



RETURN BID TO/ RETOURNER LES SOUMISSIONS À :

Canada Border Services Agency
Contracting Bids Receiving
2405 St-Laurent Unit H
Ottawa, ON K1A 0L8
(613) 941-6034

Bid Receiving Unit is open from Monday to Friday inclusively, between the hours of 07:30 to 15:00, excluding Statutory Holidays.

Agence des services frontaliers du Canada
Secteur de réception des soumissions
2405 St-Laurent Unit H
Ottawa, ON K1A 0L8
(613) 941-6034

La Réception des soumissions est ouverte du lundi au vendredi inclusivement, entre les heures de 7h30 à 15h00, à l'exclusion des jours fériés

Request for Proposal

Demande de proposition

Proposal to: Canada Border Services Agency (CBSA)

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 à: l'Agence des services frontaliers du Canada (ASFC)

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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Issuing Office – Bureau de distribution

Canada Border Services Agency – Agence des services frontaliers du Canada
355 North River Road – 355 Rue North River
17th Floor – 17ième étage
Ottawa ON
K1A 0L8

Title — Sujet: Silhouette Shooting Range Targets
Solicitation No. — N° de l'invitation: 1000334540
Date: August 8, 2017

Solicitation Closes — L'invitation prend fin: At /à: 2:00 PM (hours/heures) On / le: August 30, 2017
Time Zone — Fuseau horaire: [ ] EST(Eastern Standard Time) / HNE (heure normale de l'Est) [x] EDT(Eastern Daylight Saving Time) / HAE (heure avancée de l'Est)

F.O.B. — F.A.B. Plant-Usine: [ ] Destination: [x] Other — Autre: [ ]

Louise Traynor FOR ENQUIRIES DURING THE SOLICITATION PERIOD
CBSA-ASFC\_Solicitations-Demandes\_de\_soumissions@cbsa-asfc.gc.ca

Telephone No. – No de téléphone: 343-291-5671
FAX No. – No de télécopieur :

Destination - of Goods and or Services: Destination – des biens et ou services :
Canada Border Services Agency (CBSA) — Agence des services frontaliers du Canada (ASFC)

Instructions: See Herein — Voir aux présentes

Delivery Required — Livraison exigée: See herein — voir aux présentes
Delivery Offered — Livraison proposée

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

Telephone No. – No de téléphone: FAX No. – No 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



## **PART 1 – GENERAL INFORMATION**

### **1.1 Introduction**

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

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

### **1.2 Summary**

The CBSA requires a Bidder to provide printing services by the printing, reproduction, finishing, quality control process and delivery of these targets to one or more delivery points in Ontario, Quebec and British Columbia.

A contract will be established for the printing of full and reduced sized CBSA Silhouette Targets - BSF5088 Rev 14 with a one-year period with four (4) one-year option periods.

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

### **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, by telephone or in person.



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Bids

Bids must be submitted only to the Canada Border Services Agency (ASFC) 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 or email to the CBSA 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### Definitions

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

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

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



"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

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

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

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

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

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

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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



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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (3 hard copies)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)
- Section IV: 1 pre-award sample (20035173 – full size target)

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 E). The total amount of Applicable Taxes must be shown separately.

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

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

If Annex G 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.

### **3.1.3 Paper - Price Adjustment - Bid**

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

### **3.1.4 Exchange Rate Fluctuation**

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

## **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 mandatory criteria and financial evaluation.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

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

See Mandatory Criteria included in Annex F.

#### **4.1.2 Financial Evaluation**

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

See Mandatory Financial Criteria "Basis of Payment" in Annex E.

*SACC Manual* Clause A0220T (2014-06-26), Evaluation of Price

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

### **4.2 Basis of Selection**

#### **4.2.1 Mandatory Technical Criteria**

*SACC Manual* Clause A0031T (2010-08-16), Basis of Selection – Mandatory Technical Criteria

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.

