



**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**

Communication Procurement Directorate/Direction de  
l'approvisionnement en communication

360 Albert St./ 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

<b>Title - Sujet</b> Course Materials	
<b>Solicitation No. - N° de l'invitation</b> 0X001-160047/A	<b>Date</b> 2016-06-16
<b>Client Reference No. - N° de référence du client</b> 0X001-16-0047	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CW-032-71107	
<b>File No. - N° de dossier</b> cw032.0X001-160047	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-07-05</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Leblanc(CW Div.), Marc-André	<b>Buyer Id - Id de l'acheteur</b> cw032
<b>Telephone No. - N° de téléphone</b> (613) 949-1285 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> See herein	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, and the Electronic Payment Instruments.

### **1.2 Summary**

The Canada School of the Public Service (CSPS) requires the on-demand production of various spiral-bound course materials in black only and colour, along with loose sheet inserts, handouts and larger wide-format posters on an "if and when" required basis.

The Contract will be in effect for a period of one year (1) from the date of award of Contract with the irrevocable option to extend the Contract by two (2) additional one (1) year periods.

Each time that a course is scheduled, the Project Authority (as indicated in the Work Request) will request between five (5) and one hundred (100) copies of the course material depending on the number of students. There are five (5) delivery points for the printed course materials: Edmonton, Winnipeg, Calgary, Regina and Saskatoon.

Based on historical data, the 2014-2015 yearly volume is approximately 2,100,000 impressions, which produces manuals of as little as 60 impressions for one manual to 700 impressions for the largest ones. This number does not represent a firm commitment that the same quantities will be produced under this Contract and is to serve only as a historical basis for evaluation.

There will be two (2) levels of services, Regular Service and Rush Service. Regular Service describes a submitted work order where delivery is required within six (6) to ten (10) business days from issuance of the order, whereas Rush Service describes a submitted work order where delivery is required within four (4) to five (5) business days from issuance of the order.

The requirement is not subject to any security requirements.

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

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

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### **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 will be in writing.

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## 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.

### 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.

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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder 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 bid 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 Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPSs 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, Bidders agree that the successful Bidder'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 Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder 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 - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority ([marc-andre.leblanc@tpsgc-pwgsc.gc.ca](mailto:marc-andre.leblanc@tpsgc-pwgsc.gc.ca)) no later than seven (7) 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.

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## **2.5 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.

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

Section I: Technical Bid (**1 hard copy and 1 soft copy on USB**)

Section II: Financial Bid - (**1 hard copy and 1 soft copy on USB**)

Section III: Certifications (**1 hard copy**)

Section IV: Additional Information (**1 hard copy**)

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

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

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

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

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

#### Section I: Technical Bid (Mandatory Criteria)

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### Section II: Financial Bid

**3.1.1** Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

**3.1.2** Canada requests that Bidders complete option 1 or 2 below:



1. ☐ Electronic Payment Instruments will be accepted for payment of invoices.  
The following Electronic Payment Instrument(s) are accepted:
  - ☐ 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)
2. ☐ Electronic Payment Instruments will not be accepted for payment of invoices.

The Bidder is not obligated to accept payment by Electronic Payment Instruments.

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

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

If Annex "X" 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.

### **Section III: Certifications**

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

#### **3.1.3 Integrity Provisions – List of Names**

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

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

#### **3.1.4 Bidder's Proposed Site(s)**

**3.1.4.1** The Bidder must provide the full address(es) of the Bidder's site(s) or premises required for Work Performance:

Name:

Address:

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

City, Province, Territory / State

Postal Code / Zip Code

Country

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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

##### **Mandatory Technical Criteria.**

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

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

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

**Multiple colours:** means four (4) colour process or two (2) or more ink colours + black

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

The Bidder must demonstrate that it has been contractually bound to an external client (outside of the Bidder's own company) or to external clients\* for two (2) contracts to provide printing and production to final format of spiral bound manuals/publications and delivery to the destination address or addresses specified by the Client.

