

**RETURN BIDS TO:**

## RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**

**The Cambridge Building**  
**3 Queen Street/ 3, rue Queen**  
**Charlottetown, PEI C1A 4A2**  
**Bid Fax: (902) 566-7514**

## Request For a Standing Offer Demande d'offre à commandes

### National Individual Standing Offer (NISO)

Offre à commandes individuelle nationale (OCIN)

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

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

## Comments - Commentaires

All enquiries are to be submitted in writing to the Contracting Authority, Crystal Bysterveldt, either by facsimile or by e-mail at: [crystal.bysterveldt@pwgsc.gc.ca](mailto:crystal.bysterveldt@pwgsc.gc.ca).

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

**Issuing Office - Bureau de distribution**

Commercial Acquisitions (PEI)  
The Cambridge Building  
3 Queen Street/3 rue, Queen  
Charlottetown, PEI C1A 4A2

<b>Title - Sujet</b> NISO Custom Lapel Pins	
<b>Solicitation No. - N° de l'invitation</b> 51019-174009/A	<b>Date</b> 2017-08-30
<b>Client Reference No. - N° de référence du client</b> 51019-174009	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PEI-001-4173
<b>File No. - N° de dossier</b> PEI-7-40039 (001)	<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 2017-10-11</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Bysterveldt (PEI), Crystal	<b>Buyer Id - Id de l'acheteur</b> pei001
<b>Telephone No. - N° de téléphone</b> (902)940-7122 ( )	<b>FAX No. - N° de FAX</b> (902)566-7514
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF VETERANS AFFAIRS 161 GRAFTON ST P.O.BOX 7700 IB 304 CHARLOTTETOWN Prince Edward Island C1A8M9 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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

The Annexes include the Statement of Requirement, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

### **1.2 Summary**

- 1.2.1 Public Works and Government Services Canada (PWGSC) on behalf Veterans Affairs Canada (VAC) is hereby issuing a Request for Standing Offer for the provision of Commemorative Custom Lapel Pins (estimated usage is 300,000 units per year). The standing offer will be valid from the date of issuance of the Standing Offer to March 31, 2019 with the possibility to extend for an additional three, one year periods.

- 1.2.2 "The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

### 1.3 Debriefings

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2017/04/27) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days

Insert: 90 days

#### 2.1.1 SACC Manual Clauses

SACC Reference	Section	Date
C9000T	Pricing	2010/08/16
M0019T	Firm Price and/or Rates	2007/05/25

### 2.2 Submission of Offers

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

### 2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 7 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

## 2.4 Applicable Laws

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

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Offerors.

## 2.5 Sample of Item 001 – Canada Remembers Lapel Pin

Sample may be viewed (by appointment only) at the following offices:

Public Works & Government Services Canada  
Place Bonaventure, South-East Portal  
800 de La Gauchetière Street West, Bureau 1100  
Montreal, Quebec H5A 1L6  
TEL: 514-496-3404  
FAX: 514-496-3822  
Attention: Viviane Rouhault ([viviane.rouhault@tpsgc-pwgsc.gc.ca](mailto:viviane.rouhault@tpsgc-pwgsc.gc.ca))

Public Works and Government Services Canada  
33 City Centre Drive, 4th floor, Suite 480C  
Mississauga, Ontario  
L5B 2N5  
Contact: Stacy Varelas, [Stacy.Varelas@pwgsc-tpsgc.gc.ca](mailto:Stacy.Varelas@pwgsc-tpsgc.gc.ca)  
Telephone: 905-615-2030  
Alternative Contact: Joanna Palysa, [Joanna.Palysa@tpsgc-pwgsc.gc.ca](mailto:Joanna.Palysa@tpsgc-pwgsc.gc.ca)  
Telephone: 905-615-2082

Public Services and Procurement Canada  
100-167 Lombard Avenue  
Winnipeg, Manitoba  
R3B 0T6  
TEL: (204) 983-3774  
FAX: (204) 983-7796  
Attention: Bev Laurin [bev.laurin@pwgsc-tpsgc.gc.ca](mailto:bev.laurin@pwgsc-tpsgc.gc.ca)

Public Works & Government Services Canada  
Supply Directorate  
6th floor  
1550 ave D'Estimauville  
Quebec, Que. G1J 0C7  
TEL: 418-649-2714  
FAX: 418-648-2209  
Attention: Micheline Naud ([micheline.naud@tpsgc-pwgsc.gc.ca](mailto:micheline.naud@tpsgc-pwgsc.gc.ca))

