



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
Pacific Region
401 - 1230 Government Street
Victoria, B.C.
V8W 3X4
Bid Fax: (250) 363-3344

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

| | |
|--|--|
| Title - Sujet Newspaper Printing - Comox | |
| Solicitation No. - N° de l'invitation W0133-17T001/A | Date 2016-06-20 |
| Client Reference No. - N° de référence du client W0133-17T001 | |
| GETS Reference No. - N° de référence de SEAG PW-\$VIC-251-6998 | |
| File No. - N° de dossier VIC-6-39027 (251) | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-07-06 | Time Zone Fuseau horaire Pacific Daylight Saving Time PDT |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/> | |
| Address Enquiries to: - Adresser toutes questions à: Fletcher, Erin | Buyer Id - Id de l'acheteur vic251 |
| Telephone No. - N° de téléphone (250) 363-3612 () | FAX No. - N° de FAX (250) 363-0395 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE BLDG 171 19 WING COMOX P.O.BOX 1000 STN MAIN LAZO British Columbia V0R2K0 Canada | |

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

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

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PART 1 - GENERAL INFORMATION

1.1 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses

1.2 Debriefings

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

1.3 Canadian Content

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (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: 90 days

2.1.1 SACC Manual Clauses

B3000T (2006-06-16) Equivalent Products

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.

2.2.1 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or 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 TEN / 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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 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.

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 British Columbia.

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (TWO / 2 hard copies)

Section II: Financial Bid (ONE / 1 hard copy)

Section III: Certifications (ONE / 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

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.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

| No. | MANDATORY CRITERIA | YES/NO |
|-----|---|--------|
| 1. | <p>Bidder must certify in their proposal that it can meet the following responsibilities and production schedule:</p> <ul style="list-style-type: none"> a) Picking up all flyer inserts (if applicable) from the Totem Times office, located at CFB Comox, between 8:00 a.m. and 12:00 p.m. (local Pacific Time) on Friday for the Tuesday distribution or Thursday if Friday is a statutory holiday; and b) Printing and delivering of approximately 1,800 copies of each Totem Times newspaper issue and potential inserts (as per Annex A) to CFB Comox no later than 12:00 p.m. (local Pacific Time) on the Tuesday immediately following the issue's digital file submission. | |
| 2. | <p>The Bidder must confirm that the file output from the uploaded digital files of each 12 to 16 page newspaper issue and any 12 to 20 page sections will be:</p> <ul style="list-style-type: none"> a) with a minimum process colour on one web to a maximum full colour throughout; b) on paper stock of 52 gram Electrabrite (or equivalent) unless required by the Project Authority or his/her representative to print it on paper stock of 59 to 62 gram Electrastar (or equivalent) or Electrabrite (or equivalent); | |

| | | |
|--|---|--|
| | c) on paper sized 11 3/8" (left-right width) x 14.5" (top-bottom height), with a printed image size of 10.25" (left-right width) x 13.5" (top-bottom height). | |
|--|---|--|

4.1.1.2 Point Rated Technical Criteria

Bidders' proposals must state their approach and proposed methodology to meet the requirement, the degree of success expected, and any major difficulties that are anticipated and the measures that would be taken to rectify such problems. Bidders must ensure the proposal contains sufficient detail to demonstrate your grasp of the requirement and your competence to meet it.

| % of points available | Information and content provided is... |
|------------------------------|--|
| UNSATISFACTORY 0-30% | Insufficient for any evaluation of the services offered. |
| POOR 31-59% | Insufficient for effective evaluation and is considered not acceptable for meeting the services requirements. |
| FAIR 60-69% | Minimal and is considered to be less than acceptable for meeting the services requirements. |
| GOOD 70-79% | Sufficient for evaluation. Services offered are average and will meet the performance of the requirement. |
| VERY GOOD 80-90% | More than sufficient for effective evaluation. Services offered are above average and will more than meet the requirement. |
| EXCELLENT 91-100% | Exceptional. Services offered exceed the performance requirements. |

