



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St. / 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Communication Procurement Directorate/Direction de  
l'approvisionnement en communication

360 Albert St. / 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

<b>Title - Sujet</b> Feather Banners	
<b>Solicitation No. - N° de l'invitation</b> 5P004-160981/A	<b>Date</b> 2017-03-17
<b>Client Reference No. - N° de référence du client</b> 5P004-16-0981	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CX-026-72708	
<b>File No. - N° de dossier</b> cx026.5P004-160981	<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 2017-04-04</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Andruchow(CX Div.), Cassandra	<b>Buyer Id - Id de l'acheteur</b> cx026
<b>Telephone No. - N° de téléphone</b> (613) 993-7846 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> see herein	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Delivery Locations, Electronic Payment Instruments, and Evaluation Grid.

### **1.2 Summary**

Parks Canada requires services of a Contractor to fabricate and deliver 366 polyester banners for display in national parks and national historic sites. The banners must be shipped by June 2nd 2017.

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

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

### **1.3 Debriefings**

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

### 2.2 Submission of Bids

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

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### 2.3 Former Public Servant

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

#### Definitions

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

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

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

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c.C-17, the Defence Services Pension Continuation Act, 1970, c.D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c.R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c.R-11, the Members of Parliament

Retiring Allowances Act, R.S., 1985, c.M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c.C-8.

### **Former Public Servant in Receipt of a Pension**

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

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

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory

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specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

## **2.6 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (Two (2) hard copies and one (1) USB)

Section II: Financial Bid (Two (2) hard copies and one (1) USB)

Section III: Certifications (One (1) hard copy)

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

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

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

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

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

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

#### **Section I: Technical Bid**

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

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

#### **Section II: Financial Bid**

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

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### **3.2.2 Electronic Payment of Invoices – Bid**

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.

### **Section III: Certifications**

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



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Mandatory Technical Criteria

##### M.1 Experience of the Bidder

The Bidder must demonstrate that it has been contractually bound under three (3) separate contracts to provide imprinting, fabrication to final format, and delivery of custom imprinted banners to locations across Canada.

The three (3) separate contracts must have been completed for at least two (2) separate external clients (outside of the Bidder's own company).

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

The three (3) separate contracts must have been completed since January 01, 2012

M.1.1 Each of the three (3) contracts must have included all of the following requirements:

- Custom imprinting of the required banners on UV resistant banner material;
- Custom imprinting using UV resistant, colour fast dyes;
- Finishing to final format, including trimming to final size, sewing of hems and/or seams, and preparation for display;
- Packaging and delivery to final destination.

M.1.2 When combined\*, each of the following requirements must have been included in the three (3) contracts:

- Banners fabricated using exterior grade polyester;
- Acid dye imprinting process;
- Silk screening process;
- Banners treated with a U.V. inhibitor after imprinting;
- Multi-coloured images (imprinting of a minimum of four [4] colours for any single design);
- Fabrication of banners to be used in an outdoor location (or locations) exposed to outdoor weather conditions including wind, rain and sun light;
- Management and distribution of fabricated banners to multiple (four [4] or more) destinations across Canada;
- A quantity of 350 banners or more.

\*One (1) contract does not need to include all of the listed requirements for M.1.2, however each separate requirement must have been included in any of the three (3) contracts. The three (3) contracts together must have included all of the listed requirements for M.1.2.

M.1.3: To demonstrate this corporate experience with external clients the Bidder must provide the following information in a description of each contract:

- a. The Contract reference number

- b. The Client information for the Contract
- c. The completion date of the Contract
- d. A complete description of the requirements for the imprinting, fabrication and finishing to final format, and delivery/distribution of the custom imprinted banners. The description must demonstrate the following:
  - The type of UV resistant banner material used and the properties of the material;
  - The imprinting process used and the number of colours imprinted for each distinct design;
  - The dyes used for imprinting;
  - The finishing requirements of the banners;
  - The number of distinct designs managed, imprinted and fabricated;
  - The packaging requirements;
  - The assembly and delivery/distribution requirements of the banners;
  - The final display location of the banners (example: Outdoors exposed to outdoor weather conditions including wind, rain and sun light)

