



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

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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

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

Title - Sujet opening ceremonies uniformJDLF	
Solicitation No. - N° de l'invitation C1111-160317/A	Date 2016-08-05
Client Reference No. - N° de référence du client C1111-160317	
GETS Reference No. - N° de référence de SEAG PW-\$\$PR-707-71374	
File No. - N° de dossier pr707.C1111-160317	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-09-16	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Elder, Sylvie	Buyer Id - Id de l'acheteur pr707
Telephone No. - N° de téléphone (873) 469-3172 ()	FAX No. - N° de FAX (819) 956-5454
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF CANADIAN HERITAGE 25 EDDY STREET Gatineau Quebec K1A0M5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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C1111-160317/A
Client Ref. No. - N° de réf. du client
C1111-160317

Amd. No. - N° de la modif.
File No. - N° du dossier
pr707.C1111-160317

Buyer ID - Id de l'acheteur
pr707
CCC No./N° CCC - FMS No./N° VME

LIST OF ANNEXES

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PART 1 - GENERAL INFORMATION

1.1 Security Requirement

There is no security requirement associated with this bid solicitation.

1.2 Statement of Work

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

1.3 Debriefings

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

1.4 Trade Agreements

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2016/04/04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days

Insert: 120 days

2.2 Submission of Bids

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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

2.5 Improvement of Requirement during Solicitation Period

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid see Annex C – Evaluation criteria (1 hard copy)
- Section II: Financial Bid see Annex B – Basis of payment (1 hard copy)
- Section III: Certifications (1 hard copy)
- Section IV: Additional Information (1 hard copy)

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

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

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

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

1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

3) Green Initiatives (for PWGSC information only)

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

- environmentally responsible manufacturing;
- environmentally responsible waste disposal;

- waste reduction;
- packaging;
- re-use strategies;
- recycling.

Section I: Technical Bid

In their technical bid, Bidders should explain how they propose to meet all the mandatory criteria at Annex C, evaluation criteria.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment, Annex B. 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 E Electronic Payment Instruments, to identify which ones are accepted.

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

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

3.1.2 Exchange Rate Fluctuation

C3011T 2013/11/06 Exchange Rate Fluctuation

Section III: Certifications

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

Section IV: Additional Information

3.1.3 Origin of Work

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

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

Line Item number _____

Country: _____

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

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

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 mandatory technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada, Québec and New-Brunswick will evaluate the bids.

4.1.1 Technical Evaluation

The mandatory technical criteria are included at Annex C.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

- a. The Bidder must submit firm unit prices for each item at Annex B in Canadian dollars, applicable taxes are excluded, transportation costs excluded, all applicable Customs Duties and Excise taxes included.
- b. The total of the unit prices of all items in Annex B (backpack, drawstring bag, tubular headband, cap, men's polo shirt or women's polo shirt) must not exceed \$125 applicable taxes excluded.
- c. The Contractor must also submit firm unit prices (applicable taxes excluded) for deliveries to the Canadian cities stated in Annex B.

4.1.2.2 SACC MANUAL CLAUSE

A9033T 2012/07/16 Financial Capability

4.2 Basis of Selection

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

The responsive bid with the lowest evaluated aggregate price will be recommended for award of a contract (1 contract only), as explained in Annex B.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to

provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Samples and Production Certification

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

5.2.3.2 Status and Availability of Resources

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

5.2.3.3 Education and Experience

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

5.2.3.4 Official Languages

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

5.2.3.5 Price Certification

The Bidder certifies that the price proposed

- (a) is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both; and
- (b) does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Delivery Date

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

6.4.1.1 Shipping Instructions - Delivery at Destination

Goods must be consigned to destinations specified in the Contract (Gatineau, QC, Montréal, QC and Fredericton, NB).