In case of a tie, the bid received first by the date and time will be recommended for award of Contract.



## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

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

#### **5.1.2 Additional Certifications Required with the Bid**

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

#### **5.2.1 Integrity Provisions – Required Documentation**

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





## **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**

2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### **6.3 Security Requirements**

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

### **6.4 Term of Contract**

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

The period of the Contract is from date of Contract for a one-year period.

#### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice at any time before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.



**6.5 Authorities**

**6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Louise Traynor  
Title: Procurement Officer  
Canada Border Services Agency  
Address: 355 North River Road, Ottawa, ON K1A 0L8  
Telephone: 343-291-5671  
E-mail address: Louise.Traynor@cbsa-asfc.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 Technical Authority**

The Technical Authority for the Contract is: (to be given at time of award)

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

The Technical 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 Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

**6.5.3 Contractor's Representative**

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

**6.6 Payment**

**6.6.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm lot prices as specified in Annex E for a cost of \$ \_\_\_\_\_ insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

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



### 6.6.2 Limitation of 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.

### 6.6.3 Electronic Payment of Invoices – Contract

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

- Direct Deposit (Domestic and International)

### 6.6.4 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. Each invoice must be supported by a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.

The e-Invoices must be distributed as follows:  
vendors-fournisseurs@cbsa-asfc.gc.ca



### 6.6.5 Paper – Price Adjustment – Contract

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

### 6.7 SACC Manual Clauses

#### 6.7.1 B7500C Excess Goods (2016-06-16)

The quantity of goods to be delivered by the Contractor is specified in the Contract. The Contractor remains liable for any shipment in excess of that quantity whether the excess quantity is shipped voluntarily or as a result of an error by the Contractor. Canada will not make any payment to the Contractor for goods shipped in excess of the specified quantity. Canada will not return the said goods to the Contractor unless the Contractor agrees to pay for all the costs related to the return, including but not limited to administrative, shipping and handling costs. Canada will have the right to deduct such costs from any invoice submitted by the Contractor.

#### 6.7.2 D5328C Inspection and Acceptance (2014-06-26)

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

#### 6.7.3 P1005C Packaging and Packing of Printed Products (2010-01-11)

The Contractor must package the Work in accordance with the publication entitled "[Guide for Packaging and Packing of Printed Products](http://www.tpsgc-pwgsc.gc.ca/app-acq/guides/eti-ppp-eng.html)". <http://www.tpsgc-pwgsc.gc.ca/app-acq/guides/eti-ppp-eng.html>



#### **6.7.4      P1010C Quality Levels for Printing (2010-01-11)**

The Contractor must perform the Work in accordance with the quality requirements described in the publication entitled [Quality Levels for Printing](http://www.tpsgc-pwgsc.gc.ca/app-acq/guides/nqi-qlp-eng.html). <http://www.tpsgc-pwgsc.gc.ca/app-acq/guides/nqi-qlp-eng.html>

#### **6.7.5      P1009C Author's Alterations (2007-11-30)**

Author's alterations are changes requested by the Project Authority to approved text or layout at any stage during production.

If author's alterations are requested, the Contractor must provide details of the alterations and associated costs to the Project Authority for review and approval. The Contractor cannot undertake any alteration without the written authorization of the Contracting Authority and will be evidenced through a contract amendment.

#### **6.7.6      P1011C Quality Levels for Colour Reproduction (2010-01-11)**

The Contractor must perform the Work in accordance with the quality requirements described in the publication entitled [Quality Levels for Colour Reproduction](http://www.tpsgc-pwgsc.gc.ca/app-acq/guides/nqrc-qlcr-eng.html). <http://www.tpsgc-pwgsc.gc.ca/app-acq/guides/nqrc-qlcr-eng.html>

#### **6.8      Applicable Laws**

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

#### **6.9      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 2035 (2016-04-04) Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex E, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_,

#### **6.10      Insurance Requirements**

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



**ANNEX A**  
**STATEMENT OF WORK**  
**Silhouette Shooting Range Targets**

**A.1.0 BACKGROUND:**

The Canada Border Services Agency (CBSA) manages the supply of shooting range targets.