| No. | RATED CRITERIA | MAXIMUM ATTAINABLE POINTS 100 POINTS | PAGE # IN BIDDER'S PROPOSAL |
|------------|--|---|------------------------------------|
| A. | Company Organization and Experience | 65 Points Total | |
| 1 | Relevant experience, expertise and background of the organization and delivery of like services of a similar scope and size. Bidders should provide details for three (3) project examples, including work descriptions, dollar value, contact names and numbers. This relates to the firm's experience only. Bidders should include three (3) customer references with the above information. | 30 points | |

| | | | |
|-----------|---|------------------------|--|
| 2 | Bidders should identify their firm's printing equipment, software/publishing programs, facilities, and delivery systems necessary to provide the referenced service. | 20 points | |
| 3 | Quality Assurance/Quality Control: Bidders should clearly outline their approach to quality control with regard to handling potential problems during the contract. | 15 points | |
| B. | Management/Personnel Experience | 35 Points Total | |
| 1 | Project Manager (PM): Bidders should demonstrate relevancy of experience and provide complete details for the management of similar projects; this should include a resume showing qualifications, years of experience, trade affiliations and accreditations, other relevant training and certificates demonstrating their direct experience and training. | 20 points | |
| 2 | Personnel: Bidders should provide the names of personnel who will be assigned to this requirement, their qualifications, years of experience, trade affiliation(s), accreditation(s), and other relevant training. Bidders should also advise of availability of back-up resources if required. | 15 points | |

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet the mandatory criteria; and

- c. obtain the required minimum 70 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 100 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating of Technical Merit (60%) and Price (40%)

| | | Bidder 1 | Bidder 2 | Bidder 3 |
|--------------------------------|------------------------------|---------------------|---------------------|---------------------|
| Overall Technical Score | | 85/100 | 90/100 | 95/100 |
| Bid Evaluated Price | | \$45,000.00 | \$50,000.00 | \$55,000.00 |
| Calculations | Technical Merit Score | 85/100 x 60 = 51.00 | 90/100 x 60 = 54.00 | 95/100 x 60 = 57.00 |
| | Pricing Score | 45/45 x 40 = 40.00 | 45/50 x 40 = 36.00 | 45/55 x 40 = 32.73 |
| Combined Rating | | 91.00 | 90.00 | 89.73 |
| Overall Rating | | 1 st | 2 nd | 3 rd |

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.

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods and Canadian services.

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

Failure to provide this certification completed with the bid will result in the goods and services offered being treated as non-Canadian goods and non-Canadian services.

The Bidder certifies that:

() a minimum of 80 percent of the total bid price consists of Canadian goods and Canadian services as defined in paragraph 5 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the *Supply Manual*.

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

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)
(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 Status and Availability of Resources

SACC *Manual* clause A3005T (2010-08-16), Status and Availability of Resources

5.2.4 Education and Experience

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

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

6.1.1 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".

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2010C](#) (2016-04-04) General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is for a one year period from Contract Award (*dates to be inserted on award*).

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 periods 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.

Solicitation No. - N° de l'invitation
W0133-17T001/A
Client Ref. No. - N° de réf. du client
W0133-17T001

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-6-39027

Buyer ID - Id de l'acheteur
VIC 251
CCC No./N° CCC - FMS No./N° VME

Canada may exercise the option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract.

6.4.3 Shipping Instructions – DDP

Goods must be consigned and delivered to the destination specified in the contract: Incoterms 2000 “DDP Delivered Duty Paid” – destination address at CFB Comox in Comox BC for shipments from a commercial contractor.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Erin Fletcher
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch, Pacific Directorate
401 – 1230 Government Street, Victoria, BC
Telephone: (250) 363-3612
Facsimile: (250) 353-0395
E-mail address: erin.fletcher@pwgsc-tpsgc.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.

In the event you are unable to contact the above noted Authority, please contact: PAC.VICCA@tpsgc-pwgsc.gc.ca.

