

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Travaux publics et Services gouvernementaux
Canada**

**Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7 ième étage**

Montréal

Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

Request For a Standing Offer Demande d'offre à commandes

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address**Raison sociale et adresse du fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest

7 ième étage

Montréal

Québec

H5A 1L6

Title - Sujet Service de reprographie	
Solicitation No. - N° de l'invitation 19140-160092/A	Date 2016-11-28
Client Reference No. - N° de référence du client 19140-160092	GETS Ref. No. - N° de réf. de SEAG PW-\$MTA-280-14137
File No. - N° de dossier MTA-6-39191 (280)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-12-14	Time Zone Fuseau horaire Heure Normale du l'Est HNE
Delivery Required - Livraison exigée .	
Address Enquiries to: - Adresser toutes questions à: Blanchet, Annie A.	Buyer Id - Id de l'acheteur mta280
Telephone No. - N° de téléphone (514)496-3519 ()	FAX No. - N° de FAX (514)496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA JUSTICE CANADA Bureau régional du Québec Complexe Guy-Favreau 200, boul. René-Lévesque Ouest Tour Est, 7e étage MONTREAL Québec H2Z1X4 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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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File No. - N° du dossier
MTA-6-39191

Buyer ID - Id de l'acheteur
mta280
CCC No./N° CCC - FMS No./N° VME

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1.1 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 and Additional Information: includes the certifications and additional information to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; 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 Work, the Basis of Payment, the Security requirements check list and, the Electronic Payment Instruments, the Quaterly period report requirement, the Bidder's reference letters and the Estimate plan of provided office.

1.2 Summary

Request for a regional master standing offer for reprography services for the Department of Justice and various federal departments and agencies in the western region of Quebec, at Guy-Favreau Complex, Montreal, Quebec. The period for making call-ups against the Standing Offer will be from January 1st, 2017 to March 31st, 2018 with two optionnal years.

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

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

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.4 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.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

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.

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:

1. an individual;
2. an individual who has incorporated;
3. a partnership made of former public servants; or
4. 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:

1. name of former public servant;
2. 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:

1. name of former public servant;
2. conditions of the lump sum payment incentive;
3. date of termination of employment;
4. amount of lump sum payment;
5. rate of pay on which lump sum payment is based;
6. period of lump sum payment including start date, end date and number of weeks;
7. 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 - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (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: Technical Offer (2 hard copies)
Section II: Financial Offer (1 hard copie)
Section III: Certifications (1 hard copie)

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: Technical Offer

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: 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.

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" Electronic Payment Instruments, to identify which ones are accepted.

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

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

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

a) Reference letter

The offeror must provide two reference letters from two distinct clients who requested reprography services from the offeror . See Annex F for the requested format.

Failure to include the requested letters with your bid or on request from PWGSC will render your offer non responsive.

b) Bills

The offeror must have worked in the field of reprography services for at least 3 years and that during the last 3 years.

The offeror must present 3 distinct bills with 3 different years during the last 3 years and for that type of service. Supporting documents must include at least, but not only: the offeror's name, a description of the service provided on the invoice and the date of the invoice or of the service provided.

Failure to include the requested letters with your bid or on request from PWGSC will render your offer non responsive.

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4.1.2 Financial Evaluation

4.1.2.1 SACC Manual Clause [M0222T\(2016-01-28\)](#), Evaluation of Price - Canadian/Foreign Offerors

IMPORTANT: Offers MUST be submitted in Canadian currency only. Failure to comply will render your offer non-responsive.

Conformity with annex B: Price determination. All requested prices must be filled on Annex B in order to proceed the complete financial evaluation. Failure to comply will render your offer non-responsive.

The price of the offer will be evaluated as follows:

The average unit price of each part (A, B, C, D and E see Annex B) will be assign weights to each criterion in accordance with these parameters:

Part A = 80%
Part B = 8%
Part C = 9%
Part D = 2%
Part E = 1%

The following equation will be used:

TOTAL OF THE OFFER = Sum of all years : (Average unit price part A X 0.8 + (Average unit price part B X 0.08) + (Average unit price part C X 0.09) + (Average unit price part D X 0.02) + (Average hourly rate part E X 0.01)

4.2 Basis of Selection

4.2.1 SACC Manual Clause [M0031T\(2007-05-25\)](#), Basis of Selection - Mandatory Technical Criteria Only

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. Unless specified otherwise, 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 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Offer

5.1.2.1 Canadian Content Certification

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

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the goods and services offered are Canadian goods and Canadian services, as defined in clause [A3050T](#), may be considered.