Silhouette shooting range targets have been used by the CBSA for shooting exercises for many years, and are ideal for long distances including 25m (metre).

Along with full size targets, the CBSA also uses reduced sized silhouette targets. They are used mainly for 7m, 10m and 15m grouping exercises. They are beneficial in shooting fundamental exercises that address "aim small, hit small" and are also used in individual training assistance sessions.

**A.2.0 REQUIREMENTS:**

The CBSA requires a Bidder to provide printing services by the printing, reproduction, finishing, quality control process and delivery of these targets to one or more delivery points in Ontario, Quebec and British Columbia.

A contract will be established for the printing of full and reduced sized CBSA Silhouette Targets - BSF5088 Rev 14.

**MATERIAL NO.:** 20035173 – full size  
20042827 – reduced size

**FORM No.:** BSF5088 - Rev 14

**TITLE:** Shooting Range Silhouette Targets

**DESCRIPTION:** Poster, prints 1 side, with no bleeds

- Orange – 100% Pantone 156 C
- Dark blue – 100% Pantone 3005 C
- Medium blue – 55% Pantone 3005 C (% estimation)
- Light blue – 20% Pantone 3005 C (% estimation)

**SIZE:** full size – 55.88 cm (22.75") x 91.44 cm (36")  
and reduced size – 27.94 cm (11.38") x 43.18 cm (17.97")

**STOCK:** Multi-purpose bond 200M offset white, or 65lb cover stock white

**PRINTING:** Offset process to be used.

**A.3.0 DELIVERY:**

Pre-press material is immediately available to the Bidder on PDF.

The Bidder must complete delivery of the work at destination within twenty (20) working days from approved samples.

**A.3.1 Delivery Restrictions**

Deliveries to the CBSA must be made during regular working hours of between 7:00 and 15:00 hours local time, to the point of delivery, Monday through Friday, excluding statutory holidays in the province of Ontario, Quebec or British Columbia.

The standard level of service for processing, handling and final delivery will be completed within the number of business days as specified in A.3.0 DELIVERY.



#### **A.4.0 QUALITY CONTROL PROCESS:**

The Bidder must conduct a quality control process of each print run to ensure consistency of the end product which includes:

- colours must be as per “DESCRIPTION” noted above;
- Samples must be trimmed to exact size;
- paper stock must be per “STOCK” noted above;
- Lines and shading, must be per PDF image (no blurred lines); and
- Must be contrast between blues so as to see target from 25 meters (per PDF image).

**Print Quality:** Informational quality level will apply in accordance with Public Services and Procurement Canada (PSPC) (formerly Public Works and Government Services (PWGSC)) Publications entitled “Quality Levels for Printing” and “Quality Levels for Colour Reproduction”. The Bidder must ensure that the quality levels are met for all end-production print runs prior to shipping. Any deviation from this could result in the rejection of manufactured product and non-payment, and cancellation of the Contract.

#### **A.5.0 PRE-PRODUCTION:**

The Contractor must submit pre-production samples that strictly meet the specifications as defined in the contract.

Two (2) samples of each size will be presented to the Technical Authority for approval. Under no circumstances will production start prior to the written approval by the Technical Authority.

In the event the samples offered by the Contractor do not meet the specifications, the Technical Authority (within five (5) days of receipt of the samples) will formally notify the Contractor of the sample failures including a discrepancy report.

The Contractor will then take measures to correct the print and submit two (2) additional samples for approval.

This procedure will be followed for two (2) submission and technical assessment process (total of 4 samples). In the event the second samples submitted fail the evaluation, the Crown reserves the right to terminate the agreement without any provision for costs associated with the production of the samples.