At least one (1) of the two (2) contracts must have been for the production of various (more than two [2] different) spiral bound manuals/publications for delivery at different times as requested by the Client.

At least one (1) of the two (2) contracts must have included the printing/reproduction of covers for the spiral bound manuals/publications in multiple colours.

At least one (1) of the two (2) contracts must have included the printing/reproduction of a spiral bound publication/manual with a minimum of 400 pages (200 sheets) + covers. .

At least one (1) of the two (2) contracts must have included a requirement for the Contractor to receive supplied components for printing electronically via e-mail or the Bidder's FTP/ electronic drop box.

The Contracts must have been started or completed after April 01, 2012.

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

The Bidder must provide the following information for each contract:

- a a description of the publication(s)/manual(s) provided by the Bidder to demonstrate binding requirements and the requirements for the printing of the covers and text;
- b a description of the requirements for the reception of electronic components from the client;
- c a description of the manuals/publications produced under the contract, including the number of different manuals/publications produced by the Bidder

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- d a description of the delivery requirements.
  - e the start date or the completion date of the Contract as required to demonstrate that the contract was started or completed after April 01, 2012;
  - f the Client information for the Contract

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

#### **4.1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, all applicable taxes excluded; FOB destination, Canadian customs duties and excise taxes included.

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 option periods will be calculated as specified in the Annex B Basis of Payment Excel spreadsheet being distributed through Government Electronic Tender Service.

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

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

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## **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 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 specified will render the bid non-responsive.

#### **5.1.1 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.

#### **5.1.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list 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#afed](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)).

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. Additional Certifications Precedent to Contract Award**

#### **5.2.1 Canadian Content Certification**

##### **5.2.1.1 SACC Manual clause A3050T (2014-11-27), Canadian Content Definition.**

This procurement is limited to Canadian services.

The Bidder certifies that: ( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

## **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 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

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

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

#### **6.2.1 General Conditions**

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

### **6.3 Security Requirements**

There is no security requirement applicable to this Contract.

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from date of award to \_\_\_\_\_ inclusive.

#### **6.4.2 Option to Extend the Contract**

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

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

### **6.5 Authorities**

#### **6.5.1 PWGSC Contracting Authority**

The Contracting Authority for the Contract is:

Marc-André Leblanc  
Public Works and Government Services Canada  
Acquisitions Branch  
Communications Procurement Directorate  
12th Floor, 360 Albert Street  
Ottawa, ON K1A 0S5

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Telephone: 613-949-1285  
Facsimile: 613-991-5870

E-mail address: Marc-Andre.leblanc@tpsgc-pwgsc.gc.ca

Designated Replacement to the PWGSC Contracting Authority

Janet Werk  
Telephone: 613-998-3968  
Facsimile: 613-991-5870

E-mail address: Janet.Werk@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 is a representative from the client department whose name will be specified in the Work Request.

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 CSPS Procurement Authority

The CSPS Procurement Authority is a representative from the client department whose name will be specified in the Work Request.

The CSPS Procurement Authority is responsible for processing all requests for changes to the contract before sending requests for amendments to the Contracting Authority. Any request for changes to the Contract must be sent by the Project Authority to the CSPS Procurement Authority who will process requests for amendments to the Contracting Authority (PWGSC). 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.

#### 6.5.4 Contractor's Representative

##### General Enquiries (Project Manager)

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

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

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

##### Replacement for Project Manager

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

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

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

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E-mail \_\_\_\_\_

E-mail \_\_\_\_\_

## 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 Payment

### 6.7.1 Basis of Payment

The Contractor will be paid in accordance with Annex "B" for Work performed pursuant to the Contract.

### 6.7.2 Limitation 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 \$\_\_\_\_\_. 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.