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

The Offeror certifies that:

() 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*

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

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 – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. At the Request for Standing Offers closing date, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicate in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Offerors should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

7.2.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Standing Offer.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # 2016-05-03

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex E-SRCL;
 - (b) Industrial Security Manual (Latest Edition).

7.3 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.

7.3.1 General Conditions

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

7.3.2 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 "E". 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 quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from January 1st, 2017 to March 31st, 2018.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an two additional yearsperiod, from April 1st, 2018 to March 31st, 2019 and from April 1st, 2019 to March 31st, 2020 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.

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7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Annie Blanchet
Title: Supply specialist
Public Works and Government Services Canada
Acquisitions Branch

Telephone: 514-496-3519
Facsimile: 514-496-3822
E-mail address: annie.blanchet@tpsgc.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.

7.5.2 Project Authority

The Project Authority for the Standing Offer is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

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

7.5.3 Offeror's Representative

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

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 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of Justice and various federal departments and agencies in the western region of Quebec, at Guy-Favreau Complex, Montreal, Quebec

7.8 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.

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes included).

7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$250,000.00 (*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.

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 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 2010C(2016-04-04), General Conditions - Services (Medium Complexity)
- e) Annex A, Statement of Work
- f) Annex B, Basis of Payment
- g) Annex C, Security Requirements Check List
- h) Annex D, Electronic payment instruments
- i) Annex E, Quaterly period report requirement
- j) Annex F, Bidder's reference letters
- k) Annex G, Estimate plan of provided office
- l) the Offeror's offer dated _____

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7.12 Certifications and Additional Information

7.12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. 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.

7.12.2 SACC Manual Clauses

SACC *Manual* clause M3060C ([2008-05-12](#)) Canadian Content Certification

7.13 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

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B. 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.

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

Section 13 Interest on Overdue Accounts, of General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Period of the Contract

The Work is to be performed during the period as mentioned in part 3.2 of the Statement of Work.

7.4 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.

7.5 Payment

7.5.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

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 contract for a cost of \$ _____ insert the amount at contract award"*. Customs duties are *included* and Applicable Taxes are extra.

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

7.5.2 Limitation of Price

SACC Manual clause [C6000C\(2011-05-16\)](#) Limitation of Price

7.5.3 Single Payment

SACC Manual clause [H1000C\(2008-05-12\)](#) Single Payment

7.5.4 SACC Manual Clauses

SACC Manual clause [C2000C\(2007-11-30\)](#) Taxes - Foreign-based Contractor

SACC Manual clause [C2605C](#) (2008-05-12), Canadian Customs Duties and Sales Tax - Foreign-based Contractor

SACC Manual clause [C0710C](#) (2007-11-30), Time and Contract Price Verification

SACC Manual clause [A9068C](#) (2010-01-11), Government Site Regulations

SACC Manual clause [P1010C](#) (2010-01-11), Quality Levels for Printing

SACC Manual clause [P1011C](#) (2010-01-11), Quality Levels for Colour Reproduction

SACC Manual clause [P1016C](#) (2010-01-11), Quality Levels for Binding

7.5.5 Electronic Payment of Invoices – Call-up

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

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

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7.6 Invoicing Instructions

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

7.7 Insurance **or** Insurance Requirements

SACC Manual clause G1005C (2016-01-28) Insurance - No Specific Requirement

ANNEX "A"

STATEMENT OF WORK

1. Title

- 1.1 Request for a Regional Master Standing Offer (RMSO) for reprography services for the Department of Justice and various federal departments and agencies in the western region of Quebec, at Guy Favreau Complex, Montreal, Quebec.
- 1.2 Duration of the Standing Offer: For two 15 months, namely from January 1st, 2017 to March 31st, 2018, with an extension option of years (2) years on a year-by-year basis.

2. Standing Offer requirements definition

- 2.1 Services to be provided by the successful Offeror are those related to copying and binding documents concerning the routine operations of various federal government departments and agencies and some special documents with a security classification no higher than "Reliability".
- 2.2 N.B.: Some work requires a great deal of manual intervention. E.g.: Originals with attachments that must be assembled or disassembled according to the instructions received at the time of the request for service. Handwritten transcriptions of information on self-adhesive Post-it type paper to be added to the reproduced document.
- 2.3 Original documents may consist of hard copies or electronic files (USB keys, CDs, DVDs, FTP sites).