#### **A.6.0 SHIPPING:**

##### **A.6.1 Advanced Copies:**

Five (5) advance copies from the first day's production must be forwarded by courier service to the TECHNICAL AUTHORITY listed within.

The samples for review and approval of the Technical Authority will be free of charge.

In order to receive shipping confirmation from the warehouses, the following information must be supplied:

- Contract no.
- Shipping date
- Number of skids
- Contact name and telephone no.
- Quantities
- Type of transport vehicle

The destination may refuse shipments when prior arrangements have not been made. Transport company waybills must clearly indicate number of skids, of boxes and total quantity shipped.

Each destination of CBSA will require a 24-hour time frame, from receipt of printed documents, to complete inspection, for confirmation of quantity received and for acceptance of shipment.



### **A.6.2 Distribution and Shipping Services**

The Bidder must ensure the timely and safe arrival of all product at the destination(s) specified in each delivery (to be given prior to shipment dates), and any delays anticipated at destination must be reported to the Technical Authority (to be given at award).

As the CBSA will be responsible for paying logistics for all deliveries as per quantities in Annex B, the Bidder must ensure that the best shipping rates and delivery time frames. The Bidder must negotiate the most cost-effective rates possible on an ongoing basis and make arrangements with different shippers for services that require the recipient to sign the waybill upon delivery of the shipment.

The distribution services tasks include all procedures that must be performed to prepare product for shipping. The Bidder must follow the Labelling, packing and packaging requirements listed in paragraph A.6.3 and A.6.4. Any deviations will be refused at destination and returned to the Bidder at the Bidder's cost. The Bidder will have 48 hours to meet their requirements of labelling, packing and packaging and return them at no extra cost to the CBSA.

### **A.6.3 Labelling**

Each cardboard sleeve must be numbered sequentially. This is for inventory management use by CBSA warehouse staff.

### **A.6.4 Packaging**

Cardboard sleeves must be packaged in quantities of 200 targets. Each package of 200 targets to be labelled in English and French with a description of the product and include the version i.e. Rev 14. Packing slip must accompany each shipment.

### **A.6.5 Advanced Shipping Notification (ASN)**

For all deliveries destined to a CBSA warehouse or CBSA location, **the Bidder must provide an Advance Shipping Notification (ASN) to the warehouse/CBSA location** specified (to be determined in contract period). The Bidder must identify if there are special instructions for the Acceptance of Shipment(s) as detailed herein under Advance Shipping Notification.

As the CBSA will be responsible for paying logistics for all deliveries as per quantities in Annex B, the Bidder must ensure that the best shipping rates and delivery time frames. The Bidder must make all arrangements with the delivery destinations to schedule deliveries. The Bidder must ensure that the delivery arrangements adhere to the delivery requirements of the Contract. Once the delivery date and time has been agreed to with the receiving CBSA warehouse/location, the Bidder must submit a copy of the schedule to the Technical Authority by e-mail.

For CBSA Warehouse/location delivery destinations, as applicable, the Bidder must provide a minimum of twenty-four (24) hours' notice to the delivery destination prior to the shipment arriving. The notification must be sent by facsimile or email.

The following information must be indicated on the ASN:

- Anticipated Delivery Date;
- Material Master Number;
- Bidder Name and Contact Information;
- Name of Transport Carrier;
- Number of cardboard sleeves per Skid;
- Number of Skids;
- Contract Number;
- "Shipped To" Address (Full address with contact information, including telephone number);
- Total Quantity per Item;
- Waybill Number.





**IMPORTANT**

**The warehouse may refuse shipments and any costs associated with the delayed delivery shall be borne solely by the Bidder under the following circumstances:**

- Prior shipping arrangements have not been made;
- The packaging does not comply with the requirements of this Statement of Work;
- The skids do not comply with the requirements in this Statement of Work;
- The labels do not comply with the requirements in this Statement of Work.