6.4.1.2 Packaging

- All items must be packed in sturdy, appropriately sized packages or cartons, in such a way as not to damage contents. The packages/cartons must be able to sustain considerable handling.
- Cartons are not to exceed 25 lbs. in weight. All packages and cartons must be clearly labelled as mentioned in Annex A.9.1.
- Note that products that are not packaged and labelled according to the specifications provided, will be sent back to the Contractor for repackaging and re-labelling.
- Each shipment must be accompanied by a clear and detailed packing slip/waybill. All packing slips must indicate the item title, the number of items within each package/box, the total number of boxes for the shipment and the total quantity of each item shipped.

6.4.1.3 Rejected Goods

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Sylvie Elder
Public Works and Government Services Canada
Acquisitions Branch
Commercial and Consumer Products Directorate (CCPD)
Clothing & Textiles Division
Place du Portage, Phase III, 6A2
11 Laurier Street
Gatineau, Quebec K1A 0S5
Telephone: 873-469-3172 Facsimile: 819-956-5454
E-mail address: sylvie.elder@tpsgc-pwgsc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:

(to be advised at contract)

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

6.5.3 Contractor's Representative

The person responsible for:

Project Manager

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

6.6 Payment

6.6.1 Basis of Payment – Firm Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.6.2 SACC Manual Clauses

H1001C 2008/05/12 Multiple Payments

6.6.3 Electronic Payment of Invoices – Contract

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

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

6.7 Invoicing Instructions

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

6.8 Certifications and Additional Information

6.8.1 Compliance

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

6.9 Applicable Laws

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

6.10 Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions 2030 (2016/04/04), General Conditions - Goods (Higher Complexity);
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment; and
- e) the Contractor's bid dated _____.

6.11 Materials: Contractor Total Supply

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

6.12 Plant Closing

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

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

6.13 Plant Location

Items will be manufactured at: _____

6.14 Subcontractor(s)

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

Name of Company: _____

Location: _____

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Value of subcontract: \$ _____

Nature of subcontracting work performed: _____

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

6.15 Origin of Work - Disclosure of Information

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

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

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

6.16 Overshipment

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

ANNEX A

STATEMENT OF WORK

A.1. Objective

Canadian Heritage, on behalf of the governments of Canada, Quebec, and New Brunswick, is soliciting a Contractor to obtain items for the opening ceremonies' uniform for the members of Teams Canada, Canada-Quebec and Canada-New Brunswick competing in the VIIIth Games of La Francophonie in 2017.

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

The uniform's items comprise:

- backpack
- drawstring bag
- tubular headband
- cap
- polo shirt – men's cut
- polo shirt – women's cut

The Project Manager reserves the right to add or withdraw items from contract award to submission of final purchase orders.

A.2 Overview

The Contractor is required to provide the following services:

- correspond with the Project Manager in the Department of Canadian Heritage in one of the two official languages (French or English);
- submit for approval PDF proofs of each item showing the placing of logos;
- submit for approval a pre-production sample of each item with logos;
- produce and print items as shown in the specifications and the logos provided;
- provide a delivery schedule based on the final deadlines indicated in section A.8 and consistent with the delivery deadlines stipulated at the tendering stage;
- deliver the uniforms to the three governments in the quantities and sizes requested for each team.

A.3 Quantity

The estimated required quantities for each of the items described in Section A.1 are:

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

The Project Manager, acting on behalf of the three governments, reserves the right to increase or reduce quantities by 15% either way when orders are placed.

A.4 Description of items

The Contractor must provide items of equal or superior quality to the items listed as reference below (SKU).

NB: The logos indicated for each of the items below are subject to change.