### 6.7.3 Payment

SACC Manual clause H1001C (2008-05-12) Multiple Payments  
SACC Manual clause A9117C (2007-11-30) T1204 – Direct Request by Customer Department

### 6.7.4 Electronic Payment of Invoices

The Contractor accepts to be paid using 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)

## 6.8 Invoicing Instructions

**6.8.1** The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Claims cannot be submitted until all work identified in the claim is completed.

**6.8.2** Invoicing will be by electronic means (email). **Invoices must be distributed as follows:**

- a. **The original copy must be forwarded / emailed to the CSPS Project Authority** identified under the section entitled "Authorities" of the Contract for certification and payment.

- b. **One (1) copy must be emailed to the Contracting Authority** identified under the section entitled "Authorities" of the Contract. ([marc-andre.leblanc@pwgsc-tpsgc.gc.ca](mailto:marc-andre.leblanc@pwgsc-tpsgc.gc.ca) or [janet.werk@tpsgc-pwgsc.gc.ca](mailto:janet.werk@tpsgc-pwgsc.gc.ca)).

## 6.9 Certifications and additional information

### 6.9.1 Compliance

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

#### 6.9.1.1 SACC Manual Clauses

SACC Manual Clause A3060C (2008-05-12) Canadian Content Certification.

### 6.10 Applicable Laws

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

### 6.11 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), Higher Complexity - Goods;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Electronic Payment Instruments
- (f) the Contractor's bid dated \_\_\_\_\_, (*date of bid*).

### 6.12 Insurance

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

### 6.13 Inspection and Acceptance

The Project 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.



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#### 6.14 SACC Manual Clauses

SACC Reference	Section	Date
P1005C	Packaging and Packing of Printed Products	2010-01-11
P1009C	Author's Alterations	2007-11-30
P1010C	Quality Levels for Printing	2010-01-11
P1011C	Quality Levels for Colour Reproduction	2010-01-11
P1016C	Quality Levels for Binding	2010-01-11

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## ANNEX "A"

### STATEMENT OF WORK

#### A.1 TITLE

Learning Programs Branch manual and handout Material

#### A.2 DESCRIPTION

To provide the Canada School of Public Service - Learning Programs Branch printing services on an "if and when" required basis.

In providing this service the Contractor must, at a minimum:

- Supply all materials
- Print and produce manuals, handouts, and related printed course material to final format as specified.
- Package and ship manuals, handouts, and related printed course material as specified.

#### A.3 BACKGROUND:

The primary responsibility of the Canada School of Public Service (CSPS) is to provide a broad range of learning opportunities and to establish a culture of learning within the Public Service.

The Learning Programs Branch is the delivery arm for all learning programs and services offered by the School across Canada. The Branch is responsible for the design and delivery of the School's curriculum to all public servants and requires printing services for its classroom material.

#### A.4 ORDERING PROCEDURE / WORK REQUESTS

The CSPS Project Authority will send an email request to the Contractor providing information on the required print requirement, delivery address(es) and required delivery date.

The Contractor must acknowledge receipt of this email within one (1) business day and provide costing details as per Annex B. The estimated shipping costs must also be included in this quote. For Rush/Urgent requirements the Contractor will also be contacted by the CSPS Project Authority by telephone and the Contractor must provide the complete quote as specified by the CSPS Project Authority.

The CSPS Project Authority will then place a formal request for the work providing the Contractor with a Work request number i.e. *0X001-160047/001/CW Work request #1 course 302*. This work request will include the details regarding what must be printed, where the material must be delivered and the limitation of expenditure.

#### A.5 SCOPE OF WORK:

The Work will consist of Participant's manuals, handouts, and related printed course material (special handouts).

The classroom courses require between five (5) to 100 participant manuals and multiple hand-outs. The manuals and hand-outs are double-sided. The classroom manuals range from 60 to 700 pages and the hand-outs range from one (1) to 200 pages.

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Course material is ordered on an "if and when" required basis in accordance with the delivery schedules identified in A.8. However, occasionally delivery may be required urgently (within four [4] to five [5] days' notice).