Public Works & Government Services Canada

Telus Plaza North

10025 Jasper Avenue, 5th Floor

Edmonton, AB T5J 1S6

Joshua Baller – 780-497-3509

Nicole Boucher – 780-497-3517

Vinay Singh – 780-497-3535

Email (for all three of the above contacts): [PWGSC.WRPAEDM-ROAAEDM.TPSGC@pwgsc-tpsgc.gc.ca](mailto:PWGSC.WRPAEDM-ROAAEDM.TPSGC@pwgsc-tpsgc.gc.ca)

Public Works & Government Services Canada

Pacific Region, SOSB, Industrial & Commercial Products

219 - 800 Burrard Street

Vancouver, B.C V6Z 0B9

Contact person- Tamana Makhni

Email- Tamana.makhni@pwgsc.gc.ca

Phone number is : 778-788-0237

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

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

Section I: Technical Offer (3 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (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 offer only. No prices must be indicated in any other section of the offer.

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

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

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

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

### **Section I: Technical Offer**

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

### **Section II: Financial Offer**

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

#### **3.1.1 Electronic Payment of Invoices - Offer**

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

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

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

#### **3.1.2 Exchange Rate Fluctuation**

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

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

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

### **4.1 Evaluation Procedures**

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



#### **4.1.1 Technical Evaluation**

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

###### **Pre-Award Sample and Supporting Documentation**

As part of the technical evaluation, to confirm an Offeror's capability of meeting the technical requirements, one (1) pre-award sample of the **Canada Remembers Lapel Pin (Item 001)**, including the support card, must be included with the offer.

The text of the support cards (**Annex E**) and a drawing of the pin (**Annex F**) are attached to the RFSO.

The graphic design for the pin and the card must be requested in writing from the Contracting Authority at [crystal.bysterveldt@tpsgc-pwgsc.gc.ca](mailto:crystal.bysterveldt@tpsgc-pwgsc.gc.ca).

The Offeror must ensure that the required pre-award samples are manufactured in accordance with the technical requirement and are fully representative of the offer submitted. Rejection of the pre-award samples will result in the offer being declared non-responsive.

The Offeror must deliver the required pre-award samples, at no charge to Canada and must ensure that they are received with the offer at time and place of Request For Standing Offer closing. Failure to submit the required pre-award samples within the specified time frame will result in the offer being declared non-responsive. The samples submitted by the Offeror will remain the property of Canada.

The pre-award samples will be evaluated for quality of workmanship and conformance to specified materials and measurements.

The requirement for a pre-award samples will not relieve the successful Offeror from submitting samples as required by the contract terms or from strictly adhering to the technical requirement of this Request For Standing Offer and any resultant contract.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Evaluation of Price - Offer**

SACC Manual Clause [M0220T](#) (2016/01/28), Evaluation of Price - Offer

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

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

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

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

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

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

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

### **5.1 Certifications Required with the Offer**

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

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

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

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

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

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

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

#### **5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

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

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

### **5.2.3 Additional Certifications Required Precedent to Issuance of Standing Offer**

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information.

Failure to comply with the request of the Standing Offer Authority and to provide the certifications within the time frame provided will render the offer non-responsive.

#### **5.2.3.1 Samples and Production Certification**

The Offeror certifies that:

( ) the manufacturer that produced the pre-award samples will remain unchanged for the pre-production samples and full production of the contract quantity.

## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Financial Capability**

SACC Manual clause [M9033T](#) (2011/05/16) Financial Capability

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

### **A. STANDING OFFER**

#### **7.1 Offer**

**7.1.1** The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

#### **7.2 Security Requirements**

**7.2.1** There is no security requirement applicable to the Standing Offer.

#### **7.3 Standard Clauses and Conditions**

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

### **7.3.1 General Conditions**

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

## **7.4 Term of Standing Offer**

### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from date of award to March 31, 2019.

### **7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional three, 1 year periods, from April 1, 2019 to March 31, 2022 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

*(Derived from - Provenant de: M9014C, 2008/05/12 )*

### **7.4.3 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Standing Offer.

## **7.5 Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Crystal Bysterveldt  
Supply Officer  
Public Works and Government Services Canada  
Real Property Contracting  
3 Queen Street  
Charlottetown, PE  
C1A 4A2

Telephone: (902) 940-7122  
Facsimile: (902) 566-7514  
E-mail address: [crystal.bysterveldt@pwgsc.gc.ca](mailto:crystal.bysterveldt@pwgsc.gc.ca)

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

### 7.5.2 Project Authority

The Project Authority for the Standing Offer is: **(to be advised at contract)**

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

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

Organization: \_\_\_\_\_

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

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

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

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

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

### 7.5.3 Offeror's Representative (Offeror please complete)

#### General enquiries

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

Telephone Number: \_\_\_\_\_

Facsimile Number: \_\_\_\_\_

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

#### Delivery follow-up

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

Telephone Number: \_\_\_\_\_

Facsimile Number: \_\_\_\_\_

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

### 7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is the Canada Remembers Division of Veterans Affairs Canada in Charlottetown, PEI (refer to Annex A for destination addresses).