**FAILURE TO PROVIDE DETAILED INFORMATION FOR ANY OF THE ABOVE MAY RESULT IN THE PROPOSAL BEING DEEMED NON-RESPONSIVE. BIDS NOT MEETING THE ALL THE MANDATORY REQUIREMENTS WILL BE GIVEN NO FURTHER CONSIDERATION.**

#### **4.1.2 Financial Evaluation**

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

#### **4.2 Basis of Selection**

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

## PART 5 - CERTIFICATIONS

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

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

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

### 5.1 Certifications Precedent to Contract Award and Additional Information

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

#### 5.1.1 Integrity Provisions – Required Documentation

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

#### 5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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### **5.1.3 Additional Certifications Precedent to Contract Award**

#### **5.1.3.1 Canadian Content Certification**

This procurement is limited to Canadian services.

The Bidder certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#)

#### **5.1.3.2 Canadian Content Certification**

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

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Statement of Work**

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

### **6.2 Standard Clauses and Conditions**

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

#### **6.2.1 General Conditions**

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

### **6.3 Security Requirements**

**6.3.1** There is no security requirement applicable to this Contract.

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from date of Contract to June 30, 2017 inclusive.

#### **6.4.2 Delivery Date**

All the deliverables must be received on or before June 9th, 2017.

#### **6.4.3 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "C" of the Contract.

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## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Public Works and Government Services Canada  
Acquisitions Branch  
Communication Procurement Directorate  
Constitution Square, 12th Floor  
360 Albert Street  
Ottawa, Ontario K1A 0S5

**Attn.: Cassandra Andruchow**

Tel.: (613) 993-7846 Fax: (613) 991-5870  
E-mail Address: [cassandra.andruchow@pwgsc-tpsgc.gc.ca](mailto:cassandra.andruchow@pwgsc-tpsgc.gc.ca)

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

### 6.5.2 Project Authority

The Project Authority for the Contract is:

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

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

### 6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

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

## **6.6 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.

## **6.7 Payment**

### **6.7.1 Basis of Payment – Limitation of Expenditure**

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

#### **6.7.1.1 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **6.7.2 SACC Manual Clauses**

SACC Manual clause A9117C (2007-11-30) T1204 - Direct Request by Customer Department

### **6.7.3 Electronic Payment of Invoices – Contract**

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

## 6.8 Invoicing Instructions

1. The Contractor must submit his invoice in accordance with the section entitled "Invoice Submission" of the general conditions. The invoice cannot be submitted until all work identified in the invoice is completed.

The invoice must be supported by a copy of the invoice, receipts, vouchers for all direct expenses.

2. The Invoice must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

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

### 6.9.2 SACC Manual Clauses

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

## 6.10 Applicable Laws

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

## 6.11 Priority of Documents

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

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



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## **6.12 Insurance**

SACC Manual clause G1005C (2016-01-28) Insurance

## **6.13 SACC Manual Clauses**

SAAC Manual clause D5328C (2007-11-30), Inspection and Acceptance

## ANNEX "A" STATEMENT OF WORK

### Canada 150 Feather Banner

#### 1. Description

Parks Canada requires services of a Contractor to fabricate and deliver 352 polyester banners for display in national parks and national historic sites.

#### 2. Background

Canada's 150th anniversary is an opportunity for Parks Canada to engage Canadians in discovering their history through Parks Canada places, raise the profile of National Historic Sites and increase visitation.

In light of the Canada 150 and National Historic Sites 100 celebrations, Parks Canada, National Celebrations team is purchasing and printing a number of products. One of the items is feather banners.

#### 3. Feather Banners Specifications:

Description: Single reverse Outdoor Feather Banner with weighted base and poles complete with durable travel bags.

Fabric: Exterior grade polyester, UV protected, fade-resistant and washable

Size: Height – 12 feet, banner size 118 inches x 27" inches.

**Note:** These dimensions are approximate

Base/Stand: Each set must include steel cross base, a 360° rotating ground spike and be galvanised to prevent rusting.

Water bag: Weight of 4.3 kg. Water bag should be grey, donut-shaped

Flag pole: Must be made of carbon fiber and be flexible.

