



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Réception des soumissions - TPSGC / Bid  
Receiving - PWGSC  
1550 Avenue d'Estimauville  
1550 D'Estimauville Avenue  
Québec  
Québec  
G1J 0C7

## 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

TPSGC - PWGSC  
601 - 1550 Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7

<b>Title - Sujet</b> RPSO - Reprography	
<b>Solicitation No. - N° de l'invitation</b> E6QUE-160001/A	<b>Date</b> 2016-11-09
<b>Client Reference No. - N° de référence du client</b> E6QUE-160001	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$QCW-028-16929	
<b>File No. - N° de dossier</b> QCW-6-39246 (028)	<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 2016-12-07</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Normale du l'Est HNE
<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> Simoneau, Steve	<b>Buyer Id - Id de l'acheteur</b> qcw028
<b>Telephone No. - N° de téléphone</b> (418) 649-2816 ( )	<b>FAX No. - N° de FAX</b> (418) 648-2209
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> TOUS LES MINISTÈRES ET ORGANISMES FÉDÉRAUX DU QUÉBEC MÉTROPOLITAIN INCLUANT VALCARTIER ET DONNACONA QUEBEC Québec Canada	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b> VOIR DOC	<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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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**TITLE: RMSO–REPROGRAPHY SERVICES – QUEBEC REGION**

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- |        |   |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement;   |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;   |
| Part 3 | Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;   |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided;   |
| Part 6 | Security and Financial Requirements: and  |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:   |
- 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Requirement, the Basis of Payment and any other annexes.

### 2. Summary

2.1 To provide on an as-and-when requested basis, reprography and binding services for documents with short, medium and long runs, plans and specifications, cover printing, digital printing on foamcore and coroplast, digitization of specifications, plans and related documents, burning of compact discs, and a pick-up and delivery service, all in accordance with the **Statement of Work at Annex A** of this Request for a Standing Offer.

These various reprography services are to be available to all **departments, agencies and organizations of the Government of Canada located within a 55-km radius of 1550 D'Estimauville Avenue, Quebec City, QC, with the exception of the south shore of Quebec City**. This area will be divided into **(3) sectors**, namely: **1) Quebec, 2) Valcartier and 3) Donnacona**.

The period of the standing offer is **from the award of the standing offer to December 31, 2018**, inclusive, with a possibility of a one year optional extension.

The value of call-ups may vary widely, ranging **from less than ten dollars to several hundreds of dollars**. Most call-ups, however, will be under \$100.00.

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

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

### **3. Security Requirements**

This procurement does not have security requirements.

### **4. Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2016-04-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

### 2.2 Submission of Offers

Offers 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 Request for Standing Offers.

**Tenders can be transmitted by fax to 418-648-2209.**

### 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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Offeror 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.

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## 2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to [steve.simoneau@tpsgc-pwgsc.gc.ca](mailto:steve.simoneau@tpsgc-pwgsc.gc.ca), the Standing Offer Authority no later than 5 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

## 2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 Offerors.



## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1. Offer Preparation Instructions

Canada requests that Offerors provide their offer in separately bound sections as follows:

Section I: Financial Offer (1) hard copy and (1) soft copy of the **Annex B, Basis of Payment** in **Excel format** to the following e-mail address:

**TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca**

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

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer. Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, Offerors 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: Financial Offer

Offerors must submit their financial offer **in accordance with the Annex B – Basis of Payment**. The total amount of Applicable Taxes must be shown separately.

#### Section II: Certifications

Offerors must submit the certifications required under Part 5.

##### 3.1.1 Payment by credit card

Canada requests that Offerors complete one of the following:

- (a) ( ) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_  
Master Card \_\_\_\_\_

- (b) ( ) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card. Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

### **4.1.1 Financial Evaluation**

#### **4.1.1.1 Financial criteria**

Offerors must submit their financial offer in accordance with Annex B – Basis of payment of this request for standing offers.

#### **4.1.1.2 Evaluation of price – Offer**

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

### **4.2 Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offer to be declared responsive. The price of a bid will be calculated by determining a total evaluation. Among the compliant bids, the responsive offer with the lowest evaluated price, according to the quantities and approximate values mentioned herein, will be recommended for issuance of a standing offer. The price of the bid will be evaluated in Canadian dollars, excluding the Goods and Services Tax or Harmonized Sales Tax, FOB destination for goods, including excise tax and customs duties in Canada.