6.5.2 Project Authority

The Project Authority for the Contract is provided in the finalized 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

Supplier is to complete the table below and submit with their bid.

| Contact for: | Name | Telephone | E-mail address |
|--------------------|------|-----------|----------------|
| Contracting issues | | | |
| Technical issues | | | |
| Invoicing issues | | | |

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

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. 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.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Multiple Payments

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

6.7.4 T1204 – Direct Request by Customer Department

SACC Manual clause A9117C (2007-11-30), T1204 – Direct Request by Customer Department

6.7.5 Electronic Payment of Invoices – Contract

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

6.8 Invoicing Instructions

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

6.9 Certifications and Additional Information

6.9.1 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.

6.9.2 Canadian Content Certification

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 _____.

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 2010C (2016-04-04), General Conditions – Services (Medium Complexity);
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) the Contractor's bid dated _____.

6.12 Canadian Forces Site Regulations

SACC Manual clause A9062C (2011-05-16), Canadian Forces Site Regulations

6.13 Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

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6.14 Excess Goods

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

ANNEX A - STATEMENT OF WORK

Background

The Department of National Defence requires the services of a printing company to print the bi-weekly Canadian Forces Base Comox newspaper, known as the Totem Times.

Scope

The Totem Times currently prints 22 times per year. The Contractor must meet the proposed production schedule attached. Delivery of 1,800 papers and potential inserts no later than NOON local Pacific Time (standard or daylight as applicable) Tuesdays to CFB Comox. The complete production file will be uploaded to the Contractor's designated FTP site by 5 p.m. local Pacific Time (standard or daylight as applicable) on Monday for the Tuesday distribution.

Tasks

1. Print a 12-to-16 page paper every two weeks (with the exception of July, August and January, when there will be one paper each month, as deemed by the Totem Times) with process colour on one web. The offered services must have the ability to add more webs of colour, up to the entire newspaper. The paper size is 11 3/8" x 14.5" – Printed image size is 10.25" x 13.5".
2. Delivery of 1,800 papers with potential inserts is required no later than NOON Tuesdays to CFB Comox.
3. Occasionally, there may be an increase in the number of papers. Contractor is required to provide an individual cost for overrun in 1,000 increments.
4. The pickup of insertions will be no later than Friday at 12:00 noon local Pacific Time (standard or daylight as applicable) at CFB Comox, as required. Totem Times personnel will call the contractor on or before 12:00 noon Thursday previous to inserts' pick up on a Friday. It is the responsibility of the Contractor to pick up inserts at CFB Comox. DND will not be responsible for making any arrangements for delivery of inserts to the Contractor's plant.
5. Contractor will require the following:
 - a) Acceptance of a PDF or InDesign Creative Suite file supplied online. Contractor must have the ability and willingness to upgrade programs when the Totem Times does in order to be compatible.
 - b) Acceptance of art and photos in Acrobat 7, Photoshop Creative Suite, and the Illustrator Creative Suite.
 - c) Proofread and identify problems before the digital file is ripped - for example - are all the headlines in place? Is there a missing ad? Are there spaces that look like there should be something in them? The Contractor must be prepared to contact the Project Authority and resolve the problems, errors and/or issues over the telephone.
 - d) Contractor will fold the Totem Times horizontally in half.
 - e) Mispositioning of a fold is recorded as the linear displacement of actual from specified positioning. Folding shall not be out of specified position by more than 6.40 mm (0.25 in.).

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6. Contractor is to provide file output from the uploaded PDF on paper stock, 52 gram Electrabrite (or equivalent), and meet the occasional requirement paper stock of 59 to 62 gram Electrastar (or equivalent), or Electrabrite (or equivalent).
7. Contractor will sort and bundle papers and inserts in multiples of 100.
8. If a weekly run of newspapers contains registration errors, the Contractor shall NOT be compensated for that week's newspaper run.

Deliverables

The deliverables include 1,800 half-folded newspapers with flyer inserts as applicable, delivered to a designated location at CFB Comox no later than NOON local Pacific Time (standard or daylight as applicable) Tuesdays. Bundles of newspapers must be wrapped in plastic or other suitable material to protect papers from the elements.