Item 1 – Backpack

Description and specifications	- dimensions: 14.5"L x 8.3"I x 19.5"H (max +/- 10%) (must meet measurement standards for cabin baggage) - made of 600 denier nylon (+/- 20%) - at least three compartments - zip fastener - side pocket for bottle - rip-stop fabric - padded back and straps - with a handle on top - weight: 2.4 lbs (- 20% + 25%)
SKU	53646 or equivalent
Quantity	Team-Canada: 225 Team-Quebec: 140 Team New Brunswick: 60
Colour	Black and/or grey
Printing - Details of print placing	One place printing – front of pack - logos of each team (see Annex D Section 1) Imprint area: minimum 3"X3"
Printing method and colour	One colour silk screen (colour to be determined) or four-colour process to faithfully reproduce the logo
Detailed packing instructions	In bulk per team logo

Item 2 –Drawstring bag

Description and specifications	<ul style="list-style-type: none"> - made of 100% natural fibres - two drawstrings to convert to a backpack - drawstrings must close tightly to keep contents secure - dimensions: 14" x 18" (+/-15%)
SKU	BPK388 or equivalent
Quantity	Canada: 225 Quebec: 140 New Brunswick: 60
Colour	Bag: natural or equivalent (as close as possible to Pantone 16-0205 TCX) Trim and strings: beige tones
Printing - Print details and placing	One place printing – front of bag - logo of each team (see Annex D Section 1) Imprint area: minimum 4"X4"
Printing method and colour	One colour silk screen - (to be determined)
Detailed packing instructions	In bulk per team logo

Item 3 – Tubular headband

Description and specifications	<ul style="list-style-type: none"> - 100% polyester microfibre - tubular fabric - one size (minimum 10" X20") - elastic, keeps original shape - seamless - breathable fabric, moisture wicking and quick-drying - UV protection
SKU	Summer Tuber'z™ or equivalent
Quantity	Canada: 225 Quebec: 140 New Brunswick: 60
Colour	Fabric in beige tones (as close as possible to Pantone 16-0205 TCX)
Printing - Print details and placing	Repeat printing of each team's symbol (size 1 inch) (see Annex D Section 2) Imprint area: around the whole band
Printing method and colour	Sublimation – one colour (different for each team) Supplier must make 3 different layouts with the symbol of each team in their respective colours Canada : maple leaf (PMS 200) Quebec : fleur de lys (PMS 293) New Brunswick : galleon (PMS 3302)
Detailed packing instructions	No presentation packaging In bulk per team symbol

Item 4 - Cap

Description and specifications	<ul style="list-style-type: none"> - cotton and/or polyester and/or nylon mix - one size, adult - 5 or 6 panels - adjustable, with plastic tab of same colour as cap - flat peak (or visor) - back and sides of cap in mesh covered with stiff buckram (trucker mesh)
SKU	Classic Trucker 6006 or equivalent
Quantity	425
Colour	Colour to be determined after award of contract. Must be available in the following colours: grey and black
Printing - Print details and placing	1 place – front of cap – Games Logo (see Annex D Section 4) Imprint area : minimum 1.5" L X 3" H
Printing method and colour	Embroidered in one colour or full-colour process to faithfully reproduce the logo
Detailed packing instructions	In bulk

Item 5– Men's polo shirt

Description and specifications	<ul style="list-style-type: none"> - poly/cotton jersey knit - silky feel (soft) - plain or chiné (heather effect) - weight: 180 g/m² (5.3 oz/p²) (+ 25% - 10%) - moisture wicking - manageable (machine-washable, as crease-resistant as possible) - regular cut - collar - row of two/three/or four front buttons - end side slits - short sleeves with cuff - double topstitching on sleeves and hem - plain topstitching on collar and buttons - tagless - printed inside collar by hot transfer or silk screen for better comfort - sizes: XS – 4XL
SKU	Polo 16400 or equivalent
Quantity	Canada: 125 Quebec: 60 New Brunswick: 30
Colours	Canada: Red (must be visually as close as possible to Pantone 200) Quebec: Blue (must be visually as close as possible to Pantone 293) New Brunswick: Green (must be visually as close as possible to Pantone 3302)
Printing - Print details and placing	Front, on right hip –logo of each team (see Annex D Section 1) Imprint area: minimum 5" X 5"
Printing method and colour	Silk screen printing – one place – one colour (beige closest to Pantone 16-0205 TCX) or in four-colour process