*The example below demonstrate which evaluation method will be used:*

***The evaluation amount for the standing offer period will be calculated by totalling the following items***

***For all firm unit prices referred to in Annex B - Basis of Payment: For each item, the approximate quantities will be multiplied by the associated firm unit price. All the resulting amounts will be totalled.***

***+***

***For the firm percent mark-up referred to in Annex B - Basis of Payment, the monetary value associated with this item is 5% of the monetary value of the Standing Offer, excluding applicable taxes, MULTIPLIED by the mark-up percentage quoted by the Offeror .***

***=***

***The evaluation amount for the standing offer period.***

Please refer to the table below as an example of the calculation of the evaluation amount for the standing offer period. Note that the rates shown in the table are fictitious rates given as examples only.

**Example of a bid financial evaluation table for the standing offer period :**

<b>A</b> <b>Description</b>	<b>B</b> <b>Approx.</b> <b>quantities</b>	<b>C</b> <b>Rate offered</b> <b>by <u>offeror 1</u></b>	<b>D</b> <b>Evaluation of</b> <b><u>offeror 1</u></b> <b>D = B x C</b>	<b>E</b> <b>Rate offered</b> <b>by <u>offeror 2</u></b>	<b>F</b> <b>Evaluation</b> <b>of <u>offeror 2</u></b>  <b>F = B x E</b>
Black print, one side, 8.5 x 11, white paper	400,000 sheets	0.01\$ / sheet	<b>\$4 000.00</b>	0.02\$ / sheet	<b>\$8 000.00</b>
Black print, both sides, 8,5 x 11, coloured paper	15,000 sheets	0.01\$ / sheet	<b>\$150.00</b>	0.02\$ / sheet	<b>\$300.00</b>
Reproduction of plans/drawings in black (or blue)	2,000.00 square feet	0.03\$ / square foot	<b>\$60.00</b>	0.05\$ / square foot	<b>\$100.00</b>
Insertion in 3-inch binders provided by the client	500 binders	0.20\$ / binder	<b>\$100.00</b>	0.30\$ / binder	<b>\$150.00</b>
Binding: plastic spiral (punching included), 76 to 100 sheets.	600 documents	0.20\$ / document	<b>\$120.00</b>	0.30\$ / document	<b>\$180.00</b>
Pick-up by the supplier or its courier service (surface transport) – maximum 10 boxes for Québec sector	400 pick-ups	\$2.50\$/pick- up	<b>\$1,000.00</b>	\$5,00/pick- up	<b>\$2,000.00</b>
<b>Sub total 1:</b>			<b>\$5,430.00\$</b>		<b>\$10 730,00</b>

<b>A</b> <b>Description</b>	<b>B</b> <b>Sub-total 1</b>	<b>C</b> <b>Estimated %</b> <b>for urgent</b> <b>work</b>	<b>D</b> <b><u>Offeror 1</u></b> <b>Firm Mark-</b> <b>up rate</b>	<b>E</b> <b>Mark-up</b> <b>Amount bid</b> <b>by</b> <b><u>Offeror 1</u></b>	<b>F</b> <b>Offerer 2</b> <b>Firm Mark-</b> <b>up rate</b>	<b>G</b> <b>Mark-up</b> <b>Amount bid</b> <b>by</b> <b><u>Offeror 2</u></b>
Offrant 1	\$5,430.00	5%	10%	\$27.15	-----	-----
Offrant 2	\$10 730.00	5%	-----	-----	15%	\$80.48
<b>Sub-total 2 :</b>				<b>\$27.15</b>		<b>\$80.48</b>
<b>Total (Sub-total 1 + Sub-total 2) :</b>				<b>\$5,457.15</b>		<b>10,810.48\$</b>

**\*Example of the calculation:**

**Offerer 1:** ((B x C) X D)) + B = (5 430.00\$ X 5%) x 10%) + B = 27.15\$ + 5 430.00 = 5457.15\$

**Offerer 2 :** ((B X C) X D)) + B = (10 730.00\$ X 5%) X 15%) + B = 80.48\$ + 10 730.00\$ = 10 810.48\$

In the above example, offerer 1 submitted an evaluation amount that was lower that the amount submitted by offerer 2. Offerer 1 would be recommended for the standing offer award.