## **7.7 Call-up Instrument**

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

## **7.8 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes and shipping included).

## **7.9 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (to be advised at the contract) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

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

*(Derived from - Provenant de: M4506C, 2013/04/25 )*

## **7.10 Priority of Documents**

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016/04/04), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2016/04/04), General Conditions - Goods (Medium Complexity);
- e) Annex A, Statement of Requirement;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated \_\_\_\_\_

## **7.11 Certifications and Additional Information**

### **7.11.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

#### **7.12 Applicable Laws**

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

#### **7.13 Plant Closing**

The Offeror's plant closing for Christmas and Summer holidays are as follows. During this time there will be no shipments.

##### **Year One (2017-2018)**

Christmas Holiday FROM \_\_\_\_\_ TO \_\_\_\_\_

Summer Holiday FROM \_\_\_\_\_ TO \_\_\_\_\_

##### **Year Two (2018-2019)**

Christmas Holiday FROM \_\_\_\_\_ TO \_\_\_\_\_

Summer Holiday FROM \_\_\_\_\_ TO \_\_\_\_\_

##### **Year Three (2019-2020)**

Christmas Holiday FROM \_\_\_\_\_ TO \_\_\_\_\_

Summer Holiday FROM \_\_\_\_\_ TO \_\_\_\_\_

##### **Year Four (2020-2021)**

Christmas Holiday FROM \_\_\_\_\_ TO \_\_\_\_\_

Summer Holiday FROM \_\_\_\_\_ TO \_\_\_\_\_

##### **Year Five (2021-2022)**

Christmas Holiday FROM \_\_\_\_\_ TO \_\_\_\_\_

Summer Holiday FROM \_\_\_\_\_ TO \_\_\_\_\_

#### **7.14 Plant Location**

Items will be manufactured at:

---

## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Requirement**

The Contractor must provide the items detailed in the call-up against the Standing Offer.

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

2010A (2016/04/04), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

### **7.3 Term of Contract**

#### **7.3.1 Delivery Date**

- 1) Orders of over 100,001 units shall be delivered within 7 weeks of receipt of call up order from VAC, as agreed by supplier and project authority.
- 2) Orders over 10,001 units up to 100,000 units shall be delivered within 5 weeks of receipt of call up order from VAC, as agreed by supplier and project authority.
- 3) Orders of 10,000 units or less, expedited delivery of products specified in the call up order from VAC shall be delivered within **15 working days.**

### **7.4 Payment**

#### **7.4.1 Basis of Payment**

##### **Basis of Payment - Firm Unit Price(s)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in Annex B. 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.

*(Derived from - Provenant de: C0207C, 2013/04/25 )*

#### **7.4.2 Method of Payment**

**SACC Reference**  
H1001C

**Section**  
Multiple Payments

**Date**  
2008/05/12



### 7.4.3 Electronic Payment of Invoices – Call-up

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

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

### 7.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - (a) The original and one (1) copy must be forwarded to the following address for certification and payment.  
  
Charlottetown Head Office  
Veterans Affairs Canada  
Commemoration Division  
161 Grafton St.  
Charlottetown, PE C1A 8M9  
Shipping and Receiving
  - (b) one (1) copy must be forwarded to the consignee.

*(Derived from - Provenant de: H5001C, 2008/12/12 )*

### 7.6 Subcontractor(s)

The following subcontractor(s) will be utilized in the performance of the contract.

Name of Company: \_\_\_\_\_

Location: \_\_\_\_\_

Value of subcontract: \$ \_\_\_\_\_

Nature of subcontracting work performed: \_\_\_\_\_

Subcontractors, other than those listed above, may not be utilized without the written permission of Canada.

### 7.7 Materials: Contractor Total Supply

The Contractor will be responsible for obtaining all materials required in the manufacture of the item(s) specified. The delivery stated for the item(s) allows the necessary time to obtain such materials.

## 7.8 Insurance

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

## 7.9 SACC Manual Clauses

SACC Reference	Section	Date
B7500C	Excess Goods	2006/06/16
G1005C	Insurance – No Specific Requirement	2016/01/28

## 7.10 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:

- (a) Delivered Duty Paid (DDP) Charlottetown Head Office, Veterans Affairs Canada  
Commemoration Division, 161 Grafton St., Charlottetown, PE C1A 8M9  
Shipping and Receiving Incoterms 2000 for shipments from a commercial contractor.