**OVERRUNS ARE NOT ACCEPTABLE**

Underruns are acceptable within a 3% tolerance.

**SKIDS:** Non-returnable skids will be used for delivery.



**ANNEX B  
DELIVERY DATES / QUANTITIES**

Article	Estimated Delivery Dates	Quantities
<b>1st year Initial Contract:</b>		
Rev 14 Full size	October 2017 February 2018	1st Run – 60,000 (300 packs) 2nd Run – 60,000 (300 packs)
Rev 14 Reduced size	October 2017	1st Run – 5,000 (25 packs)

<b>1st option year:</b>		
Rev 14 Full size	June 2018 October 2018 February 2019	3rd Run – 60,000 (300 packs) 4th Run – 60,000 (300 packs) 5th Run – 60,000 (300 packs)
Rev 14 Reduced size	June 2018 October 2018	2nd Run – 6,000 (30 packs) 3rd Run – 6,000 (30 packs)

<b>2nd option year:</b>		
Rev 14 Full size	June 2019 October 2019 February 2020	6th Run – 60,000 (300 packs) 7th Run – 60,000 (300 packs) 8th Run – 60,000 (300 packs)
Rev 14 Reduced size	June 2019 October 2019	4th Run - 6,000 (30 packs) 5th Run – 6,000 (30 packs)

<b>3rd option year:</b>		
Rev 14 Full size	June 2020 October 2020 February 2021	9th Run – 60,000 (300 packs) 10th Run – 60,000 (300 packs) 11th Run – 60,000 (300 packs)
Rev 14 Reduced size	June 2020 October 2020	6th Run - 6,000 (30 packs) 7th Run – 6,000 (30 packs)

<b>4th option year:</b>		
Rev 14 Full size	June 2021 October 2021 February 2022	12th Run – 60,000 (300 packs) 13th Run – 60,000 (300 packs) 14th Run – 60,000 (300 packs)
Rev 14 Reduced size	June 2021 October 2021	8th Run - 6,000 (30 packs) 9th Run – 6,000 (30 packs)

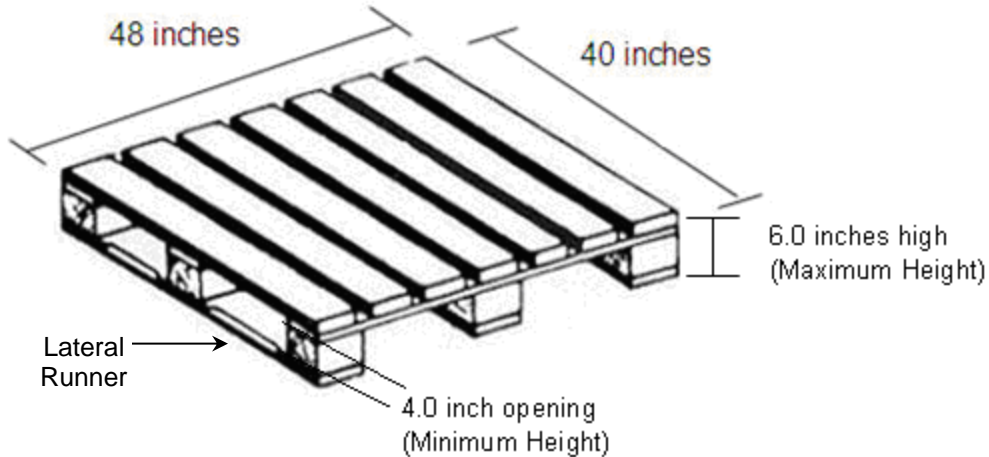
**5 samples (of each size) for review and approval to the Technical Authority will be delivered free of charge.**

SAMPLES	QUANTITY
CBSA	5 per Print Run
100 Metcalfe Street, 17 <sup>th</sup> floor	
Ottawa ON K1A 0L8	