3. Responsibilities

- 3.1 A space measuring approximately 33 square metres (14' 4" wide x 23' 1" long) will be provided for the successful Offeror, free of charge, within the premises occupied by the Department of Justice throughout the term of this standing offer (see the rough plan in Appendix G). The exact size, location and other characteristics of the space made available to the successful Offeror will be determined solely by the Department of Justice and may be modified (at the expense of the Department of Justice) at any time depending on the Department's needs and at its sole discretion. The space may only be used by the successful Offeror to carry out the work outlined in this standing offer. It should be noted that the successful Offeror will not have access to other spaces occupied by the Department of Justice. Consequently, the successful Offeror will have to use the public washrooms located in the shopping mall (level 00).
- 3.2 The Offeror agrees to provide service within the following timeframes, if stipulated by the client:
- a "while-you-wait" service for orders of 1,000 sheets or less;
 - a four-hour-turnaround service for orders of 3,000 copies or less;
 - a same-day service for orders of 4,000 copies or less; and
 - a twenty-four-hour-or-less service for orders in excess of 4000 copies.
- 3.3 The Offeror agrees to provide service during Guy Favreau Complex's business hours. It is agreed that the workshop's business hours will be from 8 a.m. to 5 p.m., Monday to Friday, excluding statutory holidays. Where a client requests in writing that work be performed outside of the regular hours mentioned above, an hourly rate for work outside regular hours must be added to the cost of processing the documents. See Pricing in Appendix B.

- 3.4 The Offeror agrees to ensure that resources are available at all times during the workshop's regular business hours. In the event that a member of the successful Offeror's staff is absent or plans to leave early, the successful Offeror must notify the contact person at the Department before 8 a.m. the same day and find replacements for absent (or on-site) staff to ensure continuous service. The Offeror agrees to provide the names of the replacement staff as well as proof that they meet the same security standards as regular staff.
- 3.5 The Offeror agrees to ensure that one or more resources are available to perform work outside regular hours, if required. The client must advise the successful Offeror by noon at the latest on the day work is required outside regular hours.
- 3.6 In addition to supplying technical equipment, the Offeror agrees to provide the equipment needed to carry out reprography work (photocopiers, binding machines, shredders, telephone and telephone line, fax machine, server, computer, paper, binders, tabs, Internet connection, and so on). In the event that the hard drive of the photocopiers concerned should be changed or the contract is terminated, the Offeror agrees to proceed with the destruction of the disc, as it could contain information that may be classified reliability.
- 3.7 The successful Offeror is responsible for taking delivery of his own materials. The receiving dock is located on Level S1 (entrance at 1125 Jeanne-Mance). Suppliers can use the service elevator to deliver directly to the space on the seventh floor. The successful Offeror's materials must be stored in the space provided by the Department. If the successful Offeror wants a storage space at the Guy Favreau Complex, he must submit a request to this effect directly to the relevant authorities.
- 3.8 The Offeror agrees to have on hand the equipment needed to carry out the work and ensure it is regularly maintained so that it operates properly and safely. Unless there is an unforeseen mechanical breakdown, the Offeror agrees to maintain his own equipment outside regular business hours. The Offeror agrees to provide proof that the technician responsible for maintenance has the required security clearance as defined in the standing offer's security clauses.
- 3.9 Maintenance of the premises (cleaning) is the responsibility of the building manager. The maintenance schedule will be the same as the schedule for maintenance of the floor where the successful Offeror's space is located. It is nonetheless the successful Offeror's responsibility to keep the premises clean, tidy and secure.
- 3.10 The Department of Justice is responsible for maintaining and repairing the infrastructure (building) in this space. The Offeror agrees not to make any changes to the existing infrastructure (electricity, counters, etc.). The Department of Justice will be responsible for modification projects and these will be carried out for the sole purpose of improving service or to meet needs specific to the performance of the required tasks. Costs would be charged to the Department of Justice Canada. However, Justice will not pay for the installation of anti-fatigue matting or changes to ceiling fixtures.
- 3.11 The Offeror agrees to provide a printing requisition form that includes all the types of requests mentioned in Appendix B and all invoicing control elements described in Appendix C.
- 3.12 The Offeror agrees to use 100% recycled paper and 19.5M cover stock or the 65 pound equivalent, except for red cover stock (Wausau Papers Re-entry Red Astrobright Cover, 8½ x 11, 23.38M), when its use is mandatory.

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3.13 The successful Offeror must be able to provide an electronic copy of every document (PDF format) that is reproduced. The electronic copy must be provided, when requested by the Department of Justice, on a USB key, CD or a DVD or uploaded to a server. The Department of Justice will provide all material (i.e. USB keys, CDs or DVDs) and technical support (i.e. access to the network) needed for the provision of this service. At the client's request, the successful Offeror will have access to the Justice Canada network to download documents, by means of a CRYPTOCARD provided by Justice Canada. To protect the network, the bidder will have access only to one location or file. Only documents identified as being classified RELIABILITY may be downloaded on the network.