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### 5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

#### 5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Offeror must provide with its offer, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

### 5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer non-responsive.

#### 5.2.1 Integrity Provisions – List of Names

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

#### 5.2.2 Language Capability

By submitting an offer, the Offeror certifies that it has the language capability required to perform the Work, as described in the Annex A – Requirement.

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### 5.2.3 Canadian Content Certification

This procurement is limited to Canadian goods and Canadian services.

The Offeror certifies that:

( X ) a minimum of 80 percent of the total price for the offer consist of Canadian goods and Canadian services as defined in paragraph 5 of clause **A3050T**.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the *Supply Manual*. **2.1.1 SACC Manual** clause **A3050T** (2014-11-27) Canadian Content Definition.

## **PART 6 – SECURITY AND FINANCIAL REQUIREMENTS**

### **6.1 Security Requirements**

This Standing Offer does not have Security Requirements.

### **6.2 Financial Capability**

SACC *Manual* clause M9033T (2011-05-16) Financial Capability

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## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **7A. STANDING OFFER**

#### **7A.1 Offer**

**7A.1.1** The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

#### **7A.2 Security Requirements**

This Standing Offer does not have Security Requirements

#### **7A.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

##### **7A.3.1 General Conditions**

**2005** (2016-04-04) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### **7A.3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "C". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st semester: from contract award to June 30; and from January 1<sup>st</sup> for the second year
- 2ns semester: from July 1 to December 31.

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

#### **7A.4 Term of Standing Offer**

##### **7A.4.1 Period of Standing Offer**

The period for making call-ups and providing services against the Standing Offer is **from contract award to December 31, 2018 inclusive**.

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#### 7A.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for **one additional period of one year, from January 1, 2019 to December 31, 2019**, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority

#### 7A.5 Authorities

##### 7A.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Steve Simoneau  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 601-1550 D'Estimauville, Québec  
Telephone: (418) 649-2816  
Facsimile: (418) 648-2209  
E-mail address: steve.simoneau@tpsgc-pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

##### 7A.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

##### 7A.5.3 Offeror's Representative (to be completed)

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

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Facsimile: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 7A.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.

## 7A.7 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the **Financial Administration Act**, R.S., 1985, c. F-11 and located within a **55 km radius of 1550 D'Estimauville avenue, Quebec city, Qc, with the exception of the south shore of Quebec city.**

## 7A.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, "Call-up Against a Standing Offer", or electronic document.

## 7A.9 Limitation of Call-ups

Individual call-ups against this Standing Offer must not exceed **\$5,000.00** (Applicable Taxes included).

## 7A.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$150,000.00** for the initial period and **\$75,000.00** for the optional period, (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when **75 percent** of this amount has been committed, or **3 months before the expiry date of the Standing Offer**, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 7A.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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2016-04-04), General Conditions - Standing Offers - Goods or Services
- d) the General Conditions 2029(2016-04-04), General Conditions – Goods and Services ( Low Dollar Value)
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment
- g) the Offeror's offer dated \_\_\_\_\_ (*will be completed at contract award*)



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## **7A.12 Certifications**

### **7A.12.1 Compliance**

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing additional information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

### **7A.12.2 SACC *Manual* Clauses**

**G1005C** (2016-01-28), Insurance – No Specific Requirement  
**M3060C** (2008-05-12), Canadian Content Certification  
**P1005C** (2010-01-11), Packaging and Packing of Printed Products  
**P1010C** (2010-01-11), Quality Levels for Printing  
**P1011C** (2010-01-11), Quality Levels for Colour Reproduction  
**P1015C** (2010-01-11), Quality Levels for Labels  
**P1016C** (2010-01-11), Quality Levels for Binding

## **7A.13 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

## **7B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **7B.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **7B.2 Standard Clauses and Conditions**

#### **7B.2.1 General Conditions - Services**

2029 (2016-04-04), General Conditions – Goods or Services (Low Dollar Value).