(Derived from - Provenant de: D4001C, 2008/12/12 )

### 7.10.1 Packaging

As specified at the Statement of Requirement (Annex A).

## **ANNEX "A"**

### **STATEMENT OF REQUIREMENT**

#### **Scope of Work**

Veterans Affairs Canada (VAC) has a requirement for commemorative lapel pins, as per the design, size and prototype approved by VAC for quality standards. The Contractor must deliver these pins including support cards, ready for distribution, on an "as when required basis".

#### **1. Canada Remembers Lapel Pins (Item 001)**

- Tooling:** Must be 3/4" lapel pin tooled using an engraved die with a .003 fine line resolution;
- Casting:** Materials must be 97% lead free Fine Pewter (virgin tin) alloyed with a 3% balance content of bismuth, silver & copper mix;
- Color:** Must be two colour soft enamel color fill - Black & Red (Pantone – 186 Red) on gold-tone plating;
- Finishing:** Base metal must be cut burnished to smooth and shine the finish. Finished in triple plated copper, bright nickel or 24K Gold tone plating;
- Post:** Must measure .312" long, .045" diameter nickel post secured in place and grooved to retain grip (standard butterfly clutch);
- Post must be knurled at base to prevent it from rotating free of the casting, and a 5mm large pad with fabric pick to prevent pin from rotating when worn.
- Support Cards:** Support Cards must be as follows:  
3.5"x 3.75" on 10 point white card stock, smooth finish on recycled paper. Full color process, trimmed with bleeds on front. Bands on top and bottom of card, colour Blue (Pantone – 2756 Blue).
- Text on front of card – Franklin Gothic. Backside of support card is to include black and white text. Text on back of card – Adobe Garamond Pro regular.

Description of pin must be produced as follows: The maple leaf is gold. The two poppies are red, trimmed with black. Each poppy has a black centre with a scalloped edging. The stem of the maple leaf and the 2 curling poppy stems are gold.

**Packaging must be as follows:**

**Lapel pins are** to be mounted on support cards. The carded pin assemblies are to be heat sealed in oversized 2 ml poly bags. Quantities of 100 lapel pins are to be placed in bulk, uniform sized, clear plastic bags. These bags must be sealed or securely closed. Lapel pins are to be boxed with 2,500 units in each box. Box to consist of **double wall corrugated cardboard "B/C" Flute with a minimum 3/16" thick cartons secure enough for shipping**. The total number of lapel pins contained in the box is to be stated on the outside of the box.

The unit assemblies must comply with the minimum Canadian government rules of country of origin and product marketing.

**2. Any custom made Commemorative Lapel Pin With Support Card (Items 002 up to two colors on pin and item 003 up to three colors on pin)**

- Tooling: Must be maximum size of 1"x1" lapel pin, tooled using an engraved die with a .003 fine line resolution;
- Casting: Materials must be 97% lead free Fine Pewter (virgin tin) alloyed with a 3% balance content of bismuth, silver & copper mix;
- Color: Must be made with up to three color soft enamel color fill;
- Finish: As requested, the final metal finishes must include one or a combination of the following, antique pewter, antique brass or gold plated as per #1 above. Oxidation and hand brushed to remove pitting;
- Post: Must measure .312" long, .045" diameter nickel post inserted in mould and cast in place and grooved to retain grip (standard butterfly clutch);
- Post must be knurled at base to prevent it from rotating free of the casting, and a 5 mm large pad with fabric pick to prevent pin from rotating when worn
- Support: Support cards must be as follows:  
3.5"x 2.5", or 3.5"x 3.75" on 10 point white card stock, smooth finish.
- Cards: full color process, trimmed with bleeds.

Each completed lapel pin must be attached to a printed and die-cut support card and heat sealed in an oversize 2 ml polybag. No imprint on polybag.

**Packaging must be as follows:**

**Lapel pins must** be mounted on support cards. The carded pin assemblies are to be heat sealed in oversized 2 ml poly bags. Quantities of 100 lapel pins are to be placed in bulk, uniform sized, clear plastic bags. These bags must be sealed or securely closed.

Lapel pins are to be boxed with 2,500 units in each box. Box to consist of **double wall corrugated cardboard "B/C" Flute with a minimum 3/16" thick cartons secure enough for shipping**. The total number of lapel pins contained in the box is to be stated on the outside of the box.

The unit assemblies must comply with the minimum Canadian government rules of country of origin and product marketing.

