



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

PWGSC - Communication Procurement
Directorate
360 Albert Street
12th Floor
Attn: Glenn Mondoux
Ottawa
Ontario
K1A 0S5

LETTER OF INTEREST
LETTRE D'INTÉRÊT

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Communication Procurement Directorate/Direction de
l'approvisionnement en communication
360 Albert St./ 360, rue Albert
12th Floor / 12ième étage
Ottawa
Ontario
K1A 0S5

Title - Sujet Communication Promotional Material	
Solicitation No. - N° de l'invitation EN578-180486/A	Date 2017-11-21
Client Reference No. - N° de référence du client EN578-18-0486	GETS Ref. No. - N° de réf. de SEAG PW-\$\$CY-010-73783
File No. - N° de dossier cy010.EN578-180486	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-12-11	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Mondoux, Glenn	Buyer Id - Id de l'acheteur cy010
Telephone No. - N° de téléphone (613) 991-5791 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See herein	

Instructions: See Herein

Instructions: Voir aux présentes

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

Table of Contents

REQUEST FOR INDUSTRY COMMENTS (RFIC).....	2
1. Nature of Request for Information.....	2
2. Purpose of this RFIC.....	2
3. Background.....	2
4. Summary of Potential Requirement.....	2
5. Nature and Format of Responses Requested.....	3
6. Enquiries and Submission of Responses	3
ANNEX A – Draft RFSO for Promotional Items.....	4
ANNEX A.1 – Draft RFSO	4
ANNEX A.2 – Draft Costing Grid	4
ANNEX B - QUESTIONS FOR INDUSTRY	5

REQUEST FOR INDUSTRY COMMENTS (RFIC)
Promotional Items Standing Offer

1. Nature of Request for Information

This is a Request for Industry Comments (RFIC) and not a bid solicitation. No contract will be issued as a result of this RFIC; however, this RFIC includes a draft Request for Standing Offer (RFSO) for which the industry's comments are requested. The written comments received by Canada will not be specifically shared or referred to in the final solicitation document and any comments provided as a result of this RFIC should not contain any restrictions of use. All written comments and questions received by Canada will not be specifically shared or referred to in any resulting RFSO. Canada acknowledges that any information collected will be utilized by Canada in an anonymous fashion.

2. Purpose of this RFIC

This RFIC is issued for the purpose of:

- i. Determining the interest and capability of suppliers to provide services described in this RFI;
- ii. Soliciting industry knowledge and expertise;
- iii. Providing the industry with the opportunity to assess the requirements and help to develop the technical criteria of the project; and
- iv. Soliciting feedback and recommendations on any issues that would impact a supplier's ability to fulfill the requirements.

This RFI is neither a call for tender nor a Bid Solicitation. No agreement or contract will be entered into based on this RFI. The issuance of this RFI is not to be considered in any way a commitment by the Government of Canada, nor as authority to potential respondents to undertake any work that could be charged to Canada. This RFI is not to be considered as a commitment to issue a subsequent solicitation or award contract(s) for the work described herein.

3. Background

In order to serve the Government of Canada better and get the best possible value, Public Services and Procurement Canada (PSPC) is looking at ways to improve the procurement of promotional items with the addition of a Standing Offer (SO) to complement the existing Supply Arrangement (SA).

The intent of the new SO is to provide departments and PSPC with the ability to issue call-ups for items regularly purchased by all government departments. This should result in a faster, more efficient, and cost-effective procurement method for both suppliers and government departments.

Prior to the release of any potential Request for Standing Offer (RFSO), we are seeking input from Industry.

4. Summary of Potential Requirement

Public Services and Procurement Canada (PSPC) requires the services of a Contractor(s) to provide: Promotional Items to all government department and agencies.

5. Nature and Format of Responses Requested

Suppliers are requested to review the attached solicitation document and to provide any written questions, comments or suggestions on the Statement of Work, Evaluation Criteria or the solicitation document in general. Suppliers are also requested to provide responses to the Questions for Industry outlined in Annex B. There is no page limit on the information to be provided. Suppliers should submit their responses in either Microsoft Word or Adobe PDF format.

Suppliers may also seek clarification of any part of the solicitation document that they determine requires additional information. Respondents should explain any assumptions they make in their responses.

6. Enquiries and Submission of Responses

This is not a bid solicitation. Accordingly, Canada will not respond to enquiries in writing or by circulating answers to all potential suppliers. Canada will not reimburse any respondent for expenses incurred in responding to this RFIC. Potential suppliers are not required to submit information under this RFIC to qualify for any future bid solicitations for this requirement. Documents may be submitted in either official language of Canada

All enquiries and written responses to this RFIC should be submitted to:

Glenn Mondoux
Public Works and Government Services Canada
Acquisitions Branch
Communication Procurement Directorate
Constitution Square
12-360 Albert Street
Ottawa, Ontario KIA OS5

Telephone: 613-991-5791

E-mail: glenn.mondoux@pwgsc-tpsgc.gc.ca

ANNEX A – Draft RFSO for Promotional Items

ANNEX A.1 – Draft RFSO

See Attached Draft RFSO

ANNEX A.2 – Draft Costing Grid

See Attached Draft Costing Grid

ANNEX B - QUESTIONS FOR INDUSTRY

1. Would your company be able to provide all the items outlined in this draft RFSO?
2. Is the Statement of Work (SOW) clear and does it include an appropriate level of detail?
3. Are there any changes you would recommend to the draft SOW?
4. Are there any changes you would recommend to the items offered? For example: removal or addition of items or specifications
5. Is the draft Costing Grid attached as Annex A.2 clear and reasonable?
6. Are there any changes you would recommend to the Costing Grid attached as Annex A.2?
7. Canada is exploring the possibility of making any resulting standing offers available for use by Provincial and Territorial governments or MASH sector entities (municipalities, municipal organizations, school boards and publicly funded academic, health and social service entities). How would this affect your ability or interest in submitting an offer?
8. Do you have any other comments on the attached draft RFSO document?
9. Do you have any general comments?

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

- 1.1 INTRODUCTION
- 1.2 SUMMARY
- 1.3 DEBRIEFINGS
- 1.4 KEY TERMS

PART 2 - OFFEROR INSTRUCTIONS

- 2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS
- 2.2 SUBMISSION OF OFFERS
- 2.3. FORMER PUBLIC SERVANT
- 2.4. ENQUIRIES - REQUEST FOR STANDING OFFERS
- 2.5. APPLICABLE LAWS

PART 3 - OFFER PREPARATION INSTRUCTIONS

- 3.1. OFFER PREPARATION INSTRUCTIONS

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1 EVALUATION PROCEDURES
- 4.2 BASIS OF SELECTION

PART 5 – CERTIFICATIONS

- 5.1 CERTIFICATIONS REQUIRED WITH THE OFFER
- 5.2 CERTIFICATIONS PRECEDENT TO ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