Detailed packing instructions	Individually wrapped
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Item 6 – Women’s polo shirt

Description and specifications	<ul style="list-style-type: none"> - poly/cotton jersey knit - silky feel (soft) - plain or chiné (heather effect) - weight: 180 g/m² (5.3 oz/p²) (+/- 25%) - moisture wicking - manageable (machine-washable, as crease-resistant as possible) - slightly tapered cut - end rounded - collar - ¾ sleeves with cuff - row of two/three/or four front buttons - double topstitching on sleeves and hem - plain topstitching on collar and buttons - tagless - printed inside collar by hot transfer or silk screen for better comfort - sizes: XXS – 3XL
SKU	Tipton Polo 96400 or equivalent
Quantity	Team-Canada: 100 Team-Quebec: 80 Team New Brunswick: 30
Colours	Canada: Red (must be visually as close as possible to Pantone 200) Quebec: Blue (must be visually as close as possible to Pantone 293) New Brunswick: Green (must be visually as close as possible to Pantone 3302)
Printing - Print details and placing	Front, on right hip –logo of each team (see Annex D Section 1) Imprint area: minimum 5’’X 5’’
Printing method and colour	Silk screen printing – one place – one colour (beige closest to Pantone 16-0205 TCX) or in four-colour process
Detailed packing instructions	Individually wrapped

A.5 Proofs and pre-production samples

Contractor must provide the Project Manager with one (1) colour or four-colour proof (as requested in Section A.4) in PDF or equivalent format for each item and one (1) pre-production sample of each item before commencing production and in accordance with the production and delivery schedule.

The PDF proof of each item must be e-mailed to the Project Manager and include the symbols/logos specified in section A.4. The images provided by the Contractor must show the actual final imprint.

The Project Manager will send the Contractor the written approval within two (2) working days, in accordance with the production and delivery schedule. In the event of an error on the part of the Contractor, the Project Manager will not issue an approval for the item

until a set of revised and corrected proofs is submitted. The final delivery date will not be deferred to accommodate the Contractor's error.

The pre-production samples for each item based on the approved PDF proofs must be delivered directly or by courier to the Project Manager at the address specified in the Contract.

The pre-production samples must match the approved proofs and meet all the specifications listed under A.4, and must be submitted for the Project Manager's approval. If approval is withheld, new pre-production samples must be provided at no additional cost, and all quantities must still be delivered by the scheduled date. Production cannot commence until pre-production samples have been approved by the Project Manager.

A.6 Quality control

Pre-production samples and final products delivered must meet all specifications listed under A.4. If a random sampling of the products delivered reveals a defect rate of 6% or more of each product ordered, Canada reserves the right to return all merchandise and/or terminate the contract and/or take action under PWGSC's Vendor Performance Corrective Measure Policy.

A.7 Delivery

Shipments will be delivered to three different addresses located in the provinces of Quebec and New Brunswick. Each shipment must be accompanied by a clear and detailed waybill.

The items must be delivered according to the purchase orders of each team to the following addresses (exact location to be specified by the Project Manager):

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

Regroupement Loisir Quebec
Attn: France Desruisseaux (for MEESR)
4545 Pierre de Coubertin Avenue
Montreal, Quebec H1V 0B2

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

A.8 Deadlines

The Contractor and Project Manager must respect the following deadlines:

- | | |
|---|-------------------|
| • Award of contract | October 2016 |
| • PDF proofs of each item | to be determined |
| • Submission and approval of pre-production samples | to be determined |
| • Submission of purchase orders
by Project Manager | December 2016 |
| • Delivery of uniforms to the three teams | end of April 2017 |

All items must be delivered to the final destinations by April 30, 2017.