4. Pick-up and delivery

4.1 All call-ups from federal departments and agencies must be sent to the reprography workshop by the staff of these federal departments and agencies.

4.2 For jobs that cannot be done while the client waits, the person in charge at the workshop will inform the requestor by telephone or e-mail once the job has been completed, so the documents can be picked up.

5. Materials

5.1 The Offeror agrees that, at the time of delivery, all materials used in the printing process will be returned to the client in pristine condition.

**ANY CONSENT TO A SUBCONTRACT WILL NOT BE ACCEPTED
ALL WORK MUST BE CARRIED OUT BY THE SUPPLIER**

ANNEX "B"
BASIS OF PAYMENT

Prices must be in effect from **January 1st 2017 to March 31, 2018**, and must be those used for the financial assessment of the proposals.

The bidder must submit firm unit prices for all items.
Handling must be included in all prices with the exception of Part E.

Part A: Reprography

1 a) White paper	Price/one-sided copy	Price/two-sided copy
Size 8 ½ x 11	\$	\$
Size 8 ½ x 14	\$	\$
Size 11 x 17	\$	\$
1 b) Colour paper		
Size 8 ½ x 11	\$	\$
Size 8 ½ x 14	\$	\$
Size 11 x 17	\$	\$
2 a) Rockland 130m cover stock	Price/one-sided copy	Price of cover stock without printing
Size 8 ½ x 11	\$	\$
Size 8 ½ x 14	\$	\$
2 b) Wausau Papers Re-Entry Red 23.38M Astrobright Cover 8 ½ x 11		
Size 8 ½ x 11	\$	\$
3 Blank tab printing (one side only)	Price/one-sided tab	Unit price without printing
Size 5 positions	\$	\$
Size 8 ½ x 11	\$	\$
Size 8 ½ x 14	\$	\$
Size 8 positions	\$	\$
Size 8 ½ x 11	\$	\$
Size 8 ½ x 14	\$	\$
Size 10 positions	\$	\$
Size 8 ½ x 11	\$	\$
Size 8 ½ x 14	\$	\$
4 Bound book copying (first copy)	Per original	Price/two-sided copy
Per original	\$	\$

Part A average unit price	\$
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The total of the 38 unit prices contained in Part A must be divided by 38 to give the average unit price for Part A.

Part B: Binding

a) Cerlox-black or white, punching included	Binding 11 in. (price per binding)	Binding 14 in. (price per binding)
1 to 20 sheets (1/4)	\$	\$
21 to 50 sheets (3/8)	\$	\$
51 to 80 sheets (1/2)	\$	\$
81 to 110 sheets (5/8)	\$	\$
111 to 130 sheets (3/4)	\$	\$
131 to 160 sheets (7/8)	\$	\$
161 to 190 sheets (1)	\$	\$
191 to 220 sheets (1 1/4)	\$	\$
221 to 280 sheets (1 1/2)	\$	\$
281 to 350 sheets (1 3/4)	\$	\$
351 to 400 sheets (2)	\$	\$
b) Plastic spiral, punching included	Binding 11 in. (price per binding)	Binding 14 in. (price per binding)
1 to 20 sheets (1/4)	\$	\$
21 to 50 sheets (3/8)	\$	\$
51 to 80 sheets (1/2)	\$	\$
81 to 110 sheets (5/8)	\$	\$
111 to 130 sheets (3/4)	\$	\$
131 to 160 sheets (7/8)	\$	\$
161 to 190 sheets (1)	\$	\$
191 to 220 sheets (1 1/4)	\$	\$
221 to 280 sheets (1 1/2)	\$	\$
281 to 350 sheets (1 3/4)	\$	\$
351 to 400 sheets (2)	\$	\$
c) Unsewn binding with black fabric back cover	Size 11 in.	Size 14 in.
1 to 25 sheets	\$	\$
26 to 75 sheets	\$	\$
76 to 100 sheets	\$	\$
101 to 200 sheets	\$	\$
201 to 300 sheets	\$	\$
d) Assembly (wire stitching)	Manual	Automatic
Assembly	\$	\$

Part B average unit price	\$
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The total of the 56 unit prices contained in Part B must be divided by 56 to give the average unit price for Part B.

Part C: Insertion

- 1) Insertion of dividers with plasticized tabs, black print (A to Z), one side only. 1/26 cut, buff colour

The Offeror agrees to provide tabbed dividers. Letters from A to Z will be required and invoiced separately, according to the number of dividers required for each request.