- 6.1 OFFER
- 6.2 SECURITY REQUIREMENTS
- 6.3 STANDARD CLAUSES AND CONDITIONS
- 6.4 TERM OF STANDING OFFER
- 6.5. AUTHORITIES
- 6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS
- 6.7 IDENTIFIED USERS
- 6.8 SELECTION METHODOLOGY AND ORDERING PROCEDURES FOR STANDING OFFERS
- 6.9 CALL-UP INSTRUMENT
- 6.10 LIMITATION OF CALL-UPS
- 6.11 DISCONTINUED AND DATED ITEMS, PRODUCT NUMBER CHANGES
- 6.12 ELECTRONIC TRANSACTIONS VIA THE OFFEROR'S WEB SITE
- 6.13 PRIORITY OF DOCUMENTS
- 6.14 CERTIFICATIONS
- 6.15 APPLICABLE LAWS

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
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CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

B. RESULTING CONTRACT CLAUSES

- 6.1 STATEMENT OF WORK
- 6.2 STANDARD CLAUSES AND CONDITIONS
- 6.3 TERM OF CONTRACT
- 6.4 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS
- 6.5 AUTHORITIES
- 6.6 PAYMENT
- 6.7 INVOICING INSTRUCTIONS
- 6.8 INSURANCE
- 6.9 SACC MANUAL CLAUSES

ANNEX "A" STATEMENT OF WORK
ANNEX "B" BASIS OF PAYMENT
ANNEX "C" TECHNICAL EVALUATION CRITERIA
ANNEX "D" ELECTRONIC PAYMENT INSTRUMENTS
ANNEX "E" SAMPLE PHOTOS OF ITEMS

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- | | |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided; |
| Part 6 | 6A, Standing Offer, and 6B, Resulting Contract Clauses:

6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment, Technical Evaluation Criteria Electronic Payment Instructions and Sample Photos of items.

1.2 Summary

The Government of Canada has a requirement to issue a maximum of twelve (12) Departmental Individual Standing Offers (DISO) for the provision of a variety of Promotional items.

This material will be used to support local, regional, provincial, national and international projects, events and activities supported by or organized by the Government of Canada.

The period of the Standing Offer will be from date of issuance to June 30, 2019, with three (3) additional one-year periods.

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), Canada-European Union Comprehensive Economic and Trade Agreement (CETA) and the Canadian Free Trade Agreement (CFTA).

The Procurement Strategy for Aboriginal Business supports Aboriginal business capacity development on behalf of the Government of Canada. Through mandatory set asides, voluntary set asides, joint ventures and partnerships, the Strategy aims to assist Aboriginal businesses to compete for and win federal contracting opportunities.

Although this requirement is not set-aside under the Procurement Strategy for Aboriginal Business, it is anticipated that there will be a second solicitation document that will be used as a set aside under the federal government Procurement Strategy for Aboriginal Business.

The Government of Canada encourages Aboriginal Bidders to self-identify themselves as qualifying under the Procurement Strategy for Aboriginal Business in the Aboriginal Business Directory to demonstrate that it has the capacity to bid on similar requests. You can register your Aboriginal business at the following link:

<http://www.aadnc-aandc.gc.ca/eng/1100100033057/1100100033058>

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.

1.4 Key Terms

Standing offer	A Standing Offer is not a contract. It is an offer from a supplier to provide goods and/or services to clients at prearranged prices or pricing basis and under set terms and conditions for a specified period on an as-and-when requested basis. A separate contract is entered into each time a call-up is made against a Standing Offer. When a call-up is made, the terms and conditions are already in place and acceptance by Canada of the supplier's offer is unconditional. Canada's liability shall be limited to the actual value of the call-ups made within the period specified in the Standing Offer
Call-up Against a Standing Offer	An order issued under the authority of a duly authorized user against a particular standing offer. Communication of a call-up against a standing offer to the Offeror constitutes acceptance of the standing offer to the extent of the goods, services, or both, being ordered and causes a contract to come into effect. The parties to the contract that comes into effect when a call-up against a standing offer is made by Canada, as represented by the Minister of Public Works and Government Services and the Offeror
Departmental Individual Standing Offer (DISO)	A Departmental Individual Standing Offer is used by PWGSC as a method of supply to: <ul style="list-style-type: none">Analyze customer demand, determine quantities and quality, standardize products used by government, manage complex requirements and satisfy requirements for data collection for reports to Treasury Board and the Auditor General's Office.For call-ups of \$25,000.00 and over (including taxes), ONLY PWGSC Communications Procurement Directorate (CPD) may issue call-ups, upon receipt of a funded requisition from a customer departmentFor call-ups of under \$ 25,000.00 (including taxes), client departments will issue the call-up or upon request from a client department, PWGSC-CPD can issue the call-up on behalf of the client department.

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: 120 days

2.2 Submission of Offers

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

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

Department of Public Works and Government Services Bid Receiving Unit Portage III, 0B2 - 11 Laurier Street Gatineau, Quebec For couriers: J8X 4A6 For regular mail: K1A 0S5 Telephone (819) 956-3370

2.3. Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES** () **NO** ()

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

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

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

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** () **NO** ()

If so, the Offeror must provide the following information:

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

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

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

2.4. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority (**Glenn.Mondoux@pwgsc-tpsgc.gc.ca**) no later than **seven (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.

2.5. Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

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

Section I: Technical Offer and high resolution photos of each item (one [1] hard copy and one [1] soft copy on USB).

Section II: Financial Offer (one [1] hard copy and one [1] soft copy on USB).

Section III: Certifications -(one [1]- hard copy)

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

Prices must appear in the financial 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.

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

3.1.1 Electronic Payment of Invoices – Offer

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

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

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

3.1.2 Exchange Rate Fluctuation

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

Offerors must submit the certifications 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

Mandatory Technical Evaluation Criteria are fully described in Annex "C".

OFFERS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL BE CONSIDERED NON RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION.

4.1.2 Financial Evaluation

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

The Total Evaluated Price will be calculated using the prices submitted in the Annex B Basis of Payment.

The sum of the Total evaluated price for all promotional items and the total evaluated price for re-packaging for delivery for the contract period and option periods indicated in **Annex "B", (B4a)** will be used as the Total Evaluated Price.

4.2 Basis of Selection

4.2.1 To be considered responsive, a bid must:

- (a) meet all the mandatory requirements of the bid solicitation;

Bids not meeting (a) above will be given no further consideration.

4.2.2 Selection Criteria for Standing Offers

A maximum of 12 Standing Offers, each until June 30, 2019 with the possibility of three (3) one year extensions will be authorized as follows:

The 12 responsive bids with lowest total evaluated price will be recommended for award of a standing offer.

In the case of a tie, the evaluated price for the first five (5) items will be used to determine the ranking of the offerors.

4.2.3 Condition of Award of Standing Offer - Samples

After award of the Standing Offer, the Offeror may be requested to provide samples of all items proposed. Offerors that do not submit samples within 15 days of the request may have their standing offer put aside.

PART 5 - CERTIFICATIONS

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

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, 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 may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

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

5.1.1 Declaration of Convicted Offences

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

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

The certifications 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.

5.2.1 Integrity Provisions – List of Names

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

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

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

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada-Labour's](#) website.