The Contracting Authority must be advised within two (2) working days if the deadline submitted cannot be met. In the absence of such notice, or if notice is received more than two (2) working days after the missed deadline, Canada reserves the right to amend the contract. Unless the contract is amended, the Contractor must meet the mandatory delivery date.

Canada, on behalf of all three governments, reserves the right to refuse any shipment delivered after the scheduled date. Any shipment delivered to the wrong address must be redirected to the right destination by courier at the Contractor's expense.

A.9 Preparation for distribution and packing instructions

The Contractor must count, assemble and pack the required quantities, as specified in the purchase orders submitted by the Project Manager. The Contractor must prepare and pack shipments for distribution, including all labour and materials for preparing address files, producing and affixing labels, sealing packages and any other preparation for delivery to destination.

A.9.1 Packaging and labelling

- All items must be packed in sturdy wrapping or cardboard boxes of appropriate dimensions so that the contents are protected from damage. Parcels and boxes must be capable of withstanding much handling.
- Boxes must not weigh more than 25 lbs. All parcels and boxes must be clearly labelled as follows:
 - **Team's name:** Team Canada or Quebec or New Brunswick
 - **Name of Project:** Jeux de la Francophonie
 - **Description and quantity of item(s) per box :** (example 60 caps and 100 tubular headbands)

- **Indicate the box number**.... out of the total number of boxes per team.....(example: 5 of 10 boxes)
- Please note that any products not packed and labelled in accordance with the announced specifications will be returned to the Contractor for re-packing and re-labelling.

A.9.2 Packing slips

Each shipment must be accompanied by a clear and detailed packing slip/waybill. All packing slips must indicate the name of the items, the number of items in each parcel or box, the total number of boxes shipped and the total number of each item shipped.

A.10 Responsibilities of Project Manager

Responsibilities of Project Manager toward Contractor:

- Communicate any relevant information, difficulties or problems likely to have any impact whatsoever on production and delivery of the uniforms;
- Provide distinctive signatures (logos) for each of the teams;
- Prepare purchase orders using the size chart supplied by the Contractor;
- Submit the duly completed purchase orders for each team at a date agreed between the parties.

A.11 Communications

Throughout the duration of the work, the Contractor must maintain regular communication with the Project Manager in the Department of Canadian Heritage of the Government of Canada, whether by telephone, e-mail or in person, to monitor the progress of the project.

A.12 Collaboration

The Contractor undertakes to collaborate fully with the Department of Canadian Heritage of the Government of Canada in the performance of the contract and to heed all instructions and recommendations concerning preparation and performance of the work assigned.

A.13. Billing

Invoices for the cost of each team's items must be directed to their respective Governments (addresses to be confirmed).

ANNEX B-BASIS OF PAYMENT

The Contractor must submit firm all-inclusive unit prices for items in Canadian funds, customs and excise taxes included (if applicable) and applicable taxes excluded. The all-inclusive unit prices must include all materials and operations necessary to supply the final items (set-up charges, dies, imprinting, provision and delivery of proofs and pre-production samples, packing etc.).

The total evaluated price for the items in the table below (item 1 to 5/or 6**) must not exceed \$125 excluding applicable taxes.

The Contractor must also submit firm unit prices (applicable taxes excluded) for deliveries to the following Canadian cities: Gatineau (QC), Montreal (QC) and Fredericton (NB).

Item	Description	Unit	Imprint/Embroidery	Firm price all included (except taxes)
1	Backpack	each	One colour	\$ _____
			Four-colour process*	\$ _____
2	Drawstring bag	each	One colour	\$ _____
3	Tubular headband	each	One colour	\$ _____
4	Cap	each	One colour	\$ _____
			Four-colour process*	\$ _____
5	Polo shirt – men's**	each	One colour	\$ _____
			Four-colour process*	\$ _____
6	Polo shirt – women's**	each	One colour	\$ _____
			Four-colour process*	\$ _____
TOTAL EVALUATED PRICE FOR ITEMS (can not exceed \$125)				\$ _____