Rotating ground spike: Must have stainless steel bearings

Printing: Full colour process, full bleed on fabric, using UV-resistant inks

Pre-press: Print ready, PDF Proof and a sample of banner

Quantity: 352

#### 4. Project Schedule

Artwork provided to supplier	1 day after contract award
PDF to be provided to Parks Canada	No later than 2 days after delivery of artwork from Parks Canada
First sample provided to Parks Canada	No later than 7 days after approval of PDF
Approval of sample by Parks Canada	2 days after receipt of sample

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Shipping of Banners	No later than June 2, 2017
Supplier to submit invoice after providing Parks Canada with proof of delivery	No later than June 9 <sup>th</sup> , 2017

## 5. Delivery

The schedule as described above is planned in order to ensure that the banners are installed on time. Therefore the delivery date is critical and must be respected.

In the case that Parks Canada delays in delivering sample artwork or final art on time, the Contractor will be given extra time equivalent to the delayed Period caused by Parks Canada.

## 6. Shipping Addresses

### 6.1 Sample Banner(s)

The sample banner (s) must be shipped to the following address:

Jennifer Bellman  
Gestionnaire, Célébrations nationales, Relations externes et de l'expérience du visiteur  
Parcs Canada / Gouvernement du Canada  
30 rue Victoria (PC-02-E), 2-71  
Gatineau QC J8X 0B3  
[jennifer.bellman@pc.gc.ca](mailto:jennifer.bellman@pc.gc.ca)  
Tel. : 819-420-9357 <http://www.pc.gc.ca/>

### 6.2 Feather Banners

Please refer to the Annex "C" Delivery Locations

## 7. General procedures

### 7.1 Sample production

Final artwork files will be sent out to the Contractor and the Contractor must provide a PDF proof followed by a fabricated a banner sample, as soon as the contract is awarded. The Contractor must ship the banner (not the hardware) to Parks Canada in Gatineau. The Contractor must obtain approval in writing before proceeding with production.

Review will be completed and comments will be given by Parks Canada within two (2) working days upon receipt of the samples for approval.

### 7.2 Sample corrections

The Contractor may have to re-print or reproduce new sample(s) if the sample is not deemed satisfactory to Parks Canada at no additional cost, e.g. the finishing, the saturation, the requested colours (if sufficient penetration is not achieved, since the colours on the banners must be of equal intensity on both sides) also, if the sewing is not as specified

### 7.3 Verification

Following delivery, Parks Canada will verify that the fabricated banners are compliant with the final samples, in terms of colour, ink penetration and overall finishing. Products that do not reasonably match the samples may have to be corrected at the Contractor's expense.

### 7.4. Replacement or extra banners

In the event that a significant number of banners are damaged or more are needed within the season, the Contractor should be able to produce replacement or extra banners in a timely fashion. The price of any extra banners shall be held at the same per banner cost as the original order for a period of one year.

### 7.5 Detailed specifications for fabrication and delivery

The banners are hung for a 7 month period and will be exposed to very windy conditions, direct sunlight and rain. The fabrication methods, finishing, ink fastness and printing processes must live up to this expected timeframe without fading noticeably.

All banners must be digitally acid dye printed according to the artwork supplied or silk screened, depending of the graphics, choice of colours and if the quantity of designs allow for this option to be more cost effective.

All banners must be manufactured from U.V. resistant flag polyester.

All banners must be printed in a way so that **90%-95% penetration** is achieved, since the colors on the banners must be of equal intensity on both sides.

The banners are to be printed before sewing to ensure that the colour of the hem is consistent with the banner colours.

The dyes used **must be colourfast** (U.V. resistant) to ensure that the colours do not bleed after washing or if wet from rain.

### 7.6 Sewing

All hems must be sewn to minimize shrinkage and twisting and to prevent tearing from strong wind.

The banner requires an added fabric sleeve to accommodate the flexible pole, closed at the top end and fabric shock cord loop at the bottom end to create tension when the banner is deployed.

The sewing of the edge of the banner: Fold edge of fabric over once 0.28 (7) (see **Appendix 1 to Annex A Statement of Work**), and sew then fold twice 0.4 (10) (see **Appendix 1 to Annex A Statement of Work**) and double sew. Sew with U.V. resistant nylon thread at 4 stiches per centimetre.

The hem of the banners must be consistent with the colour of the banner.