8 ½ X 11	\$	each (material and insertion)
8 ½ X 14	\$	each (material and insertion)

- 2) Insertion of dividers with plasticized tabs, black print (1 to ...), one side only. 1/25 cut, buff colour

The Offeror agrees to provide tabbed dividers. Numbers from 1 up will be required and invoiced separately, according to the number of dividers required for each request.

8 ½ X 11	\$	each (material and insertion)
8 ½ X 14	\$	each (material and insertion)

- 3) Insertion of non-printed sheets (white or colour)

8 ½ X 11	\$	each (material and insertion)
8 ½ X 14	\$	each (material and insertion)

- 4) Transparent protective film

8 ½ X 11	\$	each (material and insertion)
8 ½ X 14	\$	each (material and insertion)

Part C average unit price	\$
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The total of the 8 unit prices contained in Part C must be divided by 8 to give the average unit price for Part C.

Part D: Miscellaneous

Description	
1- Machine folding (make-ready included, maximum 2 folds)	\$ /1000 folds
2- Hand folding	\$ each
3- Perforation (Drill)	
a) 3 holes	\$ /1000 sheets
b) 4 holes	\$ /1000 sheets
4- Padding including cardboard backing	\$ /1000 sheets
5- Packaging	
a) paper tape	\$ each
b) shrink film	\$ each
c) 1 cubic foot box	\$ each
6- Transportation cost for all work performed at the successful Offeror's premises (not at the Guy Favreau Complex), at the request of the client department.	\$ each

Part D average unit price	\$
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The total of the 9 unit prices contained in Part D must be divided by 9 to give the average unit price for Part D.

Part E: Time work

Description	
1- Manual intervention: Some projects may require a lot of manual intervention. Examples: Originals with attachments that must be assembled or disassembled according to the instructions received; handwritten transcriptions of information on self-adhesive Post-it type paper to be added to the reproduced document. Insertion in binders	\$ /hour
2- Work requested outside regular hours	\$ /hour

The total of the 2 hourly rates in Part E must be divided by 2 to give the average hourly rate for Part E.

Part E average hourly rate	\$
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Prices must be in effect from **April 1st 2018 to March 31, 2019**, and must be those used for the financial assessment of the proposals.

The bidder must submit firm unit prices for all items.
Handling must be included in all prices with the exception of Part E.

Part A: Reprography

1 a) White paper	Price/one-sided copy	Price/two-sided copy
Size 8 ½ x 11	\$	\$
Size 8 ½ x 14	\$	\$
Size 11 x 17	\$	\$
1 b) Colour paper		
Size 8 ½ x 11	\$	\$
Size 8 ½ x 14	\$	\$
Size 11 x 17	\$	\$
2 a) Rockland 130m cover stock	Price/one-sided copy	Price of cover stock without printing
Size 8 ½ x 11	\$	\$
Size 8 ½ x 14	\$	\$
2 b) Wausau Papers Re-Entry Red 23.38M Astrobright Cover 8 ½ x 11		
Size 8 ½ x 11	\$	\$
3 Blank tab printing (one side only)	Price/one-sided tab	Unit price without printing
Size 5 positions	\$	\$
Size 8 ½ x 11	\$	\$
Size 8 ½ x 14	\$	\$
Size 8 positions	\$	\$
Size 8 ½ x 11	\$	\$
Size 8 ½ x 14	\$	\$
Size 10 positions	\$	\$
Size 8 ½ x 11	\$	\$
Size 8 ½ x 14	\$	\$
4 Bound book copying (first copy)	Per original	Price/two-sided copy
Per original	\$	\$

Part A average unit price	\$
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The total of the 38 unit prices contained in Part A must be divided by 38 to give the average unit price for Part A.