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

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

This Departmental Individual Standing Offer (DISO) is managed by the Communication Procurement Directorate (CPD) of Public Works and Government Services Canada (PWGSC). CPD is a revenue dependent organization within PWGSC and therefore will charge all federal government departments and agencies a 3% acquisition fee based on the value of the resulting call-up (including positive value amendments) plus applicable taxes. This formula is set out in Annex A of the PWGSC Customer Manual, accessible at the following link: <http://www.tpsgc-pwgsc.gc.ca/app-acq/communications-eng.html>

A. STANDING OFFER

6.1 Offer

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

6.2 Security Requirements

6.2.1 There is no security requirement applicable to this Standing Offer.

6.3 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>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

6.3.2 Standing Offers Reporting

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

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

The data must be submitted on a quarterly basis to the Standing Offer Authority. The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than 30 calendar days after the end of the reporting period.

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

DRAFT

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from award of standing offer to June 30, 2019.

6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for three (3) additional one-year periods, under the same conditions and at the rates or prices 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.

6.5. Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Glenn Mondoux
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Communication procurement Directorate
360 Albert Street, 12th floor
Ottawa, ON

Telephone: 613-991-5791
Facsimile: 613-991-5870
E-mail address: Glenn.Mondoux@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible any contractual issues related to individual call-up made against the standing offer by any identified user.

6.5.2 Project Authority for other Government Departments

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 sample approval and all technical content of work under the resulting call-up.

6.5.3 Offeror's Representative

General Enquiries	Backup
Name: _____	Name: _____
E-mail: _____	E-mail: _____
Fax: _____	Fax: _____
Telephone: _____ - _____ - _____	Telephone: _____ - _____ - _____
Fax: _____ - _____ - _____	Fax: _____ - _____ - _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the [Financial Administration Act](#), R.S.C., 1985, c. F-11.

6.8 Selection Methodology and Ordering Procedures for Standing Offers

6.8.1 For call-ups under \$25,000 (including applicable taxes)

The client department will issue the call-up. The Project Authority will select an Offeror from the list of Standing offer holders.

Upon request from a client department, PWGSC Communications Procurement Directorate (CPD) can issue the call-up on behalf of the client department. The Project Authority will select an offeror from the list of Standing offer holders.

6.8.2 For call-ups between \$25,000 and \$400,000 (including applicable taxes)

Call-ups will be issued by CPD using the selection methodology specified in 6.8.2.1 below.

6.8.2.1 Selection Methodology and Call-up Process

- a) Federal departments or agencies must send a request by e-mail to the Standing Offer Authority. The request must include the requisition for goods and services (9200) with the list of items required, delivery date and the quantity.
- b) The Offeror with the lowest total price¹ of the items required will be the first ranked offeror.
- c) The Contracting Authority from CPD will send the request to the first ranked Offeror stating the goods required, quantity, and date of delivery.
- d) The Offeror will be given a maximum of 24 hours turnaround time to state their availability to provide the goods within the project timeframe, unless the requirement is deemed urgent by the Project Authority, in which case the turnaround time would be shorter.
- e) Should the Offeror decline to provide the goods or be unable to carry out the proposed services within the required time frame, the Offeror with the second lowest total price of the items required will be approached. This process will be followed until an Offeror can confirm they can deliver the goods in the required timeframe.
- f) The Offeror must submit the number of hours required for the re-packaging for delivery and the shipping cost (if required) and the specific date of delivery of each item to the Contracting Authority, within 48 hours of stating their availability, prior to commencement of the Work. The number of hours will be negotiated and agreed upon by the Contracting Authority and the Offeror.
- g) The Offeror will be authorized by the Contracting Authority to proceed with the Work by the issuance of a Call-up against a Standing Offer.
- h) The delivery deadlines specified in the Call-up against a Standing Offer document must be adhered to.
- i) The Offeror shall not undertake any of the specified Work unless and until a Call-up against a Standing Offer is issued by the Contracting Authority.
- j) The Federal departments or Agencies will be charged a 3% acquisitions fee on the call-up value and are responsible for paying the Offeror directly for the Work once the items have been delivered and an invoice has been received from the Offeror.

6.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

¹ To establish the lowest total price, the Contracting Authority will use the unit price of each of the items as identified in Annex B – Basis of Payment of the Offerors standing offer, multiplied by the quantity required.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through PWGSC Forms Catalogue website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer (Multiple Delivery)
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

An equivalent form or electronic call-up document which contains at a minimum the following information:

- standing offer number;
- statement that incorporates the terms and conditions of the Standing Offer;
- description and unit price for each line item;
- total value of the call-up;
- point of delivery;
- confirmation that funds are available under section 32 of the Financial Administration Act;
- confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

6.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$400,000.00** (Applicable Taxes included).

6.11 Discontinued and Dated Items, Product Number Changes

In the event a product is no longer available from the manufacturer or that the manufacturer has changed its product number/SKU, Offerors may submit a request to change or delete the product from their Offer.

Requests must be supported by a letter from the manufacturer or reseller of record confirming that the product is either no longer available or provided under a new product number/SKU.

Proposed changes to the Standing Offer will be subject to validation and may be accepted or declined at Canada's sole discretion. If the changes are accepted the Standing Offer will be revised to reflect the changes. Canada will not accept changes to prices.

6.12 Electronic Transactions via the Offeror's web site

In the event the Offeror chooses to offer Authorized users the capability of completing transactions (Call-ups against the Standing Offer) via the Offeror's web site, the following requirements must be met:

The Offeror must notify the Standing Offer authority of its intent to offer web transactions. Upon notification, the Standing offer authority or delegated individual(s) will initiate the "Virtual Call-up" verification process.

The Standing Offer Authority will be granted access to one or more "do not ship" account(s) for verification and testing purposes. The account(s) will allow the Standing Offer Authority to verify compliance with pricing and functionality requirements and must be valid for the entire period of the Standing Offer.

Only once an Offeror's site has successfully completed the verification process will Electronic Transactions be authorized.

6.12.1 Web site functionality requirements

- a) The Offeror must provide Authorized users with access to a web site or microsite (hereinafter referred to as "the Site") whose explicit purpose is to conduct electronic commerce against PWGSC Standing Offers;
- b) The Site will be available for browsing and the conduct of transactions only by Authorized users who have registered on the Site (Registered User);
- c) The Site will require a unique username and a password for each registered individual;
- d) The Site content and any transactions executed on the Site will be encrypted with high grade encryption algorithm (Minimum 128 bit encryption);
- e) The Site must include only items in active PWGSC Standing Offers;
- f) The Site must be bilingual;
- g) The Site must meet Web Content Accessibility Guidelines (WCAG) 2.0.

6.12.2 Registration requirements

To register, an Authorized User must provide the following:

Full Name and Title;
Official name of the Department or Agency, province, city, municipality or other organizational entity as listed in the *Authorized User schedules*;
Billing address;
E-mail address;
Phone number (10 digit);

The Authorized User must confirm that they can commit funds under section 32 of the *Financial Administration Act* or provide the name, title and e-mail address of the person holding such powers in its hierarchical structure.

