



**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

Title - Sujet Direct deposit Envelopes	
Solicitation No. - N° de l'invitation EN893-171698/A	Date 2016-11-07
Client Reference No. - N° de référence du client EN893-171698	
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-020-71855	
File No. - N° de dossier cw020.EN893-171698	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-11-24	Time Zone Fuseau horaire Eastern Standard Time EST
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: Werk(cw), Janet	Buyer Id - Id de l'acheteur cw020
Telephone No. - N° de téléphone (613) 998-3968 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: TPSGC/PWGSC National Capital Area (Gatineau) Phase III, Place du Portage, 11 Laurier Street, Gatineau-QC K1A 0S5 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

Communication Procurement Directorate/Direction de
l'approvisionnement en communication

360 Albert St./ 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

Delivery Required - Livraison exigée	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 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

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

1.2 Summary

Public Works and Government Services Canada (PWGSC) requires the printing and custom manufacturing to final format and delivery of two (2) different envelopes as specified in Annex A: Statement of Work

Delivery of the envelopes will be to the three (3) centres (Quebec, Winnipeg and Matane).
The Contract will be in effect for a period of three (3) years from the date of award of Contract.

There are no security requirements associated with this requirement.

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

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

This procurement is not subject to the Comprehensive Land Claims Agreement(s)

1.3 Debriefings

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

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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

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

2.2 Submission of Bids

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

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the

Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority (janet.werk@pwgsc-tpsgc.gc.ca) no later than **seven (7) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

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 the province of 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.

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 sections as follows:

- Section I: Technical Bid (**1 hard copy**)
- Section II: Financial Bid - (**1 hard copy and 1 soft copy on USB**)
- Section III: Certifications (**1 hard copy**)
- Section IV: Additional Information (**1 hard copy**)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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

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

Section I: Technical Bid (Mandatory Criteria)

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

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

Section II: Financial Bid

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

3.1.2 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.

Section III: Certifications

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

3.1.3 Integrity Provisions – List of Names

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

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

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

Section IV: Additional Information

3.1.4 Bidder's Proposed Site(s)

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

Name:

Address:

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

City, Province, Territory / State

Postal Code / Zip Code

Country

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Mandatory Technical Criteria.

Definitions for the purposes of the mandatory technical criteria.

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

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

M.1 CORPORATE EXPERIENCE

The Bidder must demonstrate that it has been contractually bound to an external client (outside of the Bidder's own company) or to external clients* for two (2) contracts to manufacture and print to final format and delivery to the destination address or addresses. Each of these two (2) contracts must have been for a minimum of 500,000 envelopes for each contract.

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

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

The Bidder must provide the following information for each contract:

- a a description of the envelopes provided by the Bidder under each of these contracts
- b quantity of envelopes provided per print run as well as the total quantity provided per year for each contract.
- c the start date or the completion date of the Contract as required to demonstrate that the contract was started or completed after April 01, 2012;
- d the Client information for the Contract
- e proof of this contract (for example a copy of the invoice, or a copy of the contract or copy of the docket etc..)

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

4.1.2 Financial Evaluation

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

To determine the total evaluated price, the prices submitted in the Annex "B": Basis of Payment of this bid solicitation for the initial period and the option periods will be calculated as specified in the Annex B Basis of Payment Excel spreadsheet being distributed through Government Electronic Tender Service.

Solicitation No. - N° de l'invitation
EN893-171698/A
Client Ref. No. - N° de réf. du client
EN893-171698

Amd. No. - N° de la modif.
File No. - N° du dossier
CW020. EN893-171698

Buyer ID - Id de l'acheteur
CW020
CCC No./N° CCC - FMS No./N° VME

4.2. Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Precedent to Contract Award and Additional Information

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

5.1.1 Integrity Provisions – Required Documentation

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

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2. Additional Certifications Precedent to Contract Award

5.2.1 Canadian Content Certification

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

This procurement is limited to Canadian services.

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

PART 6 - SECURITY

6.1 Security Requirements

There is no security requirements attached to this RFP/Contract.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirements

There is no security requirement attached to this contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of award to December 31 2019 inclusive.

7.5 Authorities

7.5.1 PWGSC Contracting Authority

The Contracting Authority for the Contract is:

Janet Werk
Public Works and Government Services Canada
Acquisitions Branch
Communications Procurement Directorate
12th Floor, 360 Albert Street
Ottawa, ON K1A 0S5 Tel: 613-998-3968 Fax: 6113-991-xxxx E-mail: janet.werk@tpsgc-pwgsc.gc.ca

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

7.5.2 Project Authority

The Project Authority is a representative from the client department whose name will be specified in the at contact award.

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.