The Contractor must print and ship the required course material according to the details specified under each Work Request.

Occasionally, special handouts or publications must be printed by the Contractor. These may include case studies; statistical sheets; org charts; maps etc. The Contractor must staple these as loose inserts if there is more than two (2) sheets.

The Contractor must establish and maintain a filing system for each of the manuals and hand-outs provided. For reprints, the Contractor must ensure that only the latest version is produced and delivered.

#### **A.5.1 Material supplied**

The CSPS Project Authority will provide updated versions of each manual to the Contractor for printing and storage.

Most of the course material will be supplied to the Contractor as electronic files in MS Word or PDF format, via e-mail or uploaded to the Contractor's FTP/Contractor's Drop box.

Exceptionally, the Contractor must arrange for the pick-up of the USB or paper copy of the components at any one of the following addresses as directed by the CSPS Project Authority when they cannot be sent to the Contractor via e-mail/FTP/Contractor's Drop box:

Canada School of Public Service  
391 York Ave  
2<sup>nd</sup> Floor  
Winnipeg MB R3C 0P4

OR

Canada School of Public Service  
Suite 1110 9700 Jasper Ave  
Edmonton AB T5J 4G3

Pick-up of components must be completed at cost with no allowance for profit or overhead and upon receipt of proper cost support documentation. All payments are subject to government audit.

The Contractor must review supplied electronic files within one (1) business day of their reception or less dependent upon the delivery schedule.

The CSPS Project Authority will provide the component documents to be printed six (6) to ten (10) business days before the delivery date and four (4) to five (5) business days if rush services are required.

The Contractor must contact the CSPS Project Authority immediately if there are problems accessing or processing the files or printing from the supplied files. The Contractor must contact the CSPS Project Authority immediately if the media varies from the description of the material supplied as stated in the specifications.

The Contractor must allow time in their schedule for the verification of the files.

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#### **A.5.1.2 Storage of Paper copy and electronic files**

The Contractor must establish and maintain a filing system for artwork, specifications and other pertinent information for each manual produced under the Contract.

The Contractor must provide the necessary storage space for the supplied artwork (electronic format and/or paper copy of each manual for the period of the Contract unless otherwise instructed in writing by the CSPS Project Authority.

For reprints, the Contractor must ensure at all times that only the latest approved version of any of the manuals is produced and delivered.

#### **A.5.2 QUALITY**

Informational for printing in accordance with the Public Works and Government Services Canada publications "Quality Levels for Printing", "Quality Levels for Binding", and "Quality Levels for Colour Reproduction" latest issues.

#### **A.5.3 QUANTITIES**

As stated in each Work request. Course material is ordered on an "if and when" required basis based on the number of participants.

The classroom courses normally require from five (5) to 100 participant manuals and multiple hand-outs.

##### **A.5.3.1 OVERRUN / UNDERRUN**

No overrun and no underrun will be accepted.

#### **A.5.5 SPECIFICATIONS**

The participant manuals range from 60 to 700 pages and the hand-outs range from one (1) to 200 pages.

- The participant's manuals must be bound using spiral binding;
- The front and back cover are printed on 80lbs (160 m) uncoated cover;
- The manual front cover is printed in colour;
- The text pages of the manual are printed on 20lbs (40m) white bond paper / 50lb (100 m) offset, black on white, **double-sided**;
- The hand-outs are **double-sided** and are stapled; and
- No bleeds.

#### **Special Related Course Material**

Occasionally, special handouts or publications will be required as a part of a Work Request. The CSPS Project Authority will provide the component documents to the Contractor for printing. These may include case studies; statistical sheets; org charts; maps etc. The electronic files or paper copy artwork will be provided for these special materials as specified in A.5.1.

The Contractor must staple these loose inserts if there are more than two (2) sheets.