### 7.7 Artwork (see Appendix 1 to Annex A Statement of Work for visual)

Once the Contract for the feather banner has been awarded, artwork files will be provided by Parks Canada to the successful Contractor via email or FTP. Artwork will be prepared in Adobe Illustrator CS5+, and will include a bleed for the seam area; however, in some cases due to the angular fold over, adjustments may have to be made by the Contractor.

## 7.8 Packaging

Each package must include assembly instructions in both French and English.

All items must be packed in such a way as not to damage contents. The packages must be able to sustain considerable handling.

All packages and cartons must be clearly labelled. Each shipment must be accompanied by a clear and detailed packing slip. All packing slips must indicate the item title, the number of items within each package/box, the total number of boxes for shipment and the total quantity of each item shipped.

## 7.9 Shipping

FOB: The Contractor must provide, to the Project Authority, **Proof of Delivery** of each destination. See Annex "C" Delivery Locations.

- Shipping includes delivery to all provinces and territories. (***The cost for delivery differs depending on the province. Taxes must be applicable per provincial jurisdictions.***)

## 8. Components

All components required to complete the Contract, whether produced or purchased by the Contractor, or provided to the Contractor are the property of the Government of Canada.

The Contractor must return all components to the Project Authority within five working days of receiving the request to do so and at no additional cost to Canada.

Components must be packaged appropriately and shipped in a manner to ensure safe delivery at the specified destination.

## 9. Quality Assurance

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

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## APPENDIX 1 TO ANNEX "A" STATEMENT OF WORK

See Attachment

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## **ANNEX "B"**

### **BASIS OF PAYMENT**

The Bidder must provide pricing in the format specified in Annex "B". Failure to provide prices in the format specified will render the proposal non-responsive.

If pricing is not provided for a component, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amount.

If the Bidder agrees then the Basis of Payment will be considered compliant. However if the Bidder disagrees then the bid will be found non-compliant and no further evaluation will be done.

The Bidder must submit firm, all-inclusive prices, FOB destination, GST/HST extra if applicable. Prices must include all materials and operations (set-up charges, provision of proofs, printing, fabrication to final format, etc.) to supply the final products as specified in the Annex A Statement of Work and ready the items for shipping. Transportation/Shipping charges must be included and listed separately.

All payments are subject to government audit.

BIDDERS MUST ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET PUBLISHED ON THE GOVERNMENT ELECTRONIC TENDERING SERVICE (<https://buyandsell.gc.ca/procurement-data/tenders>) AND RETURN IT ON USB ALONG WITH A PRINT OUT OF THE COMPLETED ANNEX B BASIS OF PAYMENT WITH THEIR BID.

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

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## ANNEX "C"

### DELIVERY LOCATIONS

Field Unit	Address	Prov	Tel	Contact
Newfoundland East	Parks Canada Eastern NFL FU John Cabot building 5th Floor, 10 Barter's Hill, St-John's, NF A1C 5M9	NF	709-772- 6709	Glenn Keough Historic Site Manager Glenn.keough@pc.gc.ca
Newfoundland West	Parks Canada Gros Morne National Park Western NFL FU 3 DOT drive Rocky Harbour, Newfoundland, A0K 4N0	NF	709-458- 3603	Vince Kennedy Vince.kennedy@pc.gc.ca Visitor Experience Supervisor
Mainland Nova Scotia	Parks Canada Mainland Nova Scotia Field Unit 5425 Sackville Street Halifax Citadel National Historic Site, Casemate #12 - See Commissionaire B3J 3Y3	NS	902-426- 7388	Krista Lingley Promotions Officer, Mainland NS krista.lingley@pc.gc.ca
Cape Breton	Parks Canada Cape Breton FU 259 Park Service Road Louisbourg, NS B1C 2L2	NS	902-733- 3504	Julie Cossette Promotion Officer Julie.cossette@pc.gc.ca
Prince Edward Island	Parks Canada PEI Field Unit 2 Palmers Lane Charlottetown, PEI C1A 5V8	PEI	902 -314- 1196	Janette Gallant Janette.Gallant@pc.gc.ca for Tara McNally MacPhee VE Manager, PEI National Park
Northern New Brunswick	Parks Canada Kouchibouguac National Park 186 route 117 Kouchibouguac, New Brunswick E4X 2P1	NB	506-876- 1249 Cell: 506- 961-0418	Sylvie Robichaud ER manager Sylvie.Robichaud@pc.gc.ca
Southern New Brunswick	Parks Canada	NB	506-608-	Asloob Mohammad