### **7B.3 Term of Contract**

#### **7B.3.1 Period of the Contract**

The Work must be completed in accordance with the call-up against the Standing Offer.

### **7B.4 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.

### **7B.5 Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in **Annex B, Basis of Payment**. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

#### **7B.5.1 Limitation of Price**

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

#### **7B.5.2 Single Payment**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

### **7B.5.3 SACC Manual Clauses**

**A9117C** (2007-11-30), T1204 - Direct Request by Customer Department

### **7B.5.5 Electronic Payment of Invoices – Call-up – if applicable**

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

- a. Visa Acquisition Card; \_\_\_\_\_
- b. MasterCard Acquisition Card; \_\_\_\_\_

### **7B.6 Invoicing Instructions**

1. The contractor must submit invoices in accordance with the section in the General Conditions entitled "Invoicing Instructions". Invoices must not be submitted until all the work to which the invoice pertains has been completed.
2. Invoices must be distributed as follows:
  - (a) Send the original and two (2) copies to the address which appears on article 7B.6.2 for certification and payment.
3. The Government of Canada will only pay accounts on receipt of a satisfactory invoice and any other documentation specified in the Standing Offer.
4. Submit invoices on a "per call-up" basis using the contractor's own documents and including (at least) the following:
  - (a) Contractor's name, address, procurement business number (PBN), etc
  - (b) Shipping address shown on the call-up
  - (c) Contractor's standing offer number, e.g.: W0106-15R126/001/QCL
  - (d) Call-up reference number quoted by the designated user (PO #)
  - (e) Period of invoicing
  - (f) Description of any item or services billed
  - (g) Total amount payable, in accordance with the payment arrangements specified in the Standing Offer.

### **7B.7 Insurance Requirements**

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

### **7B.8 Canadian Forces Site Regulations**

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

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## ANNEX A - STATEMENT OF WORK

### DESCRIPTION

Provide, as and when required, Government of Canada departments, agencies and Crown corporations (clients) located within a **55 km radius of 1550 D'Estimauville avenue, Quebec City, QC, with the exception of the south shore of Quebec City**, with services that include, but are not limited to the following: reprography and binding services for documents with small, medium or large runs, cover printing, digital printing on foamcore or coroplast, laminating, digitization of technical specifications, plans and related documents, burning of compact discs, and pick-up and delivery of the work.

## 1. REPRODUCTION SERVICES

### 1.1 Black photocopying

Photocopying of documents with black ink, single or double-sided, on white bond or coloured paper, according to the instructions of the call-up. The size of documents to be reproduced shall be 8½"x11", 8½"x14", 11"x17" or any other size larger than 11"x17" (single-sided). However, most documents to be copied shall be 8½"x11" and double-sided.

The documents shall be reproduced from paper copies or electronic media. Electronic media provided to the Contractor may be in the form of e-mail messages, USB keys or compact discs. These media may be coded in Windows for various operating environments. Printed documents shall be sorted or grouped according to the instructions of the call-up.

### 1.2 Colour photocopying

High-quality document colour copying, single or double-sided. The size of documents to be reproduced shall be 8½"x11", 8½"x14", 11"x17" or any other size larger than 11"x17" (single-sided). However, most documents to be copied shall be 8½"x11" and double-sided.

The documents shall be reproduced from paper copies or electronic media. Electronic media provided to the Contractor may be in the form of e-mail messages or compact discs. These media may be coded in Windows for various operating environments. Printed documents shall be sorted or grouped according to the instructions of the call-up. These documents shall be reproduced on coloured copy paper (Hammermill or equivalent) 140M.

### 1.3 Acetates

Photocopying of documents using black or coloured ink. The size of documents to be reproduced shall be 8½"x11" or 8½"x14."

The documents shall be reproduced from paper copies or electronic media. The documents shall be reproduced from paper copies or electronic media. Electronic media provided to the Contractor may be in the form of e-mail messages or compact discs. These media may be coded in Windows for various operating environments. Printed documents shall be sorted or grouped according to the instructions of the call-up. The documents shall be reproduced on 10 mil acetate transparencies.