Specifications for each Work Request will be provided to the Contractor by a CSPS Project Authority at the time of the Work Request:

**Description: Item 1: Manuals**

<b>Text Pages / Inside Pages</b>	
Size:	8-1/2" w x 11"h
Number of Pages:	up to approximately 700 pages (350 sheets printed on 2 sides). Documents will vary in page count.
Prints:	as per each request: Black on one (1) and/or two (2) sides as specified in each work request. No bleeds.
Paper:	Uncoated text paper, White, 40m/20lbs Bond/copier bond or 50 lbs (100 m) Offset, suitable for digital reproduction.
Bindery:	<ul style="list-style-type: none"> <li>- Gather/collate text pages and finish as specified in the Work request.</li> <li>- Insert unprinted paper dividers into position if required.</li> <li>- Options include assembling the gathered/collated text pages with the front and back covers, punch and spiral bind using black or white spiral binding.</li> </ul>

<b>Covers</b>	
Size:	8-1/2" w x 11"h
Pages:	<ul style="list-style-type: none"> <li>- Front cover prints only</li> <li>- Back cover does not print.</li> </ul>
Prints:	as per each request: <ul style="list-style-type: none"> <li>- Front Cover prints in black or colours on one (1) and/or two (2) sides as specified in each work request. No bleeds.</li> <li>- Back Cover: Does not print</li> </ul>
Paper:	<ul style="list-style-type: none"> <li>- Front Cover: White, 80 lbs (160 m) matte-coated cover stock</li> <li>- Back Cover: White, uncoated cover, 80 lbs (160 m)</li> </ul>
Bindery:	Assemble covers with the gathered/collated text pages punch and spiral bind using black or white spiral binding.

**Description: Item 2: Hand-outs and Special Related Course Material**

Size:	8-1/2" w x 11"h
Number of Pages:	up to approximately 200 pages (100 sheets printed on 2 sides). Documents will vary in page count.
Prints:	as per each request: Black or colour on one (1) and/or two (2) sides as specified in each work request. No bleeds.
Paper:	Uncoated text paper, White, 20 lbs (40m) Bond/copier bond or 50 lbs (100 m) Offset, suitable for digital reproduction.
Bindery:	<ul style="list-style-type: none"> <li>- Gather/collate handout pages and staple as specified in the Work request.</li> <li>- Options include assembling the staple handouts in sets or as loose (stapled) inserts with the spiral bound manuals or inserted as a loose (stapled) inserts into the spiral bound manuals.</li> </ul>

**Description: Item 3: Special Related Course Material – 8-1/2" x 14", 11" x 17" – 13" x 19"**

Size:	8-1/2" w x 14"h, 11" x 17" – 13" x 19"
Number of Pages:	One (1) –Ten (10) pages. Documents will vary in page count.
Prints:	as per each request: Black or colour on one (1) and/or two (2) sides as specified in each work request. No bleeds.
Paper:	Uncoated text paper, White, 24lbs (48m) Bond/copier bond or 60lbs (120m) Offset, suitable for digital reproduction.
Bindery:	As specified in the Work request: <ul style="list-style-type: none"> <li>- Pages may be gathered/collated</li> <li>- Pages may be folded</li> <li>- Pages may be laminated with gloss 3 mil (0.003") laminate on one (1) or two (2) sides</li> <li>- Gathered/collated pages may be stapled.</li> <li>- Other options include assembling the handouts in sets or as loose (individual or stapled) inserts with the spiral bound manuals or inserted as a loose (individual or stapled) inserts into the spiral bound manuals.</li> </ul>

**Description: Item 4: Unprinted Paper Dividers**

<b>Handout Pages</b>	
Size:	8-1/2" w x 11"h
Number of dividers:	As required for the manual.
Prints:	Do not print
Paper:	Uncoated text paper, Colour, 40m/20lbs Bond/copier bond or 50 lbs (100 m) Offset.
Bindery:	Insert unprinted dividers into position in the text pages of manuals and bind with complete manual or insert between assembled handouts or other items.