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Field Unit	Address	Prov	Tel	Contact
	Fundy National Park Southern NB FU 20 Service Rd, Rte 114, Alma, NB E4H 4V1		3129	Promotion and non- personal media Asloob.Mohammad@pc.gc.ca
Cornwall Office	Parks Canada 111 Water Street East Cornwall, Ontario K6H 6S3	ON	613-938-5918  613-938-5963	Contact: Monique St. Germain Monique.St.Germain@pc.gc.ca  <b>On-site: Brigitte Labelle</b> <b>Brigitte.Labelle@pc.gc.ca</b>
National Office	Parks Canada National Celebrations 30 Victoria Street, 2nd Floor (PC-02-E) Office 119 Gatineau, Quebec J8X 0B3	QC	902-420-9357	Jennifer Bellman Manager, National Celebrations Jennifer.Bellman@pc.gc.ca
Quebec Office	Parks Canada 3, passage du Chien-d'Or, Suite 200 Quebec, Quebec G1R 3Z8	QC	418-446-2423  418-648-4291	Contact: Jean Croteau@pc.gc.ca Jean.Croteau@pc.gc.ca  <b>On-site: Suzie LeBrun</b> <b>Suzie.Lebrun@pc.gc.ca</b>
Mingan	Mingan Field Unit 1340, rue de la Digue Havre-Saint Pierre, Quebec G0G 1P0	QC	418-538-3331 ext 263	Marie-Andrée Vaillancourt Marie- andree.vaillancourt@pc.gc.ca Gestionnaire, Relations Externes int.   A/ External Relations Manager
Gaspésie	Parks Canada Gaspésie Field Unit 122 Blvd de Gaspé G4X 1A9	QC	418-368-5592	Michel Queenton Manager Exter Relations Michel.Queenton@pc.gc.ca
Saguenay	Parks Canada Saguenay- Saint-Laurent Field Unit 454, rue du Bateau-Passeur Tadoussac (Québec) G0T 2A0	QC	418-235-4703 Ext. 223	c/o : Danielle Gauthier Administrative Services Officer, Danielle.Gauthier@pc.gc.ca for  Angelle Rodrigue angelle.rodrigue@pc.gc.ca a VE Manager

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Field Unit	Address	Prov	Tel	Contact
Quebec	Parks Canada Quebec 2, rue d'Auteuil G1R 5C2	QC	418-648-7115	Marie-Claude Asselin Marie-Clause.Asselin@pc.gc.ca Gestionnaire EV et lieux historiques nationaux
L'Ouest de Quebec et La Mauricie	Park Canada La Mauricie and Western Quebec Field Unit 105, rue McGill, 6e étage, Montréal H2Y 2E7	QC	514-618-7076  or  819-536-2638 ext: 245	Martine Lagacé Visitor Experience for National Historic Sites of La Mauricie and Western Quebec Field Unit Martine.Lagace@pc.gc.ca  for  Marie-Josée Bisonnette EV Manager Parc de la Mauricie
Quebec Waterway	Parcs Canada - UVNQ 1899, boul. de Périgny Chambly, QC, J3L 4C3	QC	450-447-4828    514-283-2511    450-447-4825	Anne Marie LaBrière Promotion    Simon Boiteau simon.boiteau@pc.gc.ca ER Manager    Isabelle Savoie Isabelle.Savoie@pc.gc.ca VE Manager
Ontario Waterway	Parks Canada Ontario Waterways Field Unit 34 Beckwith Street South Smiths Falls, ON K7A 2A8	QC	613-283-7199 ext.: 263	Dale MacEachern - External Relations Manager  Dale.MacEachern@pc.gc.ca
Ontario East and Georgian Bay	Parks Canada 30, rue Victoria, 2e étage, #3 (PC-02-E), Gatineau, Québec, J8X 0B3	QC	819-420-9512	Jessica Lambert Promotion Officer Jessica.Lambert@pc.gc.ca
Southwestern Ontario	Parks Canada 57 Discovery Drive Hamilton ON L8L 8K4	ON	905-308-8594  289-925-6783	Joel Anthony A/Public Outreach Education Officer joelanthony.forget@pc.gc.ca