**3. Any custom made Commemorative Lapel Pin Without Support Card (Items 004 Up to two colors on pin and item 005 up to three colors on pin)**

Tooling: Must be a maximum size of 1"x1" lapel pin, tooled using an engraved die with a .003 fine line resolution;

Casting: Materials must be 97% lead free Fine Pewter (virgin tin) alloyed with a 3% balance content of bismuth, silver & copper mix;

Color: Must be made with up to three color soft enamel color fill;

Finish: As requested, the final metal finishes must include one or a combination of, antique pewter, antique brass or gold plated as per #1 above. Oxidation and hand brushed to remove pitting;

Post: Must be .312" long, .045" diameter nickel post inserted in mould and cast in place and grooved to retain grip (standard butterfly clutch);

Post must be knurled at base to prevent it from rotating free of the casting, and a 5mm large pad with fabric pick to prevent pin from rotating when worn.

Each completed lapel pin must be heat sealed in an oversize 2 ml polybag. No imprint on polybag.

**Packaging must be as follows:**

**Lapel pins** must be heat sealed in oversized 2 ml poly bags. Quantities of 100 lapel pins are to be placed in bulk, uniform sized, clear plastic bags. These bags must be sealed or securely closed. Lapel pins are to be boxed with 2,500 units in each box. Box to consist of **double wall corrugated cardboard "B/C" Flute with a minimum 3/16" thick cartons secure enough for shipping**. The total number of lapel pins contained in the box is to be stated on the outside of the box.

The unit assemblies must comply with the minimum Canadian government rules of country of origin and product marketing.

**The contractor must provide the following services:**

- Supply all materials necessary for production;
- Provide proofs of support cards, for items 001, 002 and 003, and prototype of

- 
- lapel pins, for items 001, 002, 003, 004 and 005, prior to production;
  - Custom fabricate and imprint lapel pins;
  - Print, trim and die cut support cards for lapel pins for items 001, 002 and 003;
  - Attach lapel pins to support cards and insert in sealed oversized polybags to fit cards for items 001, 002 and 003; ;
  - Label all boxes to indicate title and quantity enclosed;
  - All die and tool costs are to be borne by supplier;
  - Provide a prototype before initial production to the project authority for approval;

### **Supplied Material**

Veterans Affairs Canada will provide complete graphic design for the pin and card. Artwork will be provided in MAC format via e-mail for the Canada Remembers lapel pins and support card and the custom lapel pins if required.

### **Overruns**

No underruns will be accepted and overruns are not to exceed five (5) percent. Overruns are to be invoiced at the "additional copies same run" price.

### **Components**

All components pertaining to the job, whether supplied by the customer or purchased or supplied by the contractor, are to be considered property of the Crown and must be forwarded prepaid, upon request of the Project Authority with samples to: Project Authority.

### **Proofs and Proof Schedule**

Proofs of support cards, for items 001, 002 and 003, and prototype of lapel pins, for items 001, 002, 003, 004 and 005, must be supplied by the contractor within 5 days of receipt of artwork from VAC. Proofs and prototypes will be returned to the contractor within 2 business days with appropriate approval or comments from VAC.

If the pre-production samples are rejected, the Contractor must submit another pre-production sample within 2 business days of notification of rejection from the Technical Authority.

The Technical Authority will notify the Contractor, in writing, of the full acceptance, conditional acceptance, or rejection of the pre-production samples. A prototype of the pin and card must be submitted by the contractor for approval before initial production

can begin. The prototype is to be couriered to the Project Authority. Any production of items before pre-production sample acceptance will be at the sole risk of the Contractor.

The pre-production samples submitted by the Contractor will remain the property of Canada.

The pre-production samples may not be required if the Contractor is currently in production. The request for waiver of pre-production samples must be made by the Contractor in writing to the Contracting Authority. The waiving of this requirement will be at the sole discretion of the Technical Authority.

The Contractor must carry out all required inspection and tests to verify conformance to the technical requirements of the Contract.

### **Product Delivery Schedule**

- 1) Orders of over 100,001 units must be delivered within 7 weeks of receipt of call up order from VAC, as agreed by supplier and project authority.
- 2) Orders over 10,001 units up to 100,000 units must be delivered within 5 weeks of receipt of call up order from VAC, as agreed by supplier and project authority.
- 3) Orders of 10,000 units or less, expedited delivery of products specified in the call up order from VAC must be delivered within 15 working days.