In the event any of the registration information requested above is incomplete, the user will only be authorized to browse and save a "shopping cart".

User registration information must be confirmed by the user with every transaction. User accounts that have been inactive for a period exceeding 6 months will be disabled until such time as registration information can be re-confirmed by the user.

6.12.3 Transaction Requirements

Prior to completing any electronic sales transaction the following requirements must be met:

- a) the Authorized User must confirm the content of their order, and that billing and shipping information is correct. In the event any information is incorrect, the user will be required to update / correct this information;

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

-
- b) the Authorized User must confirm that the transaction is being done in accordance with the Standing Offer terms and conditions, The Standing Offer number(s) must appear in the confirmation statement; and
 - c) the Authorized User must confirm that they hold or have obtained the appropriate approval to execute the transaction.

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6.12.4 Grace Period

The Offeror will be granted grace period of 90 days from time of issuance of a Standing Offer to launch the Site. After the expiry of the grace period, electronic transactions via the Site must comply with articles 6.12.1 to 6.12.3 above.

In the event the Site does not comply with these requirements after the expiry of the grace period, the Offeror must not accept transactions via their Site. Failure to comply with this instruction may result in the Standing Offer being set aside.

6.13 Priority of Documents

If there is a discrepancy between the wordings 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 (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2030 (2016-04-04) General Conditions - Higher Complexity – Goods
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated _____ (*insert date of offer*)

6.14 Certifications

6.14.1 Compliance

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

6.15 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 by the province of Ontario.

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

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.

6.1 Statement of Work

The Contractor must perform the Work described in Annex "A" of the call-up against the Standing Offer.

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

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

6.3 Term of Contract

6.3.1 Delivery Date

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

6.4 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority is:

Name: _____
Title: _____
Public Works and Government Services Canada,
Acquisitions Branch
Directorate: _____
Address: _____

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

The Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

6.5.2 Project Authority

The Project Authority is:

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

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

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

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 a firm lot price(s)", as specified in Annex "B" 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 Method of Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

6.6.3 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);

6.7 Invoicing Instructions

The Offeror 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.

Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.
 - The invoice must include the call-up #, items number, item description, quantity, the hourly rate and # of hours (if Applicable) and direct expenses with supportive documentation.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Insurance

SACC Manual clause [G1005C](#) (2008-05-12) Insurance

6.9 SACC Manual Clauses

[P1011C](#) (2010-01-11) Quality Levels for Colour Reproduction
[P1005C](#) (2010-01-11) Packaging and Packing of printed Products
[B7500C](#) (2006-06-16) Excess Goods

ANNEX "A"

STATEMENT OF WORK

Through this Solicitation, the Government of Canada (GOC) is seeking to establish a maximum of (12) Standing Offers (SO) for the provision of promotional items.

This material will be used to support local, regional, provincial, national and international projects, events and activities supported by or organized by the Government of Canada.

A.1 Objective

The Statement of Work (SOW) for this standing offer encompasses the following promotional items:

Item Number	Description	SKU	Quantity
1	Waterless Tattoo	CUSTOM	N/A
2	VIP Die Struck Pin	CUSTOM	N/A
3	Soft Enamel Metal Pin	CUSTOM	N/A
4	Removable Sticker	CUSTOM	N/A
5	Cell Phone Cleaning Cloth	CK924 or equivalent	N/A
6	Silicone Bracelet Band	SB-D or equivalent	N/A
7	Ceramic Coffee Mug 12oz	DRK 500 or equivalent	N/A
8	14oz Chrome Band Tumbler (Travel Mug)	MG945 or equivalent	N/A
9a	Water Bottle – Stainless Steel with Carabiner	WB4833 or equivalent	N/A
9b	Water Bottle – Cola Style	WB8030 or equivalent	N/A
10	Lanyards	CUSTOM	N/A
11a	Glacio Pen/Stylus	I128 or equivalent	N/A
11b	Preston Ballpoint Pen	NI-80T or equivalent	
12a	USB Twist Flash Drive	USB RMC02 or equivalent	N/A
12b	Credit card style USB Flash Drive	USB F197 or equivalent	N/A
13	Adhesive Silicone Custom Cell Phone Wallet	CPW275 or equivalent	N/A
14	Universal Custom Cell Phone Charger	F5269 or equivalent	N/A
15	Sport Towel	T414 or equivalent	N/A
16	Tote Bag	F5269 or equivalent	N/A
17a	Adult T-Shirt	G800 or equivalent	N/A
17b	Youth T-Shirt	G800B or equivalent	N/A
18	Golf Shirt - polo style	G728 and or G728L or equivalent	N/A
19	Hoodie (sweater) unisex	185C00 or equivalent	N/A
20	Tuque	1075 or equivalent	N/A
21	Baseball Cap	CT6441 or equivalent	N/A

A.2 Overview:

The Offeror must provide the following services: (on an as and when required basis as per each call-up)

- Supply all necessary materials.
- Artwork set-up if required.
- Imprint and produce material as specified and as per artwork provided.
- Provide PDF proofs prior to production for each item required.
- Provide pre-production samples of each item ordered in call-ups for approval to the Project Authority.
- Package and deliver all items as per packaging and delivery requirements.
- Provide the delivery schedule for each item in each call-up.

A.3 Underruns/Overruns:

No underruns or overruns will be accepted.

A.4 Items Description:

All elements indicated under each description are required characteristics of all the items. The logo and artwork will be supplied with each call-up.

ITEM 1 – Waterless Tattoos

Description and Specs	<p>A)</p> <ul style="list-style-type: none"> Print Image (actual tattoo) 1.5" X 1.5"; tattoo transfer (backing) 1.75" X 1.75" <p>B)</p> <ul style="list-style-type: none"> Print Image (actual tattoo) 1.75" X 1.75"; tattoo transfer (backing) 2" X 2" <p>Inks: Must be non-toxic and FDA certified & safety tested Temporary tattoos must meet the requirements of the Food and Drug Act and the Cosmetic Regulations. The Cosmetic Regulations of the Food and Drug Act in their entirety are available at the following internet site: http://laws-lois.justice.gc.ca/eng/acts/F-27/index.html http://www.hc-sc.gc.ca/cps-spc/cosmet-person/index-eng.php</p> <p>DUE TO SAFETY REGULATIONS TATTOOS ARE PRINTED WITH COSMETIC GRADE INKS WHICH PRINT LIGHTER THAN CONVENTIONAL INKS.</p> <p>Stock: Ecological paper or equivalent</p>
SKU	N/A
Quantity	TBD - no guarantee of any orders
Imprint	
Print Details and Location	<p>A)</p> <p>FRONT:</p> <ul style="list-style-type: none"> Tattoo size 1.5" x 1.5" Logo to be supplied with each call-up <p>BACK:</p> <p>Imprint size: 1.75" x 1.75"</p> <ul style="list-style-type: none"> Bilingual instructions with Canada Wordmark, and web address No Company advertisement. <p>B)</p> <p>FRONT:</p> <ul style="list-style-type: none"> Tattoo size 1.75" x 1.75" Logo to be supplied with each call-up <p>BACK:</p> <p>Imprint size: 2" x 2"</p> <ul style="list-style-type: none"> Bilingual instructions with Canada Wordmark, and web address No Company advertisement.
Method of Imprint and Colour	One colour, or Full colour process
Artwork provided	Logo and artwork will be supplied with each call-up.