**Description: Item 5: Large Format Posters**

Size:	23-24" w x 35-36" h
Number of Pages:	Single Sheets.
Prints:	Colour on one (1) side. No bleeds.
Paper:	Coated cover gloss paper, White, 60 lbs (120m) to 65lbs (130m)
Bindery:	For shipping purposes, folded twice (scored if necessary) to finished size of 11.5-12" w x 17.5-18" h.

**A.6 PROOFS**

Proofs are not required. The Contractor must print and produce the manuals to final format as per the supplied components and the specifications in the Work Request.

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## **A.7 PACKAGING SPECIFICATIONS**

### **A.7.1 Packaging**

Packaged in cartons. All cartons should be clearly labeled as specified in A.7.2.

All boxes must be identically packaged and completely filled, i.e. (they should all have the same quantity and item in each carton). The boxes must be sturdy and capable of withstanding the heavy contents (up to a maximum of 35 lbs.) as well as able to sustain considerable handling. All pallets must have the same number of boxes per row and the same number of rows per pallet. All skids must be wrapped in plastic to ensure security.

### **A.7.2 Labeling**

The Contractor must address all items being delivered according to the delivery addresses supplied, including output and application of any required labels as follows:

All boxes must be clearly labelled indicating the title or course code, language and quantity in the carton as well as a description of the product and the catalogue number (if any). The Contractor is responsible for properly addressing items being delivered according to the delivery address supplied, including production and application of any required labels.

## **A.8 DELIVERY / PICK-UP INSTRUCTIONS and DELIVERY SCHEDULE**

Work Requests may take place on a weekly basis with an average of one (1) – two (2) different courses a week and/or events with the possibility of rush request.

### **A.8.1 Component Delivery Schedule**

The Project Authority will provide the component documents to be printed six (6) to ten (10) business days before the delivery date and four (4) to five (5) business days for rush/urgent services, as specified in the Work request.

### **A.8.2 Delivery Schedule**

#### **Regular Service:**

Delivery of the required material at destination within six (6) business – ten (10) days after receipt of the Work request.

#### **Rush/Urgent Service:**

Delivery of the required material at destination within **four (4) to five (5) business days** after receipt of the Work request.

For Rush/Urgent ordering, a Project Authority will contact the Contractor to confirm feasibility and to make arrangements that are convenient for both parties.

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### **A.8.3 Delivery addresses**

The Contractor must ship the items printed to the destination indicated in the Work request.

The Delivery addresses may be to any of the following destination addresses and will be specified in each Work request:

**i) Edmonton office**

Canada School of Public Service  
Suite 1110, 9700 Jasper Avenue  
Edmonton , AB T5J 4G3

**ii) Winnipeg office (moving to another location in Winnipeg in summer 2016)**

Canada School of Public Service  
391 York Ave  
2<sup>nd</sup> Floor  
Winnipeg, MB R3C 0P4

**iii) Calgary office**

Canada School of Public Service  
220 – 4<sup>th</sup> Avenue S.E., 8<sup>th</sup> Floor, suite 832  
Calgary, AB T2G 4X3

**iv) Regina Canada School of Public Service Office**

1783 Hamilton St  
Regina, SK S4P 2B6

**v) Correctional Service Canada**

Regional Staff College, Prairies  
2309 Hanselman Place, Rm 220  
Saskatoon SK S7L 6A9

Shipping to final destination is included in the unit pricing of the Annex "B" Basis of Payment. The Contractor is solely responsible for the safe delivery of all goods. Any damaged goods will be replaced by the Contractor at its own expense.

### **A9. QUALITY ASSURANCE**

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

Canada reserves the right to return all goods received in whole or in part at the Contractor's expense immediately if deliverables do not conform to specifications of the Work Request and the Statement of Work



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## **A.10 COMPONENTS**

All original material supplied (artwork, electronic media) or created during production (for any printing requirement is deemed to be property of Canada and must be returned at no cost after completion of the Contract. The Contractor is responsible for the delivery of components to the designated location which may differ from the delivery address or destination(s).