ANNEX B – BASIS OF PAYMENT

For the period of this contract, the Contractor shall be paid firm, all inclusive prices upon delivery and acceptance of services at the specified rates shown below. The rates include but are not limited to all labour, overhead, fringe benefits, direct and indirect costs, photocopying, delivery/transportation charges, telephone/facsimile charges, general administration fees, equipment/material charges, computer disks, travel expenses, travel time and profit.

| 1. In accordance with Annex A, for the services required in the production of one “TOTEM TIMES” edition. Includes one web of process colour. | | | |
|---|-------------------------------------|----------------------|----------------------|
| 1,800 copies (52g Electrabrite or equivalent) | Lot price (firm) per edition | | |
| | Year 1 | Option Year 1 | Option Year 2 |
| 12 pages | \$ | \$ | \$ |
| Upcharge to 16 pages | \$ | \$ | \$ |
| Upcharge to 20 pages | \$ | \$ | \$ |
| 1,800 copies (if upgrade requested) (59g Electrabrite / Electrastar or equivalent) | Lot price (firm) per edition | | |
| | Year 1 | Option Year 1 | Option Year 2 |
| 12 pages | \$ | \$ | \$ |
| Upcharge to 16 pages | \$ | \$ | \$ |
| Upcharge to 20 pages | \$ | \$ | \$ |
| 1,800 copies (if upgrade requested) (62g Electrabrite / Electrastar or equivalent) | Lot price (firm) per edition | | |
| | Year 1 | Option Year 1 | Option Year 2 |
| 12 pages | \$ | \$ | \$ |
| Upcharge to 16 pages | \$ | \$ | \$ |
| Upcharge to 20 pages | \$ | \$ | \$ |
| Each additional 1,000 copies if requested (52g Electrabrite or equivalent) | Lot price (firm) per edition | | |
| | Year 1 | Option Year 1 | Option Year 2 |
| 12 pages | \$ | \$ | \$ |
| 16 pages | \$ | \$ | \$ |

| | | | |
|--|---------------------|----------------------|----------------------|
| 20 pages | \$ | \$ | \$ |
| Upcharge per 1,000 copies if requested (59g Electrabrite / Electrastar or equivalent) | Price (firm) | | |
| | Year 1 | Option Year 1 | Option Year 2 |
| 12 pages | \$ | \$ | \$ |
| 16 pages | \$ | \$ | \$ |
| 20 pages | \$ | \$ | \$ |
| Upcharge per 1,000 copies if requested (62g Electrabrite / Electrastar or equivalent) | Price (firm) | | |
| | Year 1 | Option Year 1 | Option Year 2 |
| 12 pages | \$ | \$ | \$ |
| 16 pages | \$ | \$ | \$ |
| 20 pages | \$ | \$ | \$ |
| 2. Additional Costs | | | |
| Description | Firm Price | | |
| | Year 1 | Option Year 1 | Option Year 2 |
| One additional web of process colour (covers 4 mating pages) | \$ | \$ | \$ |
| Costs associated with flyer inserts (no applicable size restrictions or limitations) Per 1,000 inserts | \$ | \$ | \$ |
| Corrections to digital files (under ½ hour) | \$ | \$ | \$ |
| Corrections to digital files (over ½ hour), Per Hour | \$ | \$ | \$ |
| Sub-Total | \$ | \$ | \$ |

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| | |
|---|----|
| EVALUATED TOTAL <i>(Sub-total 'Period 1' + Sub-total 'Option Period 1' + Sub-total 'Option Period 2')</i> | \$ |
|---|----|

The bidder must provide pricing for each of the line items above. Failure to do so will result in the bid being non-compliant and rejected.

Financial Evaluation:

The financial bid of the bidder shall be evaluated based upon the aggregate total of all rates for the duration of the contract and the option years.

Note: If a weekly run of newspapers contains registration errors, the Contractor shall **NOT** be compensated for that week's newspaper run.

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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)