### **Delivery Address**

Deliveries must be made to:

#### **Charlottetown Head Office**

Veterans Affairs Canada  
Commemoration Division  
161 Grafton St.  
Charlottetown, PE C1A 8M9  
Shipping and Receiving

## ANNEX "B"

### BASIS OF PAYMENT

**Evaluation of Price:** The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, Canadian Customs Duties and Excise Taxes included.

### Basis of Selection:

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

### INITIAL PERIOD (From date of Issuance of Standing Offer to March 31, 2019)

#### ITEM 001 - 'CANADA REMEMBERS' Lapel Pins with Support Cards.

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

#### ITEM 002 - 'COMMEMORATIVE' Custom Lapel Pins (up to 2 colour soft enamel colour fill) with Support Cards.

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____



**ITEM 003 - 'COMMEMORATIVE' Custom Lapel Pins (up to 3 colour soft enamel colour fill) with Support Cards.**

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

**ITEM 004 - 'COMMEMORATIVE' Custom Lapel Pins (up to 2 colour soft enamel colour fill) without Support Cards.**

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

**ITEM 005 - 'COMMEMORATIVE' Custom Lapel Pins(up to 3 colour soft enamel colour fill) without Support Cards.**

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

**FIRST EXTENDED PERIOD (April 1, 2019 to March 31, 2020)**

**ITEM 001 - 'CANADA REMEMBERS' Lapel Pins with Support Cards.**

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

**ITEM 002 - 'COMMEMORATIVE' Custom Lapel Pins (up to 2 colour soft enamel colour fill) with Support Cards.**

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

**ITEM 003 - 'COMMEMORATIVE' Custom Lapel Pins (up to 3 colour soft enamel colour fill) with Support Cards.**

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

**ITEM 004 - 'COMMEMORATIVE' Custom Lapel Pins (up to 2 colour soft enamel colour fill) without Support Cards.**

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

**ITEM 005 - 'COMMEMORATIVE' Custom Lapel Pins(up to 3 colour soft enamel colour fill) without Support Cards.**

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

**SECOND EXTENDED PERIOD (April 1, 2020 to March 31, 2021)**

**ITEM 001 - 'CANADA REMEMBERS' Lapel Pins with Support Cards.**

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

**ITEM 002 - 'COMMEMORATIVE' Custom Lapel Pins (up to 2 colour soft enamel colour fill) with Support Cards.**

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

**ITEM 003 - 'COMMEMORATIVE' Custom Lapel Pins (up to 3 colour soft enamel colour fill) with Support Cards.**

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

**ITEM 004 - 'COMMEMORATIVE' Custom Lapel Pins (up to 2 colour soft enamel colour fill) without Support Cards.**

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

**ITEM 005 - 'COMMEMORATIVE' Custom Lapel Pins(up to 3 colour soft enamel colour fill) without Support Cards.**

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

**THIRD EXTENDED PERIOD (April 1, 2021 to March 31, 2022)**

**ITEM 001 - 'CANADA REMEMBERS' Lapel Pins with Support Cards.**

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

**ITEM 002 - 'COMMEMORATIVE' Custom Lapel Pins (up to 2 colour soft enamel colour fill) with Support Cards.**

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

**ITEM 003 - 'COMMEMORATIVE' Custom Lapel Pins (up to 3 colour soft enamel colour fill) with Support Cards.**

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____



**ITEM 004 - 'COMMEMORATIVE' Custom Lapel Pins (up to 2 colour soft enamel colour fill) without Support Cards.**

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

**ITEM 005 - 'COMMEMORATIVE' Custom Lapel Pins(up to 3 colour soft enamel colour fill) without Support Cards.**

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

## **ANNEX “C” to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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



**ANNEX "E"**

**TEXT FOR SUPPORT CARDS**

**FRONT**

<b>CANADA REMEMBERS</b>	<b>LE CANADA SE SOUVIENT</b>
<p><b>TO HONOUR THOSE CANADIANS WHO GAVE SO MUCH FOR THE CAUSE OF PEACE AND FREEDOM</b></p> <p>The gold maple leaf represents Canada. The red poppy in the foreground represents those Canadians who served their country in times of war, military conflict and peace. The red poppy in the background represents those who served in Canada and all who played a vital supporting role at home. The intertwining of the three elements symbolizes the unity and strength that Canadians have developed as a result of their sacrifice in times of war and peace.</p> <p><b>veterans.gc.ca</b></p>	<p><b>POUR RENDRE HOMMAGE AUX CANADIENS ET AUX CANADIENNES QUI ONT TANT DONNÉ AU NOM DE LA PAIX ET DE LA LIBERTÉ</b></p> <p>La feuille d'érable or représente le Canada. Le coquelicot rouge en avant-plan représente les Canadiens et les Canadiennes qui ont servi leur pays en temps de guerre, de conflits militaires et de paix. Le coquelicot rouge en arrière-plan représente ceux et celles qui ont servi au Canada et tous ceux et toutes celles qui ont joué un rôle de soutien vital à domicile. L'entrelacement des trois éléments symbolise l'unité et la force que les Canadiens et les Canadiennes ont développées à la suite de leurs sacrifices en temps de guerre et de paix.</p>



Veterans Affairs  
Canada

Anciens Combattants  
Canada



## TEXT FOR SUPPORT CARDS

BACK



The poppy image is the registered trademark of  
The Royal Canadian Legion and is used with permission.