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Field Unit	Address	Prov	Tel	Contact
				Karen Raymond Partnering & Engagement Officer, Southwestern Ontario Field Unit karen.raymond@pc.gc.ca
Ontario North	Parks Canada Northern Ontario Field Unit 1 Canal Drive Sault-St. Marie, Ontario, P6A 6W4	ON	705-206- 1365	Pamela Jalak Pamela.jalak@pc.gc.ca ER Manager
Rouge	c/o Omar McDadi Parks Canada 3620 Kingston Rd Toronto, ON M1M 1R9	ON	647-273- 3026  416-264- 2020	Greg Stencell VE Manager greg.stencell@pc.gc.ca  Omar McDadi ER Manager omar.mcdadi@pc.gc.ca
Manitoba	Parks Canada 145 McDermot Ave. Winnipeg, MB R3B 0R9	MB	204-204-984- 1759 204-793- 2990	Blair Philpott blair.philpott@pc.gc.ca VE Product Development for VE Manager Elise Wood
Riding Mountain	Parks Canada Riding Mountain National Park PO Box 299 135 Wasagaming Drive Onanole, MB R0J 1N0	MB	204-848- 7112  204-848- 7255 204-848- 0057  204-210- 0053	Dave Tovell C/O Megan Dudeck dave.tovell@pc.gc.ca A/VE Manager  Richard Dupuis A/Superintendent Richard.dupuis@pc.gc.ca
Saskatchewan South	Parks Canada #310, 101 – 22nd Street East Saskatoon, Saskatchewan S7K 0E1	SK	306-975- 5814 or 306-221- 8092	Irene LeGatt ER Manager Irene.legatt@pc.gc.ca
Northern Prairies	Parks Canada 969 Lakeview Drive Waskesiu Lake, Saskatchewan S0J 2Y0	SK	306-663- 4565	Carla Flaman External Relations Manager Carla.flaman@pc.gc.ca
Waterton	Waterton Lakes National Park	AB	403-859- 5121	Locke Marshall VE Manager

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Field Unit	Address	Prov	Tel	Contact
	# 1 Compound road Waterton Park, Alberta T0K 2M0			Locke.Marshall@pc.gc.ca
Banff	Parks Canada 216 Hawk Avenue Banff, AB T1L 1K2	AB	403-760-1338 403-762-1461	c/o Cam Fisher cam.fisher@pc.gc.ca  for Susan Kennard Parks Canada Heritage Program
Jasper	Parks Canada Jasper National Park 1 Compound Road Jasper, Alberta T0E 1E0	AB	780-852-8494	Pam Clark VE Manager Pam.clark@pc.gc.ca
Hotsprings	Canadian Rockies Hot Springs Banff Upper Hot Springs pool facility #1 Mountain Ave. Box 100 Banff, AB T1L 1K2	AB	403-760-1345	Karin Smith karin.smith@pc.gc.ca
Kootenay, Yoho, Lake Louise	Parks Canada Kootenay/Yoho/Lake Louise FU 201 Village Rd Lake Louise, Alberta T0L 1E0	AB	403-522-1203 403-522-1181	c/o Jo-Anne Arnold Jo-Anne.Arnold@pc.gc.ca For : Michael St. Denis VE Manager
Mt. Revelstoke/Glacier	Parks Canada 301B 3rd street West Revelstoke, BC V0E 2S0	BC	250-837-7510	Tina Withman Executive Assistant Tina.withman@pc.gc.ca
Coastal British Columbia	Parks Canada 2220 Harbour Road Sidney, BC V8L 2P6	BC	250-654-4047  250-726-3510	Solange Poirier Solange.Poirier@pc.gc.ca Executive Assistant  c/o Darcy Gray VE Manager Darcy.Gray@pc.gc.ca
Gwaii Haanas	Parks Canada Gwaii Hanaas National Park Skidegate 60 Second Beach Road Queen Charlotte, BC V0T 1S0	BC	250-559-6306	Terrie Dionne Manager, External Relations terrie.dionne@canada
Nunavut	Parks Canada 1104B Inuksugait Plaza 2, Main floor Iqaluit, NU	NU	867-975-4668	Karen Petkau Karen.Petkau@pc.gc.ca Visitor Experience Manager