Part B: Binding

a) Cerlox-black or white, punching included	Binding 11 in. (price per binding)	Binding 14 in. (price per binding)
1 to 20 sheets (1/4)	\$	\$
21 to 50 sheets (3/8)	\$	\$
51 to 80 sheets (1/2)	\$	\$
81 to 110 sheets (5/8)	\$	\$
111 to 130 sheets (3/4)	\$	\$
131 to 160 sheets (7/8)	\$	\$
161 to 190 sheets (1)	\$	\$
191 to 220 sheets (1 1/4)	\$	\$
221 to 280 sheets (1 1/2)	\$	\$
281 to 350 sheets (1 3/4)	\$	\$
351 to 400 sheets (2)	\$	\$
b) Plastic spiral, punching included	Binding 11 in. (price per binding)	Binding 14 in. (price per binding)
1 to 20 sheets (1/4)	\$	\$
21 to 50 sheets (3/8)	\$	\$
51 to 80 sheets (1/2)	\$	\$
81 to 110 sheets (5/8)	\$	\$
111 to 130 sheets (3/4)	\$	\$
131 to 160 sheets (7/8)	\$	\$
161 to 190 sheets (1)	\$	\$
191 to 220 sheets (1 1/4)	\$	\$
221 to 280 sheets (1 1/2)	\$	\$
281 to 350 sheets (1 3/4)	\$	\$
351 to 400 sheets (2)	\$	\$
c) Unsewn binding with black fabric back cover	Size 11 in.	Size 14 in.
1 to 25 sheets	\$	\$
26 to 75 sheets	\$	\$
76 to 100 sheets	\$	\$
101 to 200 sheets	\$	\$
201 to 300 sheets	\$	\$
d) Assembly (wire stitching)	Manual	Automatic
Assembly	\$	\$

Part B average unit price	\$
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The total of the 56 unit prices contained in Part B must be divided by 56 to give the average unit price for Part B.

Part C: Insertion

- 1) Insertion of dividers with plasticized tabs, black print (A to Z), one side only. 1/26 cut, buff colour

The Offeror agrees to provide tabbed dividers. Letters from A to Z will be required and invoiced separately, according to the number of dividers required for each request.

8 ½ X 11	\$	each (material and insertion)
8 ½ X 14	\$	each (material and insertion)

- 2) Insertion of dividers with plasticized tabs, black print (1 to ...), one side only. 1/25 cut, buff colour

The Offeror agrees to provide tabbed dividers. Numbers from 1 up will be required and invoiced separately, according to the number of dividers required for each request.

8 ½ X 11	\$	each (material and insertion)
8 ½ X 14	\$	each (material and insertion)

- 3) Insertion of non-printed sheets (white or colour)

8 ½ X 11	\$	each (material and insertion)
8 ½ X 14	\$	each (material and insertion)

- 4) Transparent protective film

8 ½ X 11	\$	each (material and insertion)
8 ½ X 14	\$	each (material and insertion)

Part C average unit price	\$
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The total of the 8 unit prices contained in Part C must be divided by 8 to give the average unit price for Part C.

Part D: Miscellaneous

Description	
1- Machine folding (make-ready included, maximum 2 folds)	\$ /1000 folds
2- Hand folding	\$ each
3- Perforation (Drill)	
a) 3 holes	\$ /1000 sheets
b) 4 holes	\$ /1000 sheets
4- Padding including cardboard backing	\$ /1000 sheets
5- Packaging	
a) paper tape	\$ each
b) shrink film	\$ each
c) 1 cubic foot box	\$ each
6- Transportation cost for all work performed at the successful Offeror's premises (not at the Guy Favreau Complex), at the request of the client department.	\$ each

Part D average unit price	\$
----------------------------------	-----------

The total of the 9 unit prices contained in Part D must be divided by 9 to give the average unit price for Part D.

Part E: Time work

Description	
1- Manual intervention: Some projects may require a lot of manual intervention. Examples: Originals with attachments that must be assembled or disassembled according to the instructions received; handwritten transcriptions of information on self-adhesive Post-it type paper to be added to the reproduced document. Insertion in binders	\$ /hour
2- Work requested outside regular hours	\$ /hour

The total of the 2 hourly rates in Part E must be divided by 2 to give the average hourly rate for Part E.

Part E average hourly rate	\$
-----------------------------------	-----------

Prices must be in effect from **April 1st 2019 to March 31, 2020**, and must be those used for the financial assessment of the proposals.

The bidder must submit firm unit prices for all items.

Handling must be included in all prices with the exception of Part E.

Part A: Reprography

1 a) White paper	Price/one-sided copy	Price/two-sided copy
Size 8 ½ x 11	\$	\$
Size 8 ½ x 14	\$	\$
Size 11 x 17	\$	\$
1 b) Colour paper		
Size 8 ½ x 11	\$	\$
Size 8 ½ x 14	\$	\$
Size 11 x 17	\$	\$
2 a) Rockland 130m cover stock	Price/one-sided copy	Price of cover stock without printing
Size 8 ½ x 11	\$	\$
Size 8 ½ x 14	\$	\$
2 b) Wausau Papers Re-Entry Red 23.38M Astrobright Cover 8 ½ x 11		
Size 8 ½ x 11	\$	\$
3 Blank tab printing (one side only)	Price/one-sided tab	Unit price without printing
Size 5 positions	\$	\$
Size 8 ½ x 11	\$	\$
Size 8 ½ x 14	\$	\$
Size 8 positions	\$	\$
Size 8 ½ x 11	\$	\$
Size 8 ½ x 14	\$	\$
Size 10 positions	\$	\$
Size 8 ½ x 11	\$	\$
Size 8 ½ x 14	\$	\$
4 Bound book copying (first copy)	Per original	Price/two-sided copy
Per original	\$	\$

Part A average unit price	\$
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The total of the 38 unit prices contained in Part A must be divided by 38 to give the average unit price for Part A.