L'image du coquelicot est la marque de commerce déposée de  
la Légion royale canadienne et est utilisé avec sa permission.

## ANNEX "F"

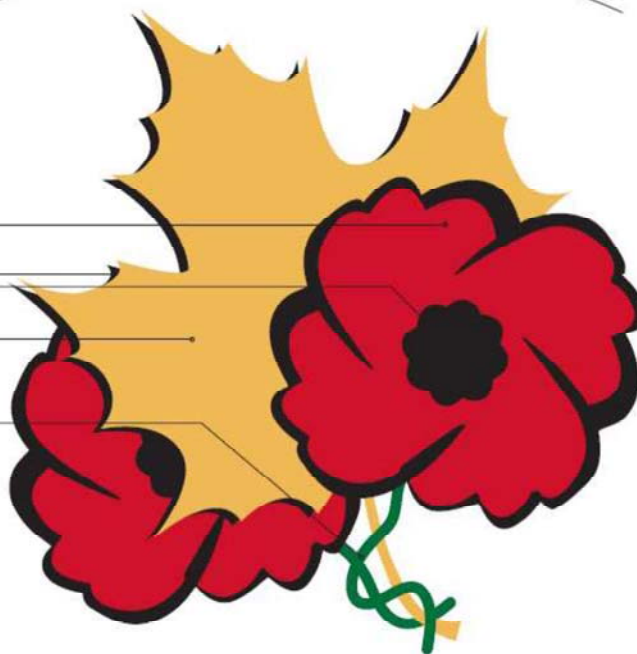
### DRAWING OF PIN



#### Colour Specifications:

- a) PMS 186
- b) 100% Black
- c) Gold Metallic 871  
or PMS 131
- d) PMS 349 (green)

The Graphic identifier may be reproduced in process colour (cmyk) and may also be reproduced in black and white.



## ANNEX "G"

### MANDATORY TECHNICAL CRITERIA

Bids MUST meet the mandatory requirements specified below. Any proposal which fails to meet the mandatory requirements will be deemed non-responsive.

		Comply  Yes or No	Supplier Comments	FOR Client Department only for TECHNICAL EVALUATION PURPOSES	
				MET / not MET	COMMENTS
	<b>Canada Remembers Lapel Pins (Item 001)</b>				
1	Must be 3/4" lapel pin tooled using an engraved die with a .003 fine line resolution				
2	Materials must be 97% lead free Fine Pewter (virgin tin) alloyed with a 3% balance content of bismuth, silver & copper mix				
3	Must be two colour soft enamel color fill - Black & Red (Pantone – 186 Red) on gold-tone plating				
4	Base metal must be cut burnished to smooth and shine the finish. Finished must be in triple plated copper, bright nickel or 24K Gold tone plating				
5	Must be .312" long, .045" diameter nickel post secured in place and grooved to retain grip (standard butterfly clutch)				
6	Post must be knurled at base to prevent it from rotating free of the casting, and a 5mm large pad with fabric pick to prevent pin from rotating when worn				
7	Support card must be 3.5"x 3.75" on 10 point white card stock, smooth finish on recycled paper. Full color process, trimmed with bleeds				

		Comply  <b>Yes or No</b>	Supplier Comments	FOR Client Department only for TECHNICAL EVALUATION PURPOSES	
				MET / not MET	COMMENTS
	on front. Bands on top and bottom of card, colour Blue (Pantone – 2756 Blue).				
8	Text on support card must have Text on front of card – Franklin Gothic. Backside of support card is to include black and white text. Text on back of card – Adobe Garamond Pro regular.				
9	The pin must be produced as followed: maple leaf is gold. The two poppies are red, trimmed with black. Each poppy has a black centre with a scalloped edging. The stem of the maple leaf and the 2 curling poppy stems are gold.				
10	Packing must be as follows: Lapel pins are to be mounted on support cards. The carded pin assemblies are to be heat sealed in oversized 2ml poly bags. Quantities of 100 lapel pins are to be placed in bulk, uniform sized, clear plastic bags. These bags must be sealed or securely closed. Lapel pins are to be boxed with 2,500 units in each box. Box to consist of double wall corrugated cardboard "B/C" Flute with a minimum 3/16" thick cartons secure enough for shipping. The total number of lapel pins contained in the box is to be stated on the outside of the box.				
11	The unit assemblies must comply with the minimum Canadian government rules of country of origin and product marketing.				
	<b>Any custom made Commemorative Lapel Pin With Support Card (Items 002 up to two colors on pin and item 003 up to three colors on pin)</b>				
12	Tooling must be a maximum size of 1"x1" lapel pin, tooled using an engraved die with a .003				