## **ANNEX C** **SKID DIMENSIONS**

### **SKID DIAGRAM - 4-WAY BLOCK DESIGN**



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### **SKID SPECIFICATIONS**



- Skids used are to be four-way block style with three (3) 40" lateral runners at the bottom of the skid – one (1) at each end and one (1) in the middle.
- Critical skid dimensions are:
  - Length = 48.0" (123 cm)
  - Width = 40.0" (102 cm)
  - Maximum height = 6.0" (15 cm)
  - Minimum height gap between runners (along width) = 4.0" (10 cm)
- All lateral runners MUST have a 45° slope on all sides for power truck accessibility.
- Skids used are to be spruce wood construction using 3" nails with a minimum of six (6) nails per board.
- Industry best practice for skid packaging and safety methods shall be used.
- To prevent damage of the print and/or copy jobs, stacking of skids is unacceptable.
- Non-returnable skids are to be used.

### **For Delivery Destinations: CBSA Locations or CBSA Warehouse**

- The skid including all contents must be a maximum weight of 2,500 lbs and a maximum height of 56".
- The entire skid must be shrink-wrapped a minimum of two (2) layers.



**ANNEXE D**  
**SPECIMEN ONLY**

<b>Quantity / Quantité</b>	<b>Contractor's Name / Nom du fournisseur</b>	<b>Production Date MM/YYYY Date de production</b>
<b>Form Number / N° du formulaire</b>	<b>Contract Number / N° de contrat</b>   X X X X X X X X X X	<b>Language / Langue</b>
<b>Material Master Number / N° de matériel</b>   X X X X X X X X X X		
<b>Title / Titre</b>		



**ANNEX E**  
**FINANCIAL OFFER / BASIS OF PAYMENT**

**Basis of Payment – Firm Lot Price**

Offerors must provide pricing in the format specified, in this Annex E - **Financial Offer / Basis of Payment**. **Failure to price one of the components in the format specified will render the offer non-responsive.**

The Offeror is required to submit firm, all inclusive prices, in Canadian dollars, the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) excluded and Customs duties and Excise taxes included for the supply, packaging and delivery as per Annex A – Statement of Work.

As the CBSA will be responsible for paying logistics for all deliveries as per quantities in Annex B, the Bidder must ensure that the best shipping rates and delivery time frames. The Bidder must negotiate the most cost-effective rates possible on an ongoing basis and make arrangements with different shippers for services that require the recipient to sign the waybill upon delivery of the shipment.

**5 samples (of each size) for review and approval to the Technical Authority will be delivered free of charge.**



Contractor shall be paid a firm all-inclusive lot price as indicated below. Goods and Services Tax or Harmonized Sales Tax as well as shipping charges are extra.

Contract Period	Size	Total Contract Price Per 200 Targets (\$)	For Evaluation Purposes Only (1 pack = 200 targets)
1A. Initial Contract	Rev 14 Full size	\$	X 600 packs = \$_____
1B. Initial Contract	Rev 14 Reduced size	\$	X 25 packs = \$_____
2A. First Option Period	Rev 14 Full size	\$	X 900 packs = \$_____
2B. First Option Period	Rev 14 Reduced size	\$	X 60 packs = \$_____
3A. Second Option Period	Rev 14 Full size	\$	X 900 packs = \$_____
3B. Second Option Period	Rev 14 Reduced size	\$	X 60 packs = \$_____
4A. Third Option Period	Rev 14 Full size	\$	X 900 packs = \$_____
4B. Third Option Period	Rev 14 Reduced size	\$	X 60 packs = \$_____
5A. Fourth Option Period	Rev 14 Full size	\$	X 900 packs = \$_____
5B. Fourth Option Period	Rev 14 Reduced size	\$	X 60 packs = \$_____

**1+2+3+4+5 = TOTAL COST: \$\_\_\_\_\_**



## **ANNEX F** **EVALUATION CRITERIA**

### **Evaluation Disclaimer**

The mandatory criteria will be evaluated on a “Met/Not Met” (i.e. compliant/non-compliant) basis. Proposals **must** demonstrate compliance with the following Mandatory requirement and must provide the necessary documentation to support a determination of compliance. Proposals that fail to meet the mandatory requirement will be deemed non-compliant and will be given no further consideration.