## **2. COVER PRINTING**

Single-sided cover page printing in black or colour. The size of covers to be printed shall be 8½" x 11" or 8½" x 14". However, the size of most of the documents to be reproduced shall be 8½" x 11", using black ink.

The documents shall be reproduced from paper copies or electronic media. The documents shall be reproduced from paper copies or electronic media. Electronic media provided to the Contractor may be in the form of e-mail messages, USB keys or compact discs. These media may be coded in Windows for various operating environments. Printed documents shall be sorted or grouped according to the instructions of the call-up. The documents shall be reproduced on Rockland (or equivalent) 130M paper for black printing or Cornwall coated glossy paper C1Sm 10pt (or equivalent) or black or colour printing, according to the instructions of the call-up.

## **3. TECHNICAL PLAN/DRAWING REPRODUCTION**

### **3.1 Plan/drawing reproduction**

The height of plans/drawings to be reproduced shall be 18", 24", 30", 33" or 36" x any length. However, the size of most plans/drawings to be reproduced shall be 30" x 42". Original plans/drawings shall sometimes be magnified up to 200% or reduced by 50%. The plans/drawings shall be reproduced on regular bond paper in black (or blue) or other colours.

The plans/drawings shall be reproduced from paper copies or electronic media. Electronic media provided to the Contractor may be in the form of e-mail messages, USB keys or compact discs. These media may be coded in Windows for various operating environments.

Each reproduced drawing SHALL be in single-sheet form, i.e. complete. NO composite drawings composed of sections joined together by gluing or other means shall be accepted.

In addition, when the paper used for the reproduction is larger than the plan/drawing reproduced, the extraneous paper shall be removed by the supplier. The strip of extraneous paper surrounding the entire plan/drawing must never exceed 2" (54mm) in width.

### **3.2 Plotting of CAD plans/drawings**

Colour ink-jet printing of CAD plans/drawings from electronic files at sizes up to 36" in width x any length, on bond paper.

## **4. BINDING**

### **4.1 Folding**

Some sheets shall require folding according to specifications provided upon placement of call-up.

### **4.2 Folding with insert**

Some sheets shall require folding and insertion into documents to be reproduced according to specifications provided upon placement of call-up. The size of sheets to be reproduced shall be 8½"x11", 8½"x14" or 11"x17".

#### 4.3 Insertion into binders

Some documents shall require insertion into binders. These binders shall be supplied by the client or supplier, according to the instructions of the call-up. Binders may contain a black- or coloured-ink-printed cover page, spine and dividers, according to the instructions of the call-up. Binder sizes shall be ½", 5/8", 1", 1½", 2", 2½" or 3". Insertion in binders includes hole punching.

#### 4.4 Document binding

Certain documents shall require binding using one of the following binding methods according to the instructions of the call-up.

- a) Cerlox binding
- b) Plastic spiral (hole punching included)
- c) Staple or stitch in one corner
- d) Two lateral staples
- e) Three lateral staples
- f) Leaflet binding with staples
- g) Acco lever arch or equivalent (hole punching included)

The number of sheets to be bound may vary as follows:

- a) 1 to 25 sheets;
- b) 26 to 75 sheets;
- c) 76 to 100 sheets;
- d) 101 to 200 sheets;
- e) 201 sheets or more.

#### 4.5 Binding of plans/drawings

Plans/drawings may be bound with a band and staples, according to the instructions of the call-up.

#### 4.6 Hole punching

Some documents may be punched with 1, 2 or 3 standardized holes, according to the instructions of the call-up.

#### 4.7 Padding

Pads include cutting (if applicable), paperboard and assembly. The paper and printing are already covered in Section 1 of the Statement of Work. Pads shall be assembled with a rubberized glue on one side and a piece of paperboard on the other. Pads shall be 50 or 100 pages. Sizes may be as follows:

- a) maximum of 4¼" x 5½", i.e. four times on an 8½" x 11" sheet;
- b) maximum of 4¼" x 7", i.e. four times on an 8½" x 14" sheet;
- c) maximum of 5½" x 8½", i.e. twice on an 8½" x 11" sheet;
- d) 8½" x 11";
- e) 8½" x 14".

## 5. DIGITAL PRINTING ON FOAMCORE OR COROPLAST

Digital printing on ¼" Foamcore (or equivalent) or ¼" Coroplast (or equivalent), according to the instructions of the call-up.