**When two options of colour are requested, the four-colour process price will be used to calculate the total evaluated price.*

***The most expensive polo shirt between the men and women (if applicable) will also be used to calculate the total evaluated price.*

Delivery to	Firm unit price (except taxes)
Gatineau QC	\$ _____
Montreal QC	\$ _____
Fredericton NB	\$ _____
TOTAL EVALUATED PRICE FOR DELIVERY	\$ _____

	Total evaluated prices (except taxes)
Items	\$ _____
Delivery	\$ _____
EVALUATED AGGREGATE PRICE*	\$ _____

**The bidder with the lowest Evaluated Aggregate Price will be awarded the contract*

Applicable taxes _____ % (HST/PST/QST)
 _____ % (GST, if applicable)

ANNEX C

MANDATORY TECHNICAL EVALUATION CRITERIA

Bidders MUST meet all the mandatory requirements of this RFP and, if applicable, must answer the mandatory requirements in sufficient detail to allow a full analysis and evaluation. For example, if a bidder claims to have carried out similar contracts (mandatory requirement no.2) but fails to provide the details or information requested, its proposal will be deemed non-responsive. It is the responsibility of the bidder to ask for clarification on the requirements before submitting its proposal.

1.1 MANDATORY REQUIREMENT NO 1:

Bidders must demonstrate that they have been in business for at least one (1) full year (prior to the RFP closing date) as a supplier of items of the same kind as those described in the Statement of Work.

Bidders may satisfy this requirement by submitting, for example:

- a photocopy of a business registration form indicating the type of business and the date of registration/incorporation; or
- a photocopy of a verifiable legal document stating that the enterprise has been in business as a supplier of promotional items for at least one (1) year prior to the closing date of the Request for Supply Arrangement; or
- a past contract with a federal, provincial or municipal government department or any other organization; or
- any other acceptable evidence.

1.2 MANDATORY REQUIREMENT NO 2:

Bidders must submit detailed descriptions of two (2) separate contracts or orders for items similar to those specified in this Statement of Work carried out in the three (3) years preceding the closing date of this Request for Proposals. Each contract must include at least four (4) different types of items, with printing and delivery of a minimum of 500 units and a minimum value of \$10,000 (before applicable taxes).

For each contract, indicate:

- the type of items supplied;
- the quantity of items;
- the total value of each contract;
- copies of documents attesting to delivery of the contract items.

1.3 MANDATORY REQUIREMENT NO 3:

For each of the six (6) items specified below, bidders must:

- indicate the proposed stock keeping unit (SKU), as applicable, in the following tables; otherwise, state whether the item is custom-made;
- give a technical description of the proposed item in the tables below;
- provide items of equal or superior quality to the items listed (SKU) in Annex A.4;
- provide a sample of each item with the proposal that satisfy **all mandatory requirements stated in the tables below:**

ITEM 1 – Backpack

mandatory requirements	Proposed SKU:
<ul style="list-style-type: none">- measurements: 14.5"L x 8.3"I x 19.5"H (max +/- 10%) (must meet standards for cabin baggage)- made of 600 denier nylon (+/- 20%)- at least three compartments- zip fastener- side pocket for bottle- rip-stop fabric- padded back and straps- with a handle on top- weight: 2.4 lbs (- 20% + 25%)- sample: black and/or grey with monochrome or four-colour process silk screened logo of any type	Technical description of proposed product:

ITEM 2 – Drawstring bag

mandatory requirements	Proposed SKU:
<ul style="list-style-type: none">- dimensions: 406 x 381mm (14" x 18") (+/-15%)-made of 100% natural fibres- two drawstrings to convert to a backpack- drawstrings must close tightly to keep contents secure- Trim and strings: beige tones colour- sample: natural colour bag (as close as possible to Pantone 16-0205 TCX) with monochrome silk screened logo of any type	Technical description of proposed product:

ITEM 3 – Tubular headband

mandatory requirements	Proposed SKU:
<ul style="list-style-type: none"> - 100% polyester microfibre - tubular fabric - one size (minimum 10'' X20'') - elastic, keeps original shape - seamless - breathable fabric, moisture wicking and quick-drying - UV protection - sample: of any colours with monochrome sublimation of any type of logo 	Technical description of proposed product:

ITEM 4 – Cap

mandatory requirements	Proposed SKU:
<ul style="list-style-type: none"> - cotton and/or polyester and/or nylon mix - one size (adult) - flat peak (or visor) - adjustable, with plastic tab of same colour as cap - back of cap in mesh covered with stiff buckram - must be available in the following colours: grey and black - sample: grey or black, one-colour or four-colour process embroidery of any type of logo 	Technical description of proposed product

ITEM 5 – Men's polo shirt

mandatory requirements	Proposed SKU:
<ul style="list-style-type: none"> - poly/cotton jersey knit - silky feel (soft) - plain or chiné (heather effect) - weight: 180 g/m² (5.3 oz/p²) (+ 25% -10%) - moisture wicking - manageable (machine-washable, as crease-resistant as possible) - regular cut - collar 	Technical description of proposed product:

<ul style="list-style-type: none"> - row of two/three/or four front buttons - end side slits - short sleeves with cuff - double topstitching on sleeves and hem - plain topstitching on collar and buttons - tagless - printed inside collar by hot transfer or silk screen for better comfort - sizes: XS – 4XL - shirt sample: Large size of any colours, monochrome or four-colour process logo of any type, silk screen printed on the bottom front right hip - swatch samples in the three colours corresponding to the teams: Canada: Red (visually as close as possible to Pantone 200) Quebec: Blue (visually as close as possible to Pantone 293) New Brunswick: Green (visually as close as possible to Pantone 3302) 	
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ARTICLE 6 – Women’s polo shirt

mandatory requirements	Proposed SKU:
<ul style="list-style-type: none"> - poly/cotton jersey knit - silky feel (soft) - plain or chiné (heather effect) - weight: 180 g/m² (5.3 oz/p²) (+25% - 10%) - moisture wicking - manageable (machine-washable, as crease-resistant as possible) - slightly tapered cut - rounded end - collar - 3/4 sleeves with cuff - row of two/three/or four front buttons - double topstitching on sleeves and hem - plain topstitching on collar and buttons - tagless - printed inside collar by hot transfer or silk screen for better 	

<p>comfort</p> <ul style="list-style-type: none"> - sizes: XXS to 3XL - shirt sample: Large size of any colours, monochrome or four-colour process logo of any type, silk screen printed on the bottom front right hip - swatch samples in the three colours corresponding to the teams: Canada: Red (visually as close as possible to Pantone 200) Quebec: Blue (visually as close as possible to Pantone 293) New Brunswick: Green (visually as close as possible to Pantone 3302) 	
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ANNEX « D »

LOGOS AND INK SPECIFICATIONS (NOT FINAL – FOR REFERENCE ONLY)

LOGOS

Section 1. FULL TEAM LOGOS

1.1 Team Canada



1.2 Team Québec



1.3 Team New Brunswick



Section 2. TEAMS' SYMBOLS

- 2.1 Team Canada – Maple Leaf (PMS 185)



- 2.2 Team Québec – Fleur de lys (Process Blue)



- 2.3 Team New Brunswick - Galleon (Burgundy PMS 188 – Blue PMS 2945)



Section 3. TEAMS' PARTIAL LOGOS

- 3.1 Team Canada



- 3.2 Team Québec



- 3.3 Team New Brunswick



Section 4. GAMES' LOGO



Jeux de la Francophonie

**CÔTE D'IVOIRE
ABIDJAN 2017**

Green	PMS 340
Purple	PMS 273
Red	PMS 185
Blue	Process blue
Yellow	PMS 116

ANNEX “E” 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)

