



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

Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067

**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**

Public Works and Government Services / Travaux publics  
et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<b>Title - Sujet</b> FILE FOLDERS	
<b>Solicitation No. - N° de l'invitation</b> H4004-163061/A	<b>Date</b> 2016-09-12
<b>Client Reference No. - N° de référence du client</b> H4004-16-3061	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$KIN-690-6995	
<b>File No. - N° de dossier</b> KIN-6-46087 (690)	<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 2016-10-24</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> Rider, Kim (Buyer)	<b>Buyer Id - Id de l'acheteur</b> kin690
<b>Telephone No. - N° de téléphone</b> (613) 545-8739 ( )	<b>FAX No. - N° de FAX</b> (613) 545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF HEALTH ONTARIO REGL OFFICE 2301 MIDLAND AVE SCARBOROUGH Ontario M1P4R7 Canada	

**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 Requirement

Health Canada has a requirement for supply and deliver pre-coded file folders in accordance to Annex A – Requirement.

Delivery schedule is set out in Annex A.

### 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 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.

### 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 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.

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## 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.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

#### 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.

#### **4.1.1. Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

A sample mock-up file folder must be provided at the time of bid closing.

The proposed product must meet the mandatory criteria in Annex D – Bid Evaluation Criteria.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Criteria**

Bidders must submit pricing in accordance with the Basis of Payment, Annex B attached herein, as firm all inclusive rates, or their bid will be considered non-responsive and will be given no further consideration.

### **4.2 Evaluation Financial**

#### **SACC Manual Clause A0220T (2014-04-26), Evaluation of Price**

### **4.3 Basis of Selection**

A bid must comply with all requirements of the bid solicitation and meet all the 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 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](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.

## PART 6 - RESULTING CONTRACT CLAUSES

### 6.1 Security Requirement

There is no security requirement applicable to the Contract.

### 6.2 Requirement

To provide pre-coded numeric file folders in accordance with the Requirement in 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>) issued by Public Works and Government Services Canada.

#### 6.3.1 General Conditions

2010A (2016-04-04), General Conditions - Goods (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 from date of award to 30 September 2019 inclusive.

#### 6.4.2 Phased Delivery

The first delivery must be made by December 12, 2016 from the effective date of the Contract. The quantity delivered must be as per delivery schedule until completion of the Contract

#### DELIVERY SCHEDULE FOR FILE FOLDERS – Not to Exceed quantity specified.

QUANTITY	DATAFILE LABEL (NUMBERING SEQUENCE)	DELIVERY DATE (AT MIDLAND)
UP TO 10,000	16-30001 UP TO 16-40000 (MORE OR LESS, TO BE DETERMINED BY CLIENT)	DECEMBER 12, 2016
5,000	17-00001 TO 17-05000	FEBRUARY 14, 2017
5,000	17-05001 TO 17-10000	APRIL 15, 2017
10,000	17-10001 TO 17-20000	JULY 1, 2017
10,000	17-20001 TO 17-30000	SEPTEMBER 6, 2017
UP TO 10,000	17-30001 UP TO 17-40000 (MORE OR LESS, TO BE DETERMINED BY CLIENT)	DECEMBER 12, 2017

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Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-6-46087

Buyer ID - Id de l'acheteur  
KIN690  
CCC No./N° CCC - FMS No./N° VME

5,000	18-00001 TO 18-05000	FEBRUARY 15, 2018
5,000	18-05001 TO 18-10000	APRIL 15, 2018
10,000	18-10001 TO 18-20000	JULY 1, 2018
10,000	18-20001 TO 18-30000	SEPTEMBER 6, 2018
UP TO 10,000	18-30001 UP TO 18-40000 (MORE OR LESS, TO BE DETERMINED BY CLIENT)	DECEMBER 12, 2018
5,000	19-00001 TO 19-05000	FEBRUARY 15, 2019
5,000	19-05001 TO 19-10000	APRIL 15, 2019
10,000	19-10001 TO 19-20000	JULY 1, 2019
10,000	19-20001 TO 19-30000	SEPTEMBER 6, 2019

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Kim Rider  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 86 Clarence St. 2<sup>nd</sup> Fl  
Telephone: 613-545-8739  
Facsimile: 613-545-8067  
E-mail address: kim.rider@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:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_



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

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
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 a **firm unit price(s) as specified in Annex B for a cost of \$ \_\_\_\_\_ insert the amount at contract award).** Customs duties are included and Applicable Taxes are extra.

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

### 6.6.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

### 6.6.3 Multiple Payments

SACC Manual Clause H1001C - (2008-05-12) Multiple Payments

### 6.6.4 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);

## 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

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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.

## **6.8 Certifications and Additional Information**

### **6.8.1 Compliance**

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

## **6.9 Applicable Laws**

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

## **6.10 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2016-04-04);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) Annex C
- (f) the Contractor's bid dated \_\_\_\_\_

**ANNEX A**  
**REQUIREMENT**

**STATEMENT OF WORK**

Health Canada, located in Toronto, ON has a requirement for the supply and delivery of pre-coded numeric file folders.