		Comply  <b>Yes or No</b>	Supplier Comments	FOR Client Department only for TECHNICAL EVALUATION PURPOSES	
				MET / not MET	COMMENTS
	fine line resolution.				
13	Casting materials must be 97% lead free Fine Pewter (virgin tin) alloyed with a 3% balance content of bismuth, silver & copper mix.				
14	Colouring must be made with up to three color soft enamel color fill.				
15	As requested, the final metal finishes must include one or a combination of, antique pewter, antique brass or gold plated as per #1 above. Oxidation and hand brushed to remove pitting.				
16	Post must be .312" long, .045" diameter nickel post inserted in mould and cast in place and grooved to retain grip (standard butterfly clutch).				
17	Post must be knurled at base to prevent it from rotating free of the casting, and a 5mm large pad with fabric pick to prevent pin from rotating when worn.				
18	Support card must be 3.5"x 2.5 " , or 3.5"x3.75" on 10 point white card stock, smooth finish full color process, trimmed with bleeds.				
19	Each completed lapel pin must be attached to a printed and die-cut support card and heat sealed in an oversize 2 ml. polybag. No imprint on polybag.				
20	Packing must be as follows: Lapel pins are to be mounted on support cards. The carded pin assemblies are to be heat sealed in oversized 2ml poly bags. Quantities of 100 lapel pins are to be placed in bulk, uniform sized, clear plastic bags. These bags must be sealed or securely closed. Lapel pins are to be boxed with 2,500 units in each box. Box to consist of double wall corrugated cardboard "B/C" Flute with a				

		Comply  <b>Yes or No</b>	Supplier Comments	FOR Client Department only for TECHNICAL EVALUATION PURPOSES	
				MET / not MET	COMMENTS
	minimum 3/16" thick cartons secure enough for shipping. The total number of lapel pins contained in the box is to be stated on the outside of the box.  The unit assemblies must comply with the minimum Canadian government rules of country of origin and product marketing.				
	<b>Any custom made Commemorative Lapel Pin Without Support Card (Items 004 Up to two colors on pin and item 005 up to three colors on pin)</b>				
21	Tooling must be a maximum size of 1"x1" lapel pin, tooled using an engraved die with a .003 fine line resolution.				
22	Casting materials must be 97% lead free Fine Pewter (virgin tin) alloyed with a 3% balance content of bismuth, silver & copper mix.				
23	Colouring must be made with up to three color soft enamel color fill.				
24	As requested, the final metal finishes must include one or a combination of, antique pewter, antique brass or gold plated as per #1 above. Oxidation and hand brushed to remove pitting.				
25	Post must be .312" long, .045" diameter nickel post inserted in mould and cast in place and grooved to retain grip (standard butterfly clutch).				
26	Post must be knurled at base to prevent it from rotating free of the casting, and a 5mm large pad with fabric pick to prevent pin from rotating when worn.				
27	Each completed lapel pin must be attached to a printed and die-cut support card and heat				

		Comply  <b>Yes or No</b>	Supplier Comments	FOR Client Department only for TECHNICAL EVALUATION PURPOSES	
				MET / not MET	COMMENTS
	sealed in an oversize 2 ml polybag. No imprint on polybag.				
28	Packaging must be as follows: Lapel pins are to heat sealed in oversized 2ml poly bags. Quantities of 100 lapel pins are to be placed in bulk, uniform sized, clear plastic bags. These bags must be sealed or securely closed. Lapel pins are to be boxed with 2,500 units in each box. Box to consist of double wall corrugated cardboard "B/C" Flute with a minimum 3/16" thick cartons secure enough for shipping. The total number of lapel pins contained in the box is to be stated on the outside of the box.  The unit assemblies must comply with the minimum Canadian government rules of country of origin and product marketing.				
29	<u>DELIVERY:</u> The delivery of pins must be delivered according to the <u>Statement of Requirement, Annex A.</u>				