## 6. LAMINATION (PLASTICIZING)

Some items shall require single- or double-sided lamination, up to 36" in height x any length. The plastic film shall be 1.7mil or 3.0mil, according to the instructions of the call-up. Film of 3.0mil is recommended, however, for sheets 24 inches or larger.

## 7. DIGITIZATION AND BURNING OF COMPACT DISCS

### 7.1 Digitization

The size of documents to be digitized shall be 8½"x11" up to 36"x any length. However, the size of most documents to be digitized shall be 30" x 42". Digitization resolution shall be 400DPI.

#### 7.1.1 Regular document

Regular documents, other than specifications, shall be digitized and saved as single PDF files, unless instructed otherwise. The size of regular documents to be digitized shall be 8½"x11", 8½"x14" and 11"x17". Approximately 98% of documents to be digitized shall be 8½"x11". See **Section 7.2** for compact disc burning instructions.

#### 7.1.2 Specifications

Specifications are technical documents that have a standardized structure. Depending on the instructions of the call-up, specifications can be digitized and saved in a single PDF file or in as many files as there are sections in the specifications.

In situations where a PDF file is required for each section of the specifications, each section shall be digitized and saved in PDF file format and shall be named with the section number and title of the corresponding section, based on the following list:

- A) Division 01- General description
- B) Division 02- Locations of work
- C) Division 03- Concrete
- D) Division 04- Masonry
- E) Division 05- Metallurgy
- F) Division 06- Wood and plastics
- G) Division 07- Mould protection and thermal insulation
- H) Division 08- Windows and doors
- I) Division 09- Finishing
- J) Division 10- Specialties
- K) Division 11- Equipment
- L) Division 12- Supplies
- M) Division 13- Special construction
- N) Division 14- Conversion of systems
- O) Division 15- Mechanical
- P) Division 16- Electrical

All of the PDF files for the specification shall be grouped in a folder entitled "Specifications."

The first pages of the specifications called "Plans & Specifications" or "Table of contents" shall be digitized and saved as a PDF file. This file shall be entitled "Specifications - Table of contents." These pages can sometimes be called "Section 00 - Table of contents."

The "Specifications - Table of contents" PDF file shall be filed at the same level as the "Specifications," "Plans/drawings" and "Addenda" folders.

In the event that there is an Addendum, the text shall be digitized and saved in a single PDF file. The plans/drawings shall be digitized and saved as single PDF files for each plan/drawing. The name to identify PDF files of text shall be as follows: "Addenda number #x" and the name to use for each Addendum plan/drawing PDF file shall be as follows: "Addenda number #x- QU-04026-M D-G1," i.e. the number generally located in the lower right corner of the plan/drawing.

All addendum PDF files shall be grouped in a folder entitled "Addenda." See **Section 7.2** for instructions on burning compact discs.

### **7.1.3 Plans/drawings**

Each plan/drawing shall be digitized and saved in PDF file format. One plan/drawing per file. The files shall be named using the number generally located in the lower right corner of the plan/drawing (e.g. QU-04026-M D-G1).

All plan/drawing PDF files shall be grouped in a folder called "plans/drawings." See **Section 7.2** for instructions on burning compact discs.

## **7.2 Burning compact discs**

Burning of compact discs shall be done using high-quality compact discs.

### **7.2.1 Regular documents**

Space permitting, burn all PDF files for a given work on a single disc, unless instructed otherwise.

### **7.2.2 Plans and specifications**

PDF files shall be burned onto high-quality compact discs. PDF files shall be arranged as follows on the compact disc:

- a) Space permitting, burn all specification and plan/drawing PDF files onto a single disc;
- b) In the event that the documents to be digitized are bilingual, burn French and English versions of PDF files of specifications and plans/drawings onto a single disc, space permitting;
- c) If there is not enough space on the compact disc, burn French versions of PDF files of specifications and plans/drawings onto a single disc and burn English versions of PDF files of specifications and plans/drawings onto a second compact disc, space permitting;
- d) If there is not enough space, burn French versions of PDF files of specifications onto one compact disc, English versions of PDF files of specifications onto a second compact disc and PDF files of plans/drawings onto a third compact disc.