7.5.3 Contractor's Representative

General Enquiries (Project Manager)

Name: _____

Telephone: _____ - _____ - _____

Fax: _____ - _____ - _____

E-mail _____

Replacement for Project Manager

Name: _____

Telephone: _____ - _____ - _____

E-mail _____

7.6 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.

7.7 Payment

7.7.1 Basis of Payment

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

7.7.2 Limitation Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$_____. Customs duties are included and Applicable Taxes are extra.

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

7.7.3 Payment

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

7.7.4 Electronic Payment of Invoices

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

- a. Visa Acquisition Card;

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

7.8 Invoicing Instructions

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

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

- a. **The original copy must be forwarded / emailed to the Project Authority** identified under the section entitled "Authorities" of the Contract for certification and payment.
- b. **One (1) copy must be emailed to the Contracting Authority** identified under the section entitled "Authorities" of the Contract. (janet.werk@tpsgc-pwgsc.gc.ca).

7.9 Certifications and additional information

7.9.1 Compliance

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

7.9.2 SACC Manual Clauses

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

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

7.12 Insurance

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

7.13 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

7.14 SACC Manual Clauses

SACC Reference	Section	Date
P1005C	Packaging and Packing of Printed Products	2010-01-11
P1009C	Author's Alterations	2007-11-30
P1010C	Quality Levels for Printing	2010-01-11
P1012C	Quality Levels for Envelopes	2010-01-11

ANNEX "A" STATEMENT OF WORK

A.1 OVERVIEW

Public Works and Government Services Canada (PWGSC) has a requirement for the manufacturing and printing of two (2) different envelopes and delivery to three (3) Canadian locations on an 'if and when requested basis'.

A.2 SPECIFICATIONS

A.2.1 Envelope - TYPE A PWGSC-TPSGC Envelopes 575 (2014-08)

Description: *Government of Canada Direct Deposit return envelopes with the Canada Post "Business Reply Mail" indicia and bar code.*

Size: 210 mm (length) x 92 mm (height) (8 1/4" x 3 5/8"); double side seam, open side (the side glued flaps must be inside the back panel).

Paper: 48 m (24-lb.) natural kraft recycled paper or equivalent

Flap: 1 7/16", full glue

Throat: 5/16"

Ink: Black on front, back and flap, bilingual, no bleeds

A.2.2 Envelope - TYPE B PWGSC-TPSGC Envelopes 575 (2014-08)

Description: *Government of Canada Direct Deposit return envelopes with the Canada Post artwork indicia with the mention "Affix Sufficient Postage".*

Size: 210 mm (length) x 92 mm (height) (8 1/4" x 3 5/8"); double side seam, open side (the side glued flaps must be inside the back panel).

Paper: 48 m (24-lb.) natural kraft recycled paper or equivalent.

Flap: 1 7/16", full glue

Throat: 5/16"

Ink: Black on front, back and flap, bilingual, no bleeds

A.3 QUANTITY

The quantity will vary depending on the individual campaign.
Work request orders may range as low as 5,000 envelopes and as high as 7,000,000 envelopes.

A.4 UNDERRUNS

No underruns will be accepted.

A.5 OVERRUNS

Overruns will be accepted as follows:

- 3% overrun on quantities from 5,000 to 100,000
- 2% overrun on quantities from 100,001 to 500,000
- 1% overrun on quantities from 500,001 to 1,000,000
- 0.5% overrun on quantities of 1,000,001 or greater

Note: Any overrun is to be distributed between the Québec City and Winnipeg production centres.

A.6 PRINT QUALITY

The print quality level is *"Informational"* in accordance with the latest issues of Public Works and Government Services Canada (PWGSC) Publications entitled "Quality Levels for Printing" and/or "Quality Levels for Envelopes".

The printer may either use a direct-to-plate system or burn plates from negatives, provided the print quality levels are achieved.

A.7 MATERIALS SUPPLIED

The Project Authority will supply the Contractor with PDF files via email, as required.

A.8 COMPONENTS

All original material supplied (artwork, electronic media, photographs) or created during production (negatives, separations, proofs) for any printing requirement is deemed to be the property of the Crown and must be returned at no cost after work is completed.

A.9 PROOFS

PROOFS required prior to production:

One (1) electronic low-resolution proof for each envelope requested on the Work Request is required and **MUST** be submitted to the Project Authority for approval within five (5) working days of receipt of the Work Request. The proof must consist of a diagram of the envelope construction with the image for the envelope ordered.

The Project Authority will return a signed approval of the proof, in writing (email) within five (5) working days from its receipt.

Proofs address: (if necessary)

xxxxxx, Senior Product Officer
Payment Products and Services Directorate Place
du Portage, Phase III, 11B2, Station 83
Gatineau, Quebec K1A 0S5

A.10 DELIVERY DATE

The delivery date for each order will be specified on the work order request.