Specific Packaging Instructions

Shrink wrapped in bundles of 100, 10,000 units per box
See Section **A.8** Preparation for distribution and packaging instructions

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

DRAFT

ITEM 2 – VIP Die Struck Pin

Description and Specs	<ul style="list-style-type: none"> • ½" X ½" or ¾" x ¾" or 1" X 1" Die Struck VIP pin on card individually wrapped in a reusable plastic cello envelope. • Card 2"X3" (+/- 20%) made from recycled paper • Gold or silver colour metal • Brushed background • Polished raised metal logo and border • Standard Clutch type fastener
SKU	N/A
Quantity	TBD - no guarantee of any minimum quantity or orders

Imprint

Print Details and Location	Pin: Imprint size: ½" X ½" or ¾" x ¾" or 1" X 1" Brushed Gold or Silver Polished Gold or Silver logo supplied with each call-up
Method of Imprint and Colour	Die Struck, Colour of Card: one Colour to be determined at time of call-up. Colour of text on card: one colour to be determined at time of call-up
Artwork provided	Logo and artwork will be supplied with each call-up

Specific Packaging Instructions

Individually wrapped See Section A.8 Preparation for distribution and packaging instructions

ITEM 3 – Soft Enamel Metal pin

Description and Specs	<ul style="list-style-type: none"> • ½" X ½" or ¾" x ¾" or 1" X 1" coloured metal pin • Silver colour metal • Soft enamel colour fill • Epoxy finish • Standard Clutch type fastener
SKU	N/A
Quantity	TBD - no guarantee of any minimum quantity or orders

Imprint

Print Details and Location	Pin <ul style="list-style-type: none"> • Imprint size ½" X ½" or ¾" x ¾" or 1" X 1" • Colour Pin with Logo
Method of Imprint and Colour	Die Struck One colour, or Full colour Enamel
Artwork provided	Logo and artwork will be supplied with each call-up

Specific Packaging Instructions

50 pins per bag See Section A.8 Preparation for distribution and packaging instructions

ITEM 4 – Removable Sticker

Description and Specs	<ul style="list-style-type: none"> Reusable self-adhesive removable repositionable stickers that can be used on any surfaces. They stick securely and remove easily and cleanly. Trim size: 2" width by 3" height
SKU	
Quantity	TBD - No guarantee of any minimum quantity or orders

Imprint

Print Details and Location	<ul style="list-style-type: none"> Imprint Area: 2" x 3" Logo supplied with each call-up
Method of Imprint and Colour	Screen print or digital transfer: One colour, or Full colour
Artwork provided	Logo and artwork will be supplied with each call-up

Specific Packaging Instructions

No specific packaging instructions See Section A.8 Preparation for distribution and packaging instructions

ITEM 5 – Cell Phone Cleaning Cloth

Description and Specs	<ul style="list-style-type: none"> Ultra-soft microfiber cell phone cleaning cloth on card with instructions plastic wrapped separately Cloth: 38mm x 38mm (1.5" x 1.5") Card: 83m x 51mm (3.00' x 2') (+/- 20%) made from recycled paper Reusable plastic cello envelope Non-abrasive, reusable adhesive backing sticks to the back of your phone or device
SKU	CK924 or equivalent
Quantity	TBD - no guarantee of any minimum quantity or orders

Imprint

Print Details and Location	<p>Imprint size:</p> <ul style="list-style-type: none"> Cloth: 38mm x 38mm (1.5" x 1.5") Card: 83m x 51mm (3.25' x 2') Approximate size Custom logo Canada Wordmark on the front of the card below the cloth (if required). Bilingual Instructions and website on the back of the card (if required). No company advertising printed on the card or cloth
Method of Imprint and Colour	For cloth: One colour, Two colour or Full colour process on one side, For card with instructions: 1 colour process, ie;black ink on white paper
Artwork provided	Logo and artwork will be supplied with each call-up

Specific Packaging Instructions

Shrink wrapped in bundles of 50, 5,000 units per box See Section A.8 Preparation for distribution and packaging instructions

ITEM 6 – Silicone Bracelet Band

Description and Specs	<ul style="list-style-type: none"> Silicone debossed bracelets with fill Recycled Silicone Junior size: 7" x 0.5" (+/- 5%) Adult size: 8" x 0.5" (+/- 5%) Associated colours
SKU	SB-D or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

Imprint

Print Details and Location	<ul style="list-style-type: none"> Imprint size: +/- 2.5" long Logo and/or Words only (one colour)
Method of Imprint and Colour	Debossed with fill Black fill on pale colour and white fill on dark colours
Artwork provided	Logo and artwork will be supplied with each call-up

Specific Packaging Instructions

No specific packaging instructions See Section A.8 Preparation for distribution and packaging instructions

ITEM 7 – DRK 500 Ceramic Coffee Mug 12oz

Description and Specs	<ul style="list-style-type: none"> 12oz Tapered Ceramic Mug C Handle Microwave Safe 3 1/2" Wide X 4" High Polished Finish Look Available in multiple colours (Black, Blue, Lime, Midnight Blue, Orange, Red, White, Yellow) Material: Ceramic Dimensions: 3.5" W x 4.0" H (+/-10%) Capacity 12 ounce
SKU	DRK 500 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

Imprint

Print Details and Location	<ul style="list-style-type: none"> Imprint Area: +/- 2" Width x 2.25" Height logo
Method of Imprint and Colour	Screen Print or digital transfer: one colour or full colour process,
Artwork provided	Logo and artwork will be supplied with each call-up

Specific Packaging Instructions

Maximum 24 per box package safely (not to break), Fragile label See Section A.8 Preparation for distribution and packaging instructions

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

ITEM 8 – 14oz Chrome Band Tumbler (Travel Mug)

Description and Specs	<ul style="list-style-type: none"> 14oz BPA-free double wall tumbler Two tone stainless steel exterior and Black Polypropylene plastic Liner Features a Black Polypropylene plastic screw-on slide lock lid Exterior features glossy chrome top panel and main panel with bold metallic colour finish Fits most automobile cup holders Item size : 8 ¼" H X 2 ¾" dia (with Lid) Available in multiple colours
SKU	MG945 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

Imprint

Print Details and Location	<ul style="list-style-type: none"> Imprint Area: 3 ½" W x 3 ½" H Logo supplied with each call-up
Method of Imprint and Colour	Screen Print or digital transfer: one colour or full colour process
Artwork provided	Logo and artwork will be supplied with each call-up

Specific Packaging Instructions

No specific packaging instructions See Section A.8 Preparation for distribution and packaging instructions

ITEM 9a – Water Bottle Stainless Steel with Carabineer

Description and Specs	<ul style="list-style-type: none"> Stainless Steel Water Bottle with Carabineer Colour: red, black, silver and/or white 7.5" H x 2.0875" (+/- 5%) Diameter 18/0 stainless steel with 0.4mm single wall Holds up to 500 ml Matching coloured aluminum carabineer Black plastic twist off cap BPA free (Bisphenol A) and FDA approved
SKU	WB4833 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