### 7.3 Compact disc identification label

According to the instructions of the call-up, compact discs may or may not have identification labels. The label shall consist of a specially designed sticker printed in black or in colour, according to the instructions of the call-up.

OPTIONAL: The supplier may propose a label using a direct printing process in black or colour.

Unless specified at the instructions of the call-up, the text format of the label shall be at the supplier's discretion.

### 7.4 Packaging of compact discs

Compact discs shall be delivered in plastic cases with transparent covers or in non-cushioned paper sleeves with flaps and windows that show the label, according to the instructions of the call-up.

## 8. CUTTING

Cutting services may be required for some items, like paper or paperboard, according to the instructions of the call-up.

## 9. PICK-UP AND DELIVERY

### 9.1 Pick-up and delivery - regular work

For all types of pick-up and delivery, three sectors have been delineated. The first is identified as the **Quebec** sector. This sector encompasses the departments of Public Works and Government Services Canada, Fisheries and Oceans, Parks Canada, Aboriginal affairs and Northern Development Canada, Environment Canada, Agriculture and Agri-food Canada, etc. All the federal departments, agencies and organizations in this sector lie **within a radius of 20 Km from the 1550 D'Estimauville avenue, Quebec City, Quebec, G1J 0C7.**

The second sector is **Valcartier**, which includes the Department of National Defence, Defence Research and Development Canada, etc. All the federal departments, agencies and organizations in this sector lie **within a radius of 35 Km from the 1550 D'Estimauville avenue, Quebec City, Quebec, G1J 0C7.**

The third sector is **Donnacona**, which includes the Correctional Service of Canada. All the federal departments, agencies and organizations in this sector lie **within a radius of 55 Km from the 1550 D'Estimauville avenue, Quebec City, Quebec, G1J 0C7.**

**Splitting of delivery charges for a given location:** It may happen that the supplier will receive several call-ups simultaneously for the same location, as the 1550 D'Estimauville avenue. In such a situation, the supplier is required to split the pick-up and/or delivery charges among separate invoices.

**Example:** Three different department located at 1550 D'Estimauville avenue call for reprography services on the same day. The supplier picks up all the documents at the same time and location and delivers the finished jobs in one trip to the same location. Pick-up and delivery charges for this service are \$3.00 (Arbitrary rate for the purpose of example). This means that the supplier must bill pick-up and delivery charges of \$1.00 on each of three invoices (one per office) with a brief explanation. On the other hand, if multiple trips are required to pick up and deliver other call-ups under the Standing Offer at the same location on the same day, but at different time during the day, the supplier should not split pick-up and delivery charges with the other orders. The supplier should try his best to coordinate pick-up and/or delivery from a same location.

---

### 9.1.1 By email

Email pick-up refers to the sending by the client of the call-up form and the related electronic documents to the supplier and the email delivery of the completed digitized work including the invoice and copy of the original call-up by the supplier.

No additional pick-up or delivery charges are to be billed in such circumstances.

### 9.1.2 By surface transport (by the supplier or by its courier service)

#### Pick-up:

Pick-up by surface transport refers to the collection of the call-up form and related material by the supplier or its courier service.

Call-up with Pick-up by surface transport will be placed by the client by telephone request or email to the supplier. The documents to be reproduced and material shall be appropriately packaged by the client.

The cost of pick-up for regular work is to be charged on an individual basis according to the **Basis of Payment - Annex B**. The contractor must include in its price schedule **approximately 15 minutes for security checks** on entering and leaving some of the Government buildings.

#### Delivery:

Delivery by surface transport refers to the return of the completed work including the invoice, copy of the original call-up and extra material by the supplier or its courier service. Documents and material related to the completed work must be appropriately packaged by the supplier.

The cost of delivery for regular work is to be charged on an individual basis according to the **Basis of Payment - Annex B**. The contractor must include in its price schedule **approximately 15 minutes for security checks** on entering and leaving some of the Government buildings.

## 9.2 Delivery periods for regular work

Customary business hours, i.e., from 8:00 a.m. to 12:00 p.m. and 1:00p.m. to 4:00p.m., Monday to Friday, excluding holidays and weekends.