A.11 PACKAGING

- 1) At all times, envelopes must be packaged in boxes containing **no more than 2,000** envelopes.
- 2) Boxes are to be shipped on skids measuring 40" x 48", with four-way entry; the height, including the skid, should not exceed 54".
- 3) Boxes must be stacked as follows:
Eight (8) two-tiered boxes per row and eight (8) rows high per skid, **OR** four (4) single-tiered boxes per row and eight (8) rows high per skid.
- 4) Cartons must be interlocked between rows.
- 5) Heavy-gauge cardboard corners for protection.
- 6) Skids are not to be double-stacked in the truck.
- 7) Stock is to be firmly wrapped with stretch wrap ensuring that the skid and the boxes are sealed and held together as a single unit.

A.12 LABELLING

All boxes must have labels indicating the envelope number, quantity and destination.
"DO NOT DOUBLE-STACK/ NE PAS SUPERPOSER" signs must be placed on all four (4) sides and the top of each skid.

A.13 SHIPPING

The shipping must be FOB destination. The three (3) shipping locations across Canada are listed below.

The production centres /destinations must be notified three (3) business days before the delivery date to coordinate shipment acceptance. The transportation company responsible for the delivery of insert material (the Transportation Company) must call the production centre / destination custodian (the Custodian) in advance to schedule the delivery date and time. This is a mandatory process and must be followed at all times since only the Custodian can take delivery.

The Transportation Company must present the Custodian with a bill of lading or waybill.

- 1) PWGSC Québec Production Centre
Commercial Building
220 Fortin Street, Suite 200
Quebec City, Quebec G1M 3S5
Attention: Jessica Audet Telephone: 418-648-3695
- 2) PWGSC Winnipeg Production Centre
75 Bentall Street
Winnipeg, Manitoba
R2X 3B4
Attention: Paul Shesterniak / Sylburn Jones telephone: 204-984-8044
- 3) PWGCS – Cheque Control and Redemption Directorate
150 boul. Dion
Matane, Québec G4W 4N3
Attention: TBD Telephone: 418-566-7238

A.14 QUALITY ASSURANCE

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

Appendix 1

IMPORTANT INFORMATION REGARDING THE PREPARATION OF INSERTS AND THEIR DELIVERY TO PUBLIC WORKS AND GOVERNMENT SERVICES CANADA (PWGSC) PRODUCTION CENTRES

PWGSC's production centres in Quebec City, Quebec, and Winnipeg, Manitoba, have reported issues with the communication and delivery of inserts accompanying mailings delivered by the Receiver General on behalf of client departments. In order to ensure proper delivery of the inserts to PWGSC production centres, client departments and their suppliers are reminded of the following procedures:

#1: The packaging specifications detailed above must be followed at all times. Non-compliance with these specifications could jeopardize job processing at the production centres / destinations, affecting the release of federal government payments.

#2: The production centres / destinations must be notified three (3) business days before the delivery date to coordinate shipment acceptance. The Contractor must obtain the notification date and time, and the contact person's name. The transportation company responsible for the delivery of insert material (the Transportation Company) must call the production centre /destination custodian (the Custodian) in advance to **schedule the delivery date and time**. This is a mandatory process and must be followed at all times since only the Custodian can take delivery.

#3: The Transportation Company must present the Custodian with a bill of lading or waybill.

The Custodian will enter all adverse information relating to the condition and content of the shipment on the bill of lading, delivery receipt or shipping documents.

The Custodian can then sign the delivery documents, retaining a copy with the shipper's signature on it for record purposes.

A copy of the delivery document (packing slips) must also be faxed to 1-819-956-1664.

PWGSC production centre / destination contact information:

PWGSC Québec Production Centre

Commercial Building
200 Fortin Street, Suite 200
Quebec City, Quebec G1M 3S5
Custodian: Jessica Audet, Telephone: 418-648-3695

PWGSC Winnipeg Production Centre

75 Bentall Street
Winnipeg, Manitoba R2X 3B4
Custodian: Paul Shesterniak, Telephone: 204-984-8044
Sylburn Jones, Telephone: 204-984-8044

PWGCS – Cheque Control and Redemption Directorate

150 boul. Dion
Matane, Québec G4W 4N3
Attention: TBD Telephone: 418-566-7238

NON-COMPLIANCE WITH THE ABOVE PROCEDURES COULD RESULT IN THE PRODUCTION CENTRES' REFUSING DELIVERY.