For the mandatory requirement listed below, the Bidder **must** demonstrate by using project descriptions as executed by the proposed vendor. The project description must include the following:

- a. Project Title
- b. Description of project
- c. Start and end date of project (if end date applies) (dates must include month and year)

**\*\* Merely stating the experience is not sufficient and the proposal will be deemed non-compliant. \*\***

**Example:** If the mandatory criteria demands experience in gathering, analyzing and validating findings, it is not sufficient just to state the resource has experience gathering, analyzing and validating findings. The experience **must** be demonstrated **and** a reference made to the specific location in the resume where corroborating information can be located in the manner indicated above.

The Contracting Authority reserves the right to request reference(s)\* from any of the listed projects to verify and validate the information stated in the proposal. If the reference is unable to verify or validate the information stated in the proposal, the bid will be deemed non-compliant.



## MANDATORY CORPORATE EXPERIENCE

The mandatory criteria will be evaluated on a “Met/Not Met” (i.e. compliant/non-compliant) basis. Proposals must demonstrate compliance with the following Mandatory requirement and must provide the necessary documentation to support a determination of compliance.

	Mandatory Requirement	Location in Bid	Met/ Not Met
M1	<p><b>CORPORATE EXPERIENCE</b></p> <p>1. The Bidder must have the capability to produce <u>in-house</u> runs of at least 60,000 copies of a 1 sided poster type print run with at least a 2-colour scheme on at least three (3) successful contractually bound contracts. No corporate experience gained through subcontractors will be accepted or reviewed.</p> <p>To demonstrate this corporate experience, the Bidder must provide the following information in a description of the contract:</p> <ul style="list-style-type: none"><li>i. Contract reference number;</li><li>ii. A complete description of the printing and finishing requirements including the specifications of the poster supplied under the Contract. The description of the contract must demonstrate that the Bidder provided the printing and finishing of the 1 sided poster type print run; and</li><li>iii. *The complete client contact information (name, phone number and email address).</li></ul> <p>*If the complete client contact information is not provided with the bid, the Bidder must provide it upon request and in the timeframe stated by the Contracting Authority.</p>		





	Mandatory Requirement	Location in Bid	Met/ Not Met
M2	<p><b>PRE-AWARD SAMPLES</b></p> <p>As part of the technical evaluation, to confirm a Bidder's capability of meeting the technical requirements, one (1) pre-award sample of the full size target must be submitted with the Bid.</p> <p>The Bidder must ensure that the required pre-award sample is manufactured in accordance with the technical specifications in Annex A – Statement of Work and is representative of the bid submitted. Rejection of the pre-award sample will result in the bid being declared non-responsive.</p> <p>The Bidder must deliver the required pre-award sample at no charge to Canada and must ensure that it is received with the bid at time and place of bid closing. Failure to submit the required pre-award sample within the specified time frame will result in the bid being declared non-responsive. The sample submitted by the Bidder will remain the property of Canada.</p> <p>The pre-award sample will be evaluated for *quality of workmanship and conformance as specified in the Statement of Work and the physical sample of the full size target that will be provided by the CBSA at the request of the vendor during the solicitation period.</p> <p>*Quality of workmanship and conformance is defined as sizing, paper thickness, no bleeds, color and symmetrical drawing.</p>		

**OFFERS NOT MEETING THE MANDATORY REQUIREMENT WILL BE CONSIDERED NON RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION.**



**ANNEX G**  
**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):

( ) Direct Deposit (Domestic and International)