### 9.2.1 Pick-up

#### A) Telephone or Email Call-ups

**For each of the three sectors**, pick-up shall be made by the supplier or its courier service within **four (4) hours** of the call or e-mail for pick-up in the case of calls made or e-mail sent between 8:00 and noon and between 1:00 and 2:00 pm, **or before 12:00 the following morning** for calls made or e-mail sent between 2:00 and 4:00 pm.

### 9.2.2 Delivery

**For each of the three sectors**, in the case of call-ups placed by telephone or e-mail, the work must be delivered **within 48 hours** of pick-up or of receipt of the e-mail by the supplier.

---

## 10. URGENT WORK

### 10.1 Urgent pick-up and delivery

Work deemed "urgent" may require a service call and final delivery within 24 hours. Fees for urgent pick-ups and deliveries may be charged for this type of work, in accordance with the **Basis of Payment in Annex B**. The contractor must include in its price schedule **approximately 15 minutes for security checks** on entering and leaving some of the Government buildings.

Deadlines for pick-up and delivery will be set jointly by the client and the supplier when such situations arise.

In certain urgent cases, representatives of the various federal departments, organizations and agencies must have the option of dropping off and picking up documents at the supplier's facilities.

### 10.2 Surcharge

Work deemed "urgent" are those describe under article 10.1 The supplier may charge a surcharge in the form of a percentage increase applicable to the total of firm unit prices of the call-up before urgent pick-up and delivery charges and GST in accordance with the **Basis of Payment - Annex B**. The deadline shall be set jointly by the client and the supplier.

## 11. WORK MATERIAL

All the material needed to execute a call-up -- supplied by the client or supplied and purchased by the supplier for said call-up -- shall be considered the property of Canada and shall be returned to the client, transport fees paid, upon completion of the work.

## 12. VALUE OF CALL-UPS

The monetary value of call-ups may vary widely, ranging **from less than ten dollars to several hundreds of dollars**. Most call-ups, however, will be under \$100.00.

A detailed invoice must be provided for each call-up, no matter the value, and has to accompany the delivered documents.

However, if a client so requests, when several low-value call-ups are placed within the same month, the Offeror may be required to merge the invoices and present the client with a single aggregate invoice for the services rendered in the course of the month.

## 13. REPORTS

The supplier will be required to provide the Contracting Authority with periodic reports (**see Annex C**).

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## **ANNEX B – BASIS OF PAYMENT**

**SEE ATTACHED EXCEL DOCUMENT**

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### Annex C - Reporting requirements

Please provide reports regarding the current standing offer at:

[TPSGC.gestiondecontrats-quecontractmanagement.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.gestiondecontrats-quecontractmanagement.PWGSC@tpsgc-pwgsc.gc.ca)

#### Report

#### Regional individual Standing Offer (RISO)

# E6QUE-160001/001/QCW, Reprography services

Offeror : \_\_\_\_\_

Reporting period : from \_\_\_\_\_ to \_\_\_\_\_

Name of the Department / Client : \_\_\_\_\_

Items	Number of Call-ups	Total Amount
1. Reproduction services		_____ \$
2. Cover printing		_____ \$
3. Technical Plan/Drawing reproduction		_____ \$
4. Binding		_____ \$
5. Digital printing on Foamcore or Coroplast		_____ \$
6. Lamination (Plastisizing)		_____ \$
7. Digitization and burning of compact discs		_____ \$
8. Cutting		_____ \$
9. Pick-up and Delivery		_____ \$
Montant total : (taxes extra)		_____ \$

Signature : \_\_\_\_\_

Date (AAAA-MM-JJ) : \_\_\_\_\_

Invitation No – N° de l'invitation  
E6QUE-160001/A  
N° de réf. du client - Client Ref. No.  
E6QUE-16-0001

N° de la modif - Amd. No.  
File No. - N° du dossier  
QCW-6-39246

Id de l'acheteur - Buyer ID  
qcw028

**ANNEX D - COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS AND OR  
OWNER OF THE BIDDER**

**NOTE TO BIDDERS**  
**WRITE DIRECTOR'S AND OR OWNERS SURNAMES AND GIVEN NAMES**

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.