Part B: Binding

a) Cerlox-black or white, punching included	Binding 11 in. (price per binding)	Binding 14 in. (price per binding)
1 to 20 sheets (1/4)	\$	\$
21 to 50 sheets (3/8)	\$	\$
51 to 80 sheets (1/2)	\$	\$
81 to 110 sheets (5/8)	\$	\$
111 to 130 sheets (3/4)	\$	\$
131 to 160 sheets (7/8)	\$	\$
161 to 190 sheets (1)	\$	\$
191 to 220 sheets (1 1/4)	\$	\$
221 to 280 sheets (1 1/2)	\$	\$
281 to 350 sheets (1 3/4)	\$	\$
351 to 400 sheets (2)	\$	\$
b) Plastic spiral, punching included	Binding 11 in. (price per binding)	Binding 14 in. (price per binding)
1 to 20 sheets (1/4)	\$	\$
21 to 50 sheets (3/8)	\$	\$
51 to 80 sheets (1/2)	\$	\$
81 to 110 sheets (5/8)	\$	\$
111 to 130 sheets (3/4)	\$	\$
131 to 160 sheets (7/8)	\$	\$
161 to 190 sheets (1)	\$	\$
191 to 220 sheets (1 1/4)	\$	\$
221 to 280 sheets (1 1/2)	\$	\$
281 to 350 sheets (1 3/4)	\$	\$
351 to 400 sheets (2)	\$	\$
c) Unsewn binding with black fabric back cover	Size 11 in.	Size 14 in.
1 to 25 sheets	\$	\$
26 to 75 sheets	\$	\$
76 to 100 sheets	\$	\$
101 to 200 sheets	\$	\$
201 to 300 sheets	\$	\$
d) Assembly (wire stitching)	Manual	Automatic
Assembly	\$	\$

Part B average unit price	\$
----------------------------------	----

The total of the 56 unit prices contained in Part B must be divided by 56 to give the average unit price for Part B.

Part C: Insertion

- 1) Insertion of dividers with plasticized tabs, black print (A to Z), one side only. 1/26 cut, buff colour

The Offeror agrees to provide tabbed dividers. Letters from A to Z will be required and invoiced separately, according to the number of dividers required for each request.

8 ½ X 11	\$	each (material and insertion)
8 ½ X 14	\$	each (material and insertion)

- 2) Insertion of dividers with plasticized tabs, black print (1 to ...), one side only. 1/25 cut, buff colour

The Offeror agrees to provide tabbed dividers. Numbers from 1 up will be required and invoiced separately, according to the number of dividers required for each request.

8 ½ X 11	\$	each (material and insertion)
8 ½ X 14	\$	each (material and insertion)

- 3) Insertion of non-printed sheets (white or colour)

8 ½ X 11	\$	each (material and insertion)
8 ½ X 14	\$	each (material and insertion)

- 4) Transparent protective film

8 ½ X 11	\$	each (material and insertion)
8 ½ X 14	\$	each (material and insertion)

Part C average unit price	\$
---------------------------	----

The total of the 8 unit prices contained in Part C must be divided by 8 to give the average unit price for Part C.

Part D: Miscellaneous

Description	
1- Machine folding (make-ready included, maximum 2 folds)	\$ /1000 folds
2- Hand folding	\$ each
3- Perforation (Drill)	
a) 3 holes	\$ /1000 sheets
b) 4 holes	\$ /1000 sheets
4- Padding including cardboard backing	\$ /1000 sheets
5- Packaging	
a) paper tape	\$ each
b) shrink film	\$ each
c) 1 cubic foot box	\$ each
6- Transportation cost for all work performed at the successful Offeror's premises (not at the Guy Favreau Complex), at the request of the client department.	\$ each

Part D average unit price	\$
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The total of the 9 unit prices contained in Part D must be divided by 9 to give the average unit price for Part D.