APPENDIX 2 - HISTORICAL Volumes

2014/2015

1st order = 1,384,890
2nd order = 3,015,000
3rd order = 2,814,000

2015/2016

1st order = 824,100
2nd order = 3,510,000
3rd order = 256,000

2016/2017

1st order = 3,015,000

ANNEX "B" BASIS OF PAYMENT

B.1 PRICING SCHEDULE

Bidders must provide pricing in the format specified, for each component identified in this ANNEX "B" - Basis of Payment.

Failure to price one of the components in the format specified will render the bid non-responsive.

The all-inclusive prices must include but are not limited to: all operations and materials for the completion of the final printed and custom manufactured to final format and the services as specified in the Annex A Statement of Work, creation and delivery of proofs/samples, equipment set ups, printing operations, to ready items for shipping and transportation. Shipping charges are extra. Pricing for overruns will be calculated at the "per thousand" (\$/M) price, prorated for the permitted and actual quantities.

Shipping/transportation costs

All shipping/transportation costs reasonably and properly incurred in the delivery of items to destinations will be reimbursed at cost with no allowance for profit or overhead and upon receipt of proper cost support documentation. All payments are subject to government audit.

TRAVEL AND LIVING EXPENSES

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

Bidders must submit firm, all inclusive, prices for the quantities and items specified in the MS Excel spreadsheet distributed through GETS (BuyandSell.gc.ca), FOB Destination, GST/HST/QST extra if applicable.

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.

If pricing is not provided for a component, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amount. If the Bidder agrees then the Basis of Payment will be considered compliant. However if the Bidder disagrees then the bid will be found non-compliant and no further evaluation will be done.

The quantities for evaluation shown in the pricing grid of the Annex B - Proposed Basis of Payment pricing schedule are estimates for evaluation purposes only and are not a guarantee of the actual number of documents to be produced or the actual number of items to be shipped, nor are they intended to reflect any expectations on behalf of the Government of Canada.

B.1.A PAPER ADJUSTMENT CLAUSES (SOLICITATION AND CONTRACT)

Bidders must complete the B.1.A P2010 - T - Paper Adjustment Clause and include it with their Bid. If the Bidder does not complete and provide the B.1.A P2010 - T - Paper Adjustment Clause with the Bid, no Paper Adjustment Clause will be included in the Contract and no price escalation/adjustment will be granted based on increased paper costs during the period of the Contract.

Bidders are to add lines if required.

B.1.1.A P2010 - T - Paper – Adjustment Bid

1. The resulting contract will contain a provision for price adjustment (increase or decrease) of the portion of the price directly related to the base transaction cost of paper. Price adjustment will apply only to increase or decrease of the base transaction cost of paper that may occur at any time during the resulting contract period but not before thirty (30) days after contract award.
2. Bidders must provide their base transaction cost(s) and the quantity of the paper on which the base transaction cost is established in their bid as follows:
 - a. text stock (if applicable): _____ lb. at a base transaction cost per Cwt. of \$ _____ , and which represent _____ percent of the unit price(s).
Brand name and paper supplier: _____.
 - b. Avpexine stock (if applicable): _____ lb. at a base transaction cost per Cwt. of \$ _____ , and which represent _____ percent of the unit price(s).
Brand name and paper supplier: _____.
3. Upon request from the Contracting Authority, bidders must provide supporting documentation to confirm the base transaction cost. Such documentation may consist of copy of quotation from the paper supplier(s).

B.1.1.B P2010 - C - Paper – Adjustment Contract

1. The portion of the price directly related to the base transaction cost of paper is subject to price adjustment (increase or decrease) at any time during the contract period but not before _____ *(insert the date corresponding to the end of the 30-day period after contract award)* . The price will be adjusted using the percentage of the announced increase or decrease that came into effect by applying it to the applicable base transaction cost.
2. To request a price adjustment, the Contractor must provide the Contracting Authority with a notice indicating the increase or decrease in the base transaction cost of the paper necessary to complete the requirement of the Contract, if applicable. Such notice must contain the price as publicly announced by at least three (3) paper supplier who supply the grade specified in the Contract and the date the price came into effect.
3. The base transaction cost of paper subject to price adjustment is as follows:
 - a. text stock (if applicable): _____ lb. at a base transaction cost per Cwt. of \$ _____ , and which represent _____ percent of the unit price(s).
Brand name and paper supplier: _____.
 - b. Avpexine stock (if applicable): _____ lb. at a base transaction cost per Cwt. of \$ _____ , and which represent _____ percent of the unit price(s).
Brand name and paper supplier: _____.

4. The Contractor must provide a copy of the quotation from the paper supplier(s) to support the above base transaction cost and a copy of the invoice(s) from the paper supplier(s) to support the adjusted base transaction cost.
5. Any price adjustment must be approved by the Contracting Authority and will be evidenced through a contract amendment.

ANNEX "C" ELECTRONIC PAYMENT INSTRUMENTS

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

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