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Field Unit	Address	Prov	Tel	Contact
	X0A 0H0		867-975-4663	Margaret Nowdlak Margaret.Nowdlak@pc.gc.ca Executive Assistant
Southwest NWT	Parks Canada 149 Mcdougal Road Fort Smith, NT X0E 0P0	NT	Telephone: 867-872-7942 Cellular Telephone 867-872-0364 867-872-7957	Mike Keizer External Relations Manager mike.keizer@pc.gc.ca  Tim Gauthier
Western Arctic	Parks Canada 81 Kingmingya Road (Box 1840) Inuvik, NT X0E 0T0	NT	867-777-8815 867-777-8818	Michael Blyth VE Manager Michael.Blyth@pc.gc.ca  Sarah Culley ER Manager Sarah.Culley@pc.gc.ca
Yukon - Whitehorse	Parks Canada Yukon Field Unit 205-300 Main Street Whitehorse, YT Y1A 2B5	YT	867-667-3903	Kate Alexander A/Site & VE Manager Kate.Alexander@pc.gc.ca

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## **ANNEX “D” to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);

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**ANNEX "E"**

**EVALUATION GRID**

EVALUATION SUMMARY	
MANDATORY REQUIREMENT: <input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
Mandatory Checked by:	Date:
Overall Comments:	

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Buyer ID - Id de l'acheteur  
cx026  
CCC No./N° CCC - FMS No./N° VME

**EVALUATION TEAM SIGNATURES:**

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**NOTE TO EVALUATORS:** This evaluation grid contains the basic criteria. This grid must be used in conjunction with the RFP document to ensure the evaluation is being conducted strictly in accordance with the published criteria.



## 1.1 TECHNICAL EVALUATION

### 1.1.1 MANDATORY REQUIREMENTS

Evaluation Criteria	Met	Not Met
<b>M.1 Experience of the Bidder</b>		
The Bidder must demonstrate that it has been contractually bound under three (3) separate contracts to provide imprinting, fabrication to final format, and delivery of custom imprinted banners to locations across Canada.		
The three (3) separate contracts must have been completed for at least two (2) separate external clients (outside of the Bidder's own company).		
The three (3) separate contracts must have been completed since January 01, 2012.		
<b>M.1.1: Contract #1:</b>  <u>Each</u> of the three (3) contracts must have included <u>all</u> of the following requirements: <ul style="list-style-type: none"> <li>- Custom imprinting of the required banners on UV resistant banner material;</li> <li>- Custom imprinting using UV resistant, colour fast dyes;</li> <li>- Finishing to final format, including trimming to final size, sewing of hems and/or seams, and preparation for display;</li> <li>- Packaging and delivery to final destination.</li> </ul>		
<b>M.1.1: Contract #2:</b>  <u>Each</u> of the three (3) contracts must have included <u>all</u> of the following requirements: <ul style="list-style-type: none"> <li>- Custom imprinting of the required banners on UV resistant banner material;</li> <li>- Custom imprinting using UV resistant, colour fast dyes;</li> <li>- Finishing to final format, including trimming to final size, sewing of hems and/or seams, and preparation for display;</li> <li>- Packaging and delivery to final destination.</li> </ul>		
<b>M.1.1: Contract #3:</b>  <u>Each</u> of the three (3) contracts must have included <u>all</u> of the following requirements: <ul style="list-style-type: none"> <li>- Custom imprinting of the required banners on UV resistant banner material;</li> <li>- Custom imprinting using UV resistant, colour fast dyes;</li> <li>- Finishing to final format, including trimming to final size, sewing of hems and/or seams, and preparation for display;</li> <li>- Packaging and delivery to final destination.</li> </ul>		