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## APPENDIX 1 TO ANNEX A

### INFORMATION FOR REFERENCE ONLY

Past ordering has taken place on a weekly basis with an average of 1-2 different courses a week and/or events with the possibility of rush/urgent request.

Based on historical activity up to a maximum of 2,100,000 pages per year could be printed.

The anticipated breakdown of shipping is:

20% to be shipped to Saskatchewan, estimated weight 600 kg  
15% to be shipped to Calgary, estimated weight 450 kg  
30% to be shipped to Edmonton, estimated weight 800 kg  
35% to be shipped to Winnipeg, estimated weight 1100 kg

This information is provided for reference only. It is not a guarantee of the actual number of documents to be produced or the actual number of items to be shipped, nor is it intended to reflect any expectations on behalf of the Government of Canada. The number of orders placed and/or pages printed may be lower or higher than the information provided.

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## ANNEX "B"

### BASIS OF PAYMENT

**BIDDERS MUST ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET PUBLISHED ON THE GOVERNMENT ELECTRONIC TENDERING SERVICE (<https://buyandsell.gc.ca/>) AND RETURN IT IN EXCEL FORMAT ON USB ALONG WITH A PRINT OUT OF THE COMPLETED ANNEX "B" BASIS OF PAYMENT WITH THEIR SUBMISSION.**

Annex "B" Basis of Payment can be downloaded from the Buy and Sell website directly.

#### B.1 Basis of Payment

Bidders must provide pricing in the format specified, for each component identified in this ANNEX B, Basis of Payment. Failure to price one of the components in the format specified will render the proposal non-responsive.

The Bidder must submit firm all-inclusive prices for the printing and production to final format of course manuals, inserts and posters as described in Annex A, Statement of Work. The firm all-inclusive prices must include all materials and activities, setup charges, creation of production copies, printing and finishing operations, to produce the final course manuals, inserts and posters, and to ready the items for shipping for delivery to the destination address(es) identified in each order. All prices must be FOB Destination, in Canadian funds, duty and excise taxes included, any and all applicable taxes extra. **Freight/delivery charges to the five (5) delivery addresses identified in the Annex "A" Statement of Work INCLUDED.**

##### B.1.a Pick-up of Components as specified in A.5.1 of the Annex "A" Statement of Work:

Canada School of Public Service  
391 York Ave  
2<sup>nd</sup> Floor  
Winnipeg MB R3C 0P4

OR

Canada School of Public Service  
Suite 1110 9700 Jasper Ave  
Edmonton AB T5J 4G3

All freight/shipping costs reasonably and properly incurred in the pick-up of components at the above noted addresses, 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.

The quantities for evaluation purposes in Annex "B", Basis of Payment, do not represent a firm commitment that the same quantities will be produced under this Contract. These quantities will be used as a quantity for evaluation to evaluate the Bids

FOB destination indicates that the title to the shipment will pass from the Bidder to the recipient at the destination address. The Bidder is responsible for each shipment until it arrives at the final destination address. The order will not be completed until the shipment arrives at the destination address.

If pricing is not provided for a component, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amount. If the Bidder agrees, then the Basis

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of Payment will be considered compliant. However, if the Bidder disagrees then the bid 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.

#### **TRAVEL AND LIVING EXPENSES**

The Crown will **not** accept any travel and living expenses incurred by any Contractor to satisfy the terms of any resulting contract.

#### **B.1.1 PERIOD OF THE CONTRACT**

See the attached MS Excel Spreadsheet for further details.

#### **B.1.2 FIRST OPTION PERIOD OF THE CONTRACT**

See the attached MS Excel Spreadsheet for further details

#### **B.1.3 SECOND OPTION PERIOD OF THE CONTRACT**

See the attached MS Excel Spreadsheet for further details

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**ANNEX "C"**

**ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts to be paid by 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)