Imprint

Print Details and Location	<ul style="list-style-type: none"> Imprint Area: +/- 3" W x 3" H Logo supplied with each call-up
Method of Imprint and Colour	Silkscreen or digital transfer: one colour Process <ul style="list-style-type: none"> Ink colour supplied with each call-up
Artwork provided	Logo and artwork will be supplied with each call-up

Specific Packaging Instructions

No specific packaging instructions See Section A.8 Preparation for distribution and packaging instructions

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

ITEM 9b – Water Bottle (Cola shaped)

Description and Specs	<ul style="list-style-type: none"> Stainless Steel Inner Copper insulated liner All bottles have a glossy exterior Double walled vacuum insulation to help prevent condensation from hot or cold beverages Matching coloured screw on Stainless Steel leak proof lid to avoid spills and leaks Keep hot beverages hot and cold beverages cold longer Keep your beverages cold for up to 24 hours Use for cold water, tea, coffee or other beverage Holds up to 500 ml. (17 oz.) BPA free and FDA compliant Individually retail packaged Size: 2.75" Diameter X 10" H
SKU	WB8030 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

Imprint

Print Details and Location	<ul style="list-style-type: none"> Imprint Area: +/- 2" W x 3" H Logo supplied with each call-up
Method of Imprint and Colour	Silkscreen or digital transfer: one colour Process
Artwork provided	Logo and artwork will be supplied with each call-up

Specific Packaging Instructions

No specific packaging instructions See Section A.8 Preparation for distribution and packaging instructions

ITEM 10 – Landyards

Description and Specs	<ul style="list-style-type: none"> ½" X 36" and /or 3/4" X 36" lanyard with artwork/design in one colour or Full colour on both sides sublimated polyester lanyard breakaway clip and metal crimp with a silver swivel thumb trigger attachment, Exact PMS to be supplied with each call-up. Logo supplied with each call-up
SKU	WB4833 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

Imprint

Print Details and Location	<ul style="list-style-type: none"> One Colour Process or Full Colour process
Method of Imprint and Colour	Silkscreen or digital transfer: one colour Process or Full colour Process <ul style="list-style-type: none"> Ink colours supplied with each call-up
Artwork provided	Logo and artwork will be supplied with each call-up

Specific Packaging Instructions

No specific packaging instructions See Section A.8 Preparation for distribution and packaging instructions

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

ITEM 11a – Glacio Pen/Stylus

Description and Specs	<ul style="list-style-type: none">Aluminum pen/stylus combo with push-action penmatte metallic finishchrome tipsoft capacitive stylusEtched rings on lower barrel to provide a comfortable grip.Individually cello wrappedMedium point black ink
SKU	I128 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

Imprint

Print Details and Location	<ul style="list-style-type: none">Imprint Area: +/- 1.5" W x .25" HLogo supplied with each call-up
Method of Imprint and Colour	Laser engraved: one colour
Artwork provided	Logo and artwork will be supplied with each call-up

Specific Packaging Instructions

No specific packaging instructions See Section A.8 Preparation for distribution and packaging instructions

ITEM 11B – Preston Ballpoint Pen

Description and Specs	<ul style="list-style-type: none">Preston Ballpoint PenColoured BarrelWhite Clipclick penAvailable product colors: Purple, Blue, Green, Black, Yellow, Light Blue, Red.
SKU	NI-80B or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

Imprint

Print Details and Location	<ul style="list-style-type: none">Imprint Area: +/- 1 1/2" W x 3/4" HLogo supplied with each call-up
Method of Imprint and Colour	Silkscreen or digital transfer: one colour Process
Artwork provided	Logo and artwork will be supplied with each call-up

Specific Packaging Instructions

No specific packaging instructions See Section A.8 Preparation for distribution and packaging instructions

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

ITEM 12a – Twist USB Flash Drives (2 GB, 4 GB, 8 GB, 16 GB, 32 GB and/or 64GB memory)

Description and Specs	<ul style="list-style-type: none">• Twist Flash Drives• Must use the newest "Chip On Board" technology• USB flash drives must have top grade A -tier 1 flash chips• Minimum standard of Hi-Speed USB, USB 2.0 Certified:• Hi-Speed with maximum signalling rate of 480 Mbit/s (effective throughput up to 35 MB/s)• When loaded with data, document read /write speed must be USB 2.0 compliant• Compatible: 98 / SE / ME / 2000 / XP / 7 / 8 / 10, Linux, Mac• RoHS / WEEE Compliant• Dimensions L x H x W: 58 x 19 x 9mm (+/- 5%)• Weight: approximately 14 Grams• Data Retention: minimum 5 years.• Memory sizes, 2 GB, 4 GB, 8 GB, 16 GB, 32 GB and/or 64GB memory
SKU	SW501 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders
Imprint	
Print Details and Location	<ul style="list-style-type: none">• Imprint Area: +/- 0.91" X 0.41"• Logo supplied with each call-up
Method of Imprint and Colour	Screen Printed, one colour, Full Colour or Laser Engraved (both sides)
Artwork provided	Logo and artwork will be supplied with each call-up
Specific Packaging Instructions	
No specific packaging instructions See Section A.8 Preparation for distribution and packaging instructions	

ITEM 12B – Credit card style USB Flash Drive - min. 8 GB, 16 GB, 32 GB, and/or 64 GB Capacity

Description and Specs	<ul style="list-style-type: none"> ■SKU: USB F197 - Credit card style USB Flash Drive (or equivalent) ■Uses the newest Chip On Board technology ■USB flash drives must have top grade A -tier 1 flash chips ■Each USB flash drive chip must have a unique VID (vendor id) and PID (product id) number and internally serialized to identify the manufacturer ■3.37" x 2.13" x 0.125" (86 mm x 54 mm x 3 mm) (±5%) ■Card is 3 mm thick ■Minimum standard of USB 2.0: Hi-Speed with maximum signalling rate of 480 Mbit/s (effective throughput up to 35 MB/s) ■When loaded with data, document read /write speed must be USB 2.0 compliant ■Minimum 8 GB, 16 GB, 32 GB, and/or 64 GB memory ■Serialized numbering based upon the client scheme on one side. Serialization to be imprinted directly on USB Stick (chip) portion of card; such that, if USB portion is removed or breakaway from the card, the serial number will remain with electronic chip portion of USB stick ■Serialization must be to the exact specifications provided by Client. If the final delivered items do not meet the exact serialization requirements, Canada reserves the right to reject entire shipment. The final delivery date will not be extended as a result of any Contractor error. ■USB cards with integrated connector and chip that can flip out or snap off. In the event detachment, the integrated USB flash drive must be able to still function and be able to be flipped or snapped back in to original place ■Data retention: minimum 5 years <p>Any USB flash drive found defective and/ or found not to meet the mandatory requirements, must be replaced by the supplier at their expense and the total percentage of defective and/or non-compliant units must be 1% or less of the total quantity supplied. If the total number of defective and/or non-compliant products is greater than 1% of the total quantities supplied, Canada reserves the right to return the entire shipment and/or refuse future shipment(s). If supplied products are found to contain defective and/ non-compliant units in excess of 1% of the total quantities supplied, it may result in contract Termination for Default and/ or action under the Public Works and Government Services Canada (PWGSC) Vendor Performance Corrective Measure Policy.</p>
SKU	USB F197 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders
Imprint	
Print Details and Location	<ul style="list-style-type: none"> • Imprint Area: +/- 3.37" x 2.13" • Logo supplied with each call-up
Method of Imprint and Colour	Silkscreen or digital transfer: one colour Process or Full colour on both sides
Artwork provided	Logo and artwork will be supplied with each call-up
Specific Packaging Instructions	
<p>Each USB type must be boxed separately in quantities as follows: 500 units per box. Same artwork must be packaged together. Sub packaged for each storage capacity (8 GB, 16 GB, 32 GB and 64 GB) of same artwork. Final packaging details will be discussed between vendor and Client PA.</p> <p>See Section A.8 Preparation for distribution and packaging instructions</p>	