<p>M.1.2: When combined*, <u>each</u> of the following requirements was included in the three (3) contracts:</p> <ul style="list-style-type: none"> <li>- Banners fabricated using exterior grade polyester;</li> <li>- Acid dye imprinting process;</li> <li>- Silk screening process;</li> <li>- Banners treated with a U.V. inhibitor after imprinting;</li> <li>- Multi-coloured images (imprinting of a minimum of four [4] colours for any single design);</li> <li>- Fabrication of banners to be used in an outdoor location (or locations) exposed to outdoor weather conditions including wind, rain and sun light;</li> <li>- Management and distribution of fabricated banners to multiple (four [4] or more) destinations across Canada;</li> <li>- A quantity of 350 banners or more.</li> </ul> <p>*One (1) contract does not need to include all of the listed requirements for M.1.2, however each separate requirement must have been included in any of the three (3) contracts. The three (3) contracts together must have included all of the listed requirements for M.1.2.</p>		
<p><u>M.1.3: Contract #1:</u></p> <p>To demonstrate this corporate experience with external clients the Bidder must provide the following information in a description of <u>each</u> contract:</p> <ol style="list-style-type: none"> <li>a. The Contract reference number</li> <li>b. The Client information for the Contract</li> <li>c. The completion date of the Contract</li> <li>d. A complete description of the requirements for the imprinting, fabrication and finishing to final format, and delivery/distribution of the custom imprinted banners. The description must demonstrate the following:             <ul style="list-style-type: none"> <li>· The type of UV resistant banner material used and the properties of the material;</li> <li>· The imprinting process used and the number of colours imprinted for each distinct design;</li> <li>· The dyes used for imprinting;</li> <li>· The finishing requirements of the banners;</li> <li>· The number of distinct designs managed, imprinted and fabricated;</li> <li>· The packaging requirements;</li> <li>· The assembly and delivery/distribution requirements of the banners;</li> <li>· The final display location of the banners (example: Outdoors exposed to outdoor weather conditions including wind, rain and sun light)</li> </ul> </li> </ol>		

<p><u>M.1.3: Contract #2:</u></p> <p>To demonstrate this corporate experience with external clients the Bidder must provide the following information in a description of <u>each</u> contract:</p> <ol style="list-style-type: none"><li>The Contract reference number</li><li>The Client information for the Contract</li><li>The completion date of the Contract</li><li>A complete description of the requirements for the imprinting, fabrication and finishing to final format, and delivery/distribution of the custom imprinted banners. The description must demonstrate the following:<ul style="list-style-type: none"><li>The type of UV resistant banner material used and the properties of the material;</li><li>The imprinting process used and the number of colours imprinted for each distinct design;</li><li>The dyes used for imprinting;</li><li>The finishing requirements of the banners;</li><li>The number of distinct designs managed, imprinted and fabricated;</li><li>The packaging requirements;</li><li>The assembly and delivery/distribution requirements of the banners;</li><li>The final display location of the banners (example: Outdoors exposed to outdoor weather conditions including wind, rain and sun light)</li></ul></li></ol>		
<p><u>M.1.3: Contract #3:</u></p> <p>To demonstrate this corporate experience with external clients the Bidder must provide the following information in a description of <u>each</u> contract:</p> <ol style="list-style-type: none"><li>The Contract reference number</li><li>The Client information for the Contract</li><li>The completion date of the Contract</li><li>A complete description of the requirements for the imprinting, fabrication and finishing to final format, and delivery/distribution of the custom imprinted banners. The description must demonstrate the following:<ul style="list-style-type: none"><li>The type of UV resistant banner material used and the properties of the material;</li><li>The imprinting process used and the number of colours imprinted for each distinct design;</li><li>The dyes used for imprinting;</li><li>The finishing requirements of the banners;</li><li>The number of distinct designs managed, imprinted and fabricated;</li><li>The packaging requirements;</li><li>The assembly and delivery/distribution requirements of the banners;</li><li>The final display location of the banners (example: Outdoors exposed to outdoor weather conditions including wind, rain and sun light)</li></ul></li></ol>		

**FAILURE TO PROVIDE DETAILED INFORMATION FOR ANY OF THE ABOVE MAY RESULT IN THE PROPOSAL BEING DEEMED NON-RESPONSIVE. BIDS NOT MEETING THE ALL THE MANDATORY REQUIREMENTS WILL BE GIVEN NO FURTHER CONSIDERATION.**