Part E: Time work

Description	
1- Manual intervention: Some projects may require a lot of manual intervention. Examples: Originals with attachments that must be assembled or disassembled according to the instructions received; handwritten transcriptions of information on self-adhesive Post-it type paper to be added to the reproduced document. Insertion in binders	\$ /hour
2- Work requested outside regular hours	\$ /hour

The total of the 2 hourly rates in Part E must be divided by 2 to give the average hourly rate for Part E.

Part E average hourly rate	\$
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Buyer ID - Id de l'acheteur
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ANNEX C

Security Requirements Check List

See attached

SEP 21 2016



Government
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Gouvernement
du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
JUSTICE CANADA		BUREAU DE LA DIRECTION GÉNÉRALE RÉGIONALE	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Services de reprographie au Complexe Guy-Favreau, Montréal (Québec).			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Non <input type="checkbox"/> Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Non <input type="checkbox"/> Oui
5. c) Indicate the type of access required / Indiquer le type d'accès requis			
5. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Non <input type="checkbox"/> Oui
5. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Non <input type="checkbox"/> Oui
5. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Non <input type="checkbox"/> Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input checked="" type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>	
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>	
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

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PART A (continued) / PARTIE A (suite)
10. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité.
11. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

PART B (PERSONNEL) / SUPPLIANT / PARTIE B - PERSONNEL (FOURNISSEUR)
Document Number / Numéro du document
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
11. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
12. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
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100. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)
10. b) May unescorted personnel be used for portions of the work?
Du personnel sera-t-il autorisé à accomplir des tâches sans supervision?
If Yes, will unescorted personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?
11. b) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et de stocker des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?
12. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

PRODUCTION
11. c) Will the production (manufacture, repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?
12. c) Will the production (manufacture, repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?
12. d) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

Security Classification / Classification de sécurité

Canada

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PART C - (Continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉE			CLASSIFIED / CLASSIFIÉ			NATO			COMSEC		
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	RESTRICTED / RÉSERVÉ	CONFIDENTIAL / CONFIDENTIEL	SECRET	COMINT / COMINT	PROTECTED / PROTÉGÉE	TOP SECRET / TRÈS SECRET
Information / Informations												
Microfilm / Microfilm												
Production / Production												
IT Media / Média IT												
IT Data / Données IT												
IT Equipment / Équipement IT												
IT Network / Réseau IT												
IT System / Système IT												
IT User / Utilisateur IT												
IT Application / Application IT												
IT Infrastructure / Infrastructure IT												
IT Security / Sécurité IT												
IT Policy / Politique IT												
IT Procedure / Procédure IT												
IT Standard / Norme IT												
IT Framework / Cadre IT												
IT Architecture / Architecture IT												
IT Design / Conception IT												
IT Development / Développement IT												
IT Testing / Testage IT												
IT Deployment / Déploiement IT												
IT Maintenance / Maintenance IT												
IT Support / Support IT												
IT Training / Formation IT												
IT Documentation / Documentation IT												
IT Security / Sécurité IT												
IT Policy / Politique IT												
IT Procedure / Procédure IT												
IT Standard / Norme IT												
IT Framework / Cadre IT												
IT Architecture / Architecture IT												
IT Design / Conception IT												
IT Development / Développement IT												
IT Testing / Testage IT												
IT Deployment / Déploiement IT												
IT Maintenance / Maintenance IT												
IT Support / Support IT												
IT Training / Formation IT												
IT Documentation / Documentation IT												

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par le présent LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

☒ No
☐ Yes

☒ Non
☐ Oui

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

☒ No
☐ Yes

☒ Non
☐ Oui

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mta280
CCC No./N° CCC - FMS No./N° VME

ANNEX "D"

ELECTRONIC PAYMENT INSTRUMENTS

The Offeror 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)

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ANNEX "E"

Quarterly period report requirement

QUARTERLY REPORT - (example of reports)
FIRST QUARTER: August 1, 2016 to October 31, 2016

No. OCPR	Departments	Call-up number	Call-up summary	Value	Total value per department	Total cumulative value
Total cumulative value for the period						
Total cumulative value of the standing offer						

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ANNEX "F"

Bidder's reference letters

This form must be completed and, if possible appended to the proposal. As stipulated in the Request for a Standing Offer, two (2) letters, each from a different client, must be provided.

This form must be completed by a client.

Place, _____, date _____, 2016.

This is to confirm that _____ (name of business presenting a bid) has made reprography service for _____ (supplier attesting the quality of the service provided).

The work performed by this business was fully satisfactory and in accordance with the contractual terms and conditions, the schedule and the budget.

Signature of responsible authority

Title of person responsible

Name of the organization

Telephone number

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Annex G
Estimate plan of provided office

See attached