ITEM 13 – Adhesive Silicone Custom Cell Phone Wallet

Description and Specs	<ul style="list-style-type: none"> Adhesive Silicone Custom Cell Phone Wallet Silicone Pocket 3M Adhesive or equivalent (adheres Securely to the back of a cell phone) Can hold Credits cards, Drivers license, Hotel keys, Coins or other items Will not demagnetize cards Fits almost any cell phone
SKU	CPW275 or 10002316 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders
Imprint	
Print Details and Location	Imprint Area: logo <ul style="list-style-type: none"> Tote: +/- 1.625" w X 1.875" h
Method of Imprint and Colour	Screen print: one colour process <ul style="list-style-type: none"> Logo and Ink colour supplied with each call-up
Artwork provided	Logo and artwork will be supplied with each call-up
Specific Packaging Instructions	
See Section A.8 Preparation for distribution and packaging instructions	

ITEM 14 – Universal Custom Cell Phone Charger - 2200 mAh

Description and Specs	<p>This small and sleek aluminum custom cellphone charger has a connecting cable to recharge the battery backup or <u>a</u> mobile device.</p> <ul style="list-style-type: none"> 2,200 mAh has enough life to fully charge a phone 5V/1A USB charges at the same rate as most wall chargers USB to Micro USB connecting cable for universal connectivity For an executive look, laser engraving is available Dimensions: 3.75" X 0.75" x 0.75" <p>This promotional cellphone charger is a great travel accessory.</p>
SKU	F5269 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders
Imprint	
Print Details and Location	Imprint Area: 2.5"w x 0.5"h
Method of Imprint and Colour	Screen print: one colour process or laser engraving
Artwork provided	Logo and artwork will be supplied with each call-up
Specific Packaging Instructions	
See Section A.8 Preparation for distribution and packaging instructions	

ITEM 15 – Sports Towel

Description and Specs	<ul style="list-style-type: none"> White Sports Rally Towel 100% Cotton 12" X 18" (+/- 10%) - 1.2 lbs/dz
SKU	T414 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

Imprint

Print Details and Location	Imprint Area: +/- 8" x 10" <ul style="list-style-type: none"> Logo supplied with each call-up
Method of Imprint and Colour	Screen Print: Full Colour process
Artwork provided	Logo and artwork will be supplied with each call-up

Specific Packaging Instructions

No specific packaging instructions See Section A.8 Preparation for distribution and packaging instructions

ITEM 16 – Tote Bag

Description and Specs	<ul style="list-style-type: none"> Lightweight 190-gram taffeta polyester, Tote folds into a separate pouch for small-sized storage. Pouch has snap closure and plastic clip to attach to bag or purse. Stylish, lightweight and reusable. various colours Dimentions: <ul style="list-style-type: none"> 15.5" W x 16" H x 5" D (+/- 10%) (tote open) 2.5" W x 5" H x 1" D (+/- 10%) (pouch closed)
SKU	F5269 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

Imprint

Print Details and Location	Imprint Area: logo <ul style="list-style-type: none"> Tote: +/- 8" W x 8" H (front / back when open) Pouch: +/- 1.25" W x 1.5" H
Method of Imprint and Colour	Screen print: one colour process <ul style="list-style-type: none"> Logo and Ink colour supplied with each call-up
Artwork provided	Logo and artwork will be supplied with each call-up

Specific Packaging Instructions

Individually wrapped or Pouch must be attached to the Tote See Section A.8 Preparation for distribution and packaging instructions

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

ITEM 17a – Adult T-Shirt

Description and Specs	<ul style="list-style-type: none">T-shirt is made of 9.4-oz (+/- 5%), 50/50 preshrunk jersey knit cotton/polyester—Assorted coloursFeatures: shoulder-to-shoulder taping and a taped neck with a 22mm (7/8") collar—Tagless labelMoisture-wicking technologySize: XS-4X
SKU	G800 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

Imprint

Print Details and Location	<ul style="list-style-type: none">Imprint Size: Screen printed: full,Embroidered: Chestlogo
Method of Imprint and Colour	Screen print: One colour or Full colour process or Embroidered: chest
Artwork provided	Logo and artwork will be supplied with each call-up

Specific Packaging Instructions

No specific packaging instructions See Section A.8 Preparation for distribution and packaging instructions

ITEM 17b – Youth T-Shirt

Description and Specs	<ul style="list-style-type: none">T-shirt is made of 9.4-oz (+/- 5%), 50/50 preshrunk jersey knit cotton/polyester.Assorted coloursFeatures shoulder-to-shoulder taping and a taped neck with a 22mm (7/8") collar.Tagless labelMoisture-wicking technologyYouth Size: XS to L
SKU	G800B or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

Imprint

Print Details and Location	<ul style="list-style-type: none">Imprint Size: TBDScreen printed: full,Embroidered: chestLogo
Method of Imprint and Colour	Screen print: One colour or Full colour process or Embroidered: chest
Artwork provided	Logo and artwork will be supplied with each call-up

Specific Packaging Instructions

No specific packaging instructions See Section A.8 Preparation for distribution and packaging instructions

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

ITEM 18 – Golf Shirt – polo style

Description and Specs	<ul style="list-style-type: none">• DryBlend® 6.3 oz. Double Piqué Sport Shirt• 65% polyester, 35% preshrunk cotton double piqué• DryBlend® technology delivers moisture-wicking properties• sideseamed• Contoured welt collar• Heat transfer label• Double-needle sleeve and bottom hem• Clean finished placket with reinforced bottom box• Three dyed-to-match buttons• Available in both man (S, M, L, XL, 2XL, 3XL) and ladies sizes (S, M, L, XL, 2XL)
SKU	G728 / G728L or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

Imprint

Print Details and Location	<ul style="list-style-type: none">• Imprint Size: (Left Chest)• Logo
Method of Imprint and Colour	Screen print: One colour or Full colour process or Embroidered: chest
Artwork provided	Logo and artwork will be supplied with each call-up

