Colours:**Jacket:**

- use of a specific colour for each team (red for Canada (PMS 200), blue for Quebec (PMS 293) and green (PMS 3302) for New Brunswick);
- if additional colours are used, they must be the same for the three teams.

Pants and shorts:

- the colour of each of these items must be the same for the three teams.

Identification:

- the team names and symbols must appear on the jackets (maple leaf -- Canada, fleur-de-lys -- Canada-Quebec and ship -- Canada-New Brunswick);
 - each team's distinctive signature (logos provided in the annex) must appear on the jacket and the t-shirt;
 - the name or logotype of the uniform manufacturer must appear discreetly on the uniforms, and must not exceed 10 cm².
-

1. RATED REQUIREMENTS OUT OF 110 POINTS

2.1 Experience of the company and the project manager (15 points)

R1. The bidder must provide two examples of projects similar to this one that it has completed in the last five years. – 10 points (5 points per example)

For each example, the bidder must provide at least the following information:

- description of the client organization;
- description of the project (type and length);
- name and phone number of the client (we may contact the client to confirm the information);
- colour photos printed on paper;
- similarity between that example and the project covered by the Request for Proposals.

Experience of the company	Example 1	Example 2
The example is extremely relevant and very well detailed (5 points)		
The example is very relevant and very well detailed (4 points)		
The example is somewhat relevant and well detailed (3 points)		
The example is not very relevant and/or not very detailed. (1 points)		
No relevant experience and/or no detail (0 point)		
Grand total (max.10 points)		

R2. The bidder must address project management, identifying at least the project manager and his or her experience as they relate to this project. (5 points)

Manager's experience	Example 1
The project manager's experience is extremely relevant (5 points)	
The project manager's experience is very relevant (4 points)	
The project manager's experience is somewhat relevant (3 points)	
The project manager's experience is not very relevant. (2 points)	
The project manager's experience is not relevant (0 point)	
Grand total (max.5 points)	

2.2 Approach and methodology (15 points)

R3. The bidder must provide a detailed work plan (15 points), including:

- a description of the stages of the project (finalization of sketches, submission and approval of pre-production samples, submission of size charts and a complete size range of the uniforms for each team, receipt of purchase orders, production, quality control, delivery, etc.);
 - approximate schedule;
 - the staff assigned to each stage, including all professional services and/or subcontracted services.
-

Detailed work plan	
All stages of the project are clearly defined, deadlines are realistic and enough skilled people have been assigned to work on the project (15 points)	
Most stages are defined, schedules are somewhat realistic and a somewhat adequate number of skilled people have been assigned. (10 points)	
Some stages are defined, but contain few details to ensure the success of the project with regard to schedules and people assigned (5 points)	
Fewer than half of the stages are defined, details about schedules and people assigned are very vague or are unrealistic (0 point)	
Grand total (max.15 points)	

2.3 Creativity and style (30 points)

R4. Use (visibility, originality) of team names and symbols in the jacket design. (15 points)

Use	
Used very well (15 points)	
Used well (10 points)	
Used less well (5 points)	
Not used (0 points)	
Grand total (max. 15 points)	

R5. Coordination of colours and fabrics for all uniform items for the three teams. (9 points)

Coordination (3 pts per item)	T-shirt	Pants	Shorts	TOTAL
Coordinated very well (3 points)				
Coordinated well (2 points)				
Coordinated less well (1 point)				
Not coordinated (0 points)				
Grand total (max. 9 points)				

R6. Style of uniform for the three teams (youthful and fashionable, comfortable and hangs properly). (6 points)

Style	
The style is very well respected (6 points)	
The style is well respected (4 points)	
The style is not very well respected (2 points)	
The style is not respected (0 points)	
Grand total (max. 6 points)	

2.4 Evaluation of production and fabrics (42 points)

R7. Quality of production (stitching, hems etc.) 16 points (4 pts per item)	T-shirt	Pants	Shorts	Jackets	TOTAL
Excellent (4 points)					
Very good (3 points)					
Good (2 points)					
Poor (0 points)					
Grand total (max. 16 points)					

R.8 Lightweight fabric 12 points (3 pts per item)	T-shirt	Pants	Shorts	Jacket	TOTAL
Excellent (3 points)					
Good (2 points)					
Average (1 point)					
Poor (0 points)					
Grand total (max. 12 points)					

R.9 Stretchable fabric (at least two directions) and regains original shape) 6 points (3 pts per item)	Pants	Jacket	TOTAL
Excellent (3 points)			
Good (2 points)			
Average (1 point)			
Poor (0 points)			
Grand total (max : 6 points)			

Bonus points: 16 points possible

Bonus points - Property: Anti-microbial 4 points (1 point par item)	T-shirt	Pants	Shorts	Jacket	TOTAL
Yes (1 point)					
No (0 point))					
Grand total (max 4 points)					

Bonus points - Property: Sun protection 4 points (1 point per item)	T-shirt	Pants	Shorts	Jacket	TOTAL
Yes (1 point)					
No (0 point))					
Grand total (max 4 points)					

Bonus points – Property: moisture wicking 8 points (2 points per item)	T-shirt	Pants	Shorts	Jacket	TOTAL
Yes (2 points)					
No (0 point)					
Grand total (max. 8 points)					

GRAND TOTAL:...../ 110 points