The approximate quantity to be ordered annually is 40,000 file folders.

The file folders are pre-coded to reflect the current year along with an identifying tracking number that links up to LIMS. LIMS is a Drug Exhibit Database that tracks all seized exhibits by Government Officials.

Each entry in LIMS automatically generates a file number that corresponds with the pre-coded file folder.

Each folder in addition to the pre-coded identifying year and numerical number has a metal tab within the folder to secure documents.

**Folder Specifications**

A sample mock-up must be provided with the bid proposal at the time of bid closing.

The proposed product must meet the following necessary specifications:

- Folder: 11 point manila 9.5" x 12.25" with notched double end tab
- Fastener: 1.5" 2-prong pin fastener installed
- Patch: 2.25" x 2.25" fabrene flat patch (no flap) installed to hold pin fastener
- Labels: 15/15" x 1.25" datafile labels with acrylic adhesive, machine applied to folder by supplier
- Lettering/Numbering: 9/16" high, white with black outline
- Colour Code: datafile

**Delivery Address**

Health Canada  
Attention - Diane Thompson  
2301 Midland Avenue  
Scarborough, ON M1P 4R7

**DELIVERY SCHEDULE FOR FILE FOLDERS**

QUANTITY	DATAFILE LABEL (NUMBERING SEQUENCE)	DELIVERY DATE (AT MIDLAND)
UP TO 10,000	16-30001 UP TO 16-40000 (MORE OR LESS, TO BE DETERMINED BY CLIENT)	DECEMBER 12, 2016
5,000	17-00001 TO 17-05000	FEBRUARY 14, 2017
5,000	17-05001 TO 17-10000	APRIL 15, 2017
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Buyer ID - Id de l'acheteur  
KIN690  
CCC No./N° CCC - FMS No./N° VME

UP TO 10,000	17-30001 UP TO 17-40000 (MORE OR LESS, TO BE DETERMINED BY CLIENT)	DECEMBER 12, 2017
5,000	18-00001 TO 18-05000	FEBRUARY 15, 2018
5,000	18-05001 TO 18-10000	APRIL 15, 2018
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10,000	18-20001 TO 18-30000	SEPTEMBER 6, 2018
UP TO 10,000	18-30001 UP TO 18-40000 (MORE OR LESS, TO BE DETERMINED BY CLIENT)	DECEMBER 12, 2018
5,000	19-00001 TO 19-05000	FEBRUARY 15, 2019
5,000	19-05001 TO 19-10000	APRIL 15, 2019
10,000	19-10001 TO 19-20000	JULY 1, 2019
10,000	19-20001 TO 19-30000	SEPTEMBER 6, 2019

**Note:**

**Packing**

- boxed in equal amounts in new uniform cartons not exceeding 35 lb. With file folders in numerical order;
- must have labels on box exteriors identifying box contents;
- packed on skids, with lowest numbers at the top of the skid
- all folders must be packed in ascending sequential order.

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Buyer ID - Id de l'acheteur  
KIN690  
CCC No./N° CCC - FMS No./N° VME

## ANNEX B

### BASIS OF PAYMENT

*The Contractor will be paid a firm lot price for the supply and delivery of goods and services, in accordance with Annex A Requirement in Canadian funds. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.*

*The Bidder must submit all-inclusive unit prices **in Canadian Dollars**.*

**TO BE DELETED AT CONTRACT AWARD.**

Item	Description	Qty	Unit Price	Firm Lot Price
1	Supply and delivery of pre-coded numeric file folders in accordance with Annex A Requirement	120,000	\$_____/each	\$_____

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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);

**ANNEX D**  
**BID EVALUATION CRITERIA**

1. Mandatory Technical Criteria

#	Mandatory Criteria	Bidders Response
<b>M1 -Folder</b>		Met/Not Met
M1.1	11 point manila colour,	
M1.2	Size: (portrait layout) minimum 9.375 inches wide x 12.125 inches high; maximum 9.625 inches wide x 12.375 high wide with notched double end tab.	
<b>M2-Fastener</b>		
M2.1	Size: minimum 1 inch in length; maximum 1.5 inches in length.	
M2.2	2- prong pin fastener	
M2.3	Fastener installed inside the top left corner of the folder (along the fold)	
M2.4	Fastener angled so it does not interfere with folder protrusion.	
<b>M3 – Patch</b>		
M3.1	Size: minimum 2 inches x 2 inches; maximum 2.25 inches x 2.25 inches,	
M3.2	Fabrene flat patch (no flap) installed to hold pin fastener on the backside of folder.	
<b>M4 – Label</b>		
M4.1	Single datafile numeric label with adhesive.	
M4.2	Size: minimum 7.5 inches high x 1.75 inches wide; maximum 8.25 inches high x 3 inches wide.	
<b>M5 – Lettering and Numbering</b>		
M5.1	Size: minimum 0.5 inches high; maximum 0.75 inches high.	
M5.2	White with black outline	
<b>M6 – Colour Code</b>		
M6.1	Datafile standard	