Specific Packaging Instructions

No specific packaging instructions See Section A.8 Preparation for distribution and packaging instructions

ITEM 19 – Hoodies (Sweater) Unisex

Description and Specs	<ul style="list-style-type: none"> 13.5 oz. (+/- 10%), 50% Cotton / 50% polyester preshrunk Fleece Knit. Air jet yarn = softer feel and no pilling. Contrasting jersey lined hood. Charcoal grey flat draw cord Pouch pocket. Double needle cuffs. 1X1 athletic rib with spandex. Quarter-turned to eliminate center crease. Black with Red Lining Sizes: XS to 3XL
SKU	185C00 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

Imprint

Print Details and Location	<ul style="list-style-type: none"> Imprint Size:TBD Logo
Method of Imprint and Colour	Screen print: One colour or Full colour process or Embroidered: chest
Artwork provided	Logo and artwork will be supplied with each call-up

Specific Packaging instructions

Individually wrapped See Section A.8 Preparation for distribution and packaging instructions

ITEM 20 – Tuque

Description and Specs	<ul style="list-style-type: none"> Knit Beanie Cap 100% Acrylic One Size Fits All Colors: Assorted
SKU	1075E or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

Imprint

Print Details and Location	<ul style="list-style-type: none"> Imprint Area: +/- 4" W x 2" H Logo
Method of Imprint and Colour	Embroidered: Full colour Screen Print: one colour or Full colour process
Artwork provided	Logo and artwork will be supplied with each call-up

Specific Packaging Instructions

No specific packaging instructions See Section A.8 Preparation for distribution and packaging instructions

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

DRAFT

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

ITEM 21 – Baseball Cap

Description and Specs	<ul style="list-style-type: none">• Black Fine Brushed Cotton Cap with Sandwich Peak• Soft buckram 6-panel modified pro-style cap• Self-cloth back strap with velcro closure• Contrasting red color sandwich peak• 6 matching color sewn eyelets
SKU	CT6441 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

Imprint

Print Details and Location	<ul style="list-style-type: none">• Imprint Size: TBD• Logo supplied with each call-up
Method of Imprint and Colour	Screen Print: Full colour process or Embroidered
Artwork provided	Logo and artwork will be supplied with each call-up

Specific Packaging Instructions

No specific packaging instructions See Section A.8 Preparation for distribution and packaging instructions

A.5 Material:

The Project Authority will request copies of all dies, artwork, embroidery tape files or any items associated with the production of these promotional items.

A.5.1 Material Supplied:

The Project Authority will supply artwork as Vectored EPS files and a hard copy print out for reference. The Contractor must work with the supplied files.

The Contractor must preflight supplied files within 24 hours of their reception. The Contractor must contact the Project Authority immediately if supplied media varies from the description of the material supplied as stated in the specifications of the Statement of Work. The Contractor must contact the Project Authority immediately if there are problems accessing or processing the files.

A.5.2 Components:

All components required to complete a call-up, including dies, whether produced or purchased by the offeror or provided to the Contractor are the property of the Government of Canada.

The offeror must return all components to the Project Authority upon completion of the Call-up or within five (5) working days of receiving the request to do so and at no additional cost to Canada. Components must be packaged appropriately and shipped in a manner to ensure safe delivery at the specified destination.

The offeror must provide a copy of the final electronic file used to produce each item. Invoices will not be paid until final electronic file(s) is (are) received. The offeror must download the files to appropriate media, CD, DVD, etc. as requested by the Project Authority.

A.5.3 Proofs:

The offeror upon request must provide the Project Authority samples of all items within 15 days of the request.

For each call-up, the offeror must provide the Project Authority with one (1) colour or Full colour PDF (or equivalent) proof for each item as well as one (1) pre-production sample for each item prior to production and in accordance with the Production and Delivery Schedule.

The PDF Proof of each item must be e-mailed to the Project Authority identified in the call-up. The images provided by the offeror must demonstrate the actual final imprint size.

The Project Authority will provide the offeror approval within two (2) business days, in writing, in accordance with the Production and Delivery Schedule. In the event of offeror error, approval will not be provided by the Project Authority for the item until a revised, error-free set of proofs is provided for approval. The final delivery date will not be extended as a result of any offeror Error.

The pre-production sample must be either hand delivered or sent via courier to the attention of the Project Authority at the address specified in the call-up.

Pre-production sample must match approved proof as well as all the specifications listed in A.4 Items Description and is subject to approval by the Project Authority. In the event that approval is not granted by the Project Authority, a new pre-production sample must be provided without additional charges and all quantities must still be delivered by the required delivery date. Production cannot begin until approval of the pre-production sample has been given by the project Authority.

A.5.4 Quality Control:

Both the pre-production sample and the final products delivered, must meet all the specifications of Annex A: Statement of Work and be an exact reproduction of sample product provided (if and when a sample product is provided). If a random sampling of delivered products results in a defect rate of 6% or greater of the total delivered quantity of each product(s) requested, Canada reserves the right to return the entire shipment at the offeror's expense and/or terminate the Call-up and/or take action under PWGSC Vendor Performance Corrective Measure Policy.

A.6 Delivery:

Delivery(ies) will be made across Canada. Each delivery must be accompanied by a clear and detailed packing slip

A.6.1 Production Schedule

Will be specified in each resulting call-up.

A.6.2 Delivery Addresses

Will be specified in each resulting call-up.

A.6.3 Delivery Schedule

All delivery details will be specified in each resulting call-up

A.7 Production and Delivery Schedule:

The Project Authority must provide the following required documents to the offeror by the stipulated time frame. The Contracting Authority must be notified within two (2) business days, if the stated timelines are not met. If no notification is received by the Contracting Authority or if the notification is received after two (2) business days following the missed timeline, Canada reserves the right not to make any amendment to the contract. If no contract amendment is made, the supplier must meet the mandatory delivery date for the initial order and all resulting call-ups.

	Activity	Time Frame
1	Provision of artwork	2 Business days from contract award date
2	Approval of PDF proofs	2 business days from date of receipt
3	Approval of pre-production sample(s)	2 business days from date of receipt

Canada reserves the right to refuse any delivery/(ies) attempted after the specified delivery date. Any delivery/(ies) sent to the wrong address must be redelivered by courier at the suppliers expense.

A.8 Preparation for Distribution and Packaging Instructions:

The offeror must count, assemble and package the required quantities of as specified in each work request. The offeror must supply and prepare the packages for distribution, including all labour and materials to prepare address files, output and affix labels, seal packages and all preparation for delivery to destination.

A.8.1 Packaging:

- All items must be packed in sturdy, appropriately sized packages or cartons, in such a way as not to damage contents. The packages/cartons must be able to sustain considerable handling.
- Cartons are not to exceed 25 lbs. in weight. All packages and cartons must be clearly labelled.
- Note that products that are not packaged and labelled according to the specifications provided, will be sent back to the offeror for repackaging and re-labelling.

A.8.2 Packing Slips:

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

A.9 Labelling and Cartons:

The offeror is responsible for addressing any items being delivered according to the delivery address supplied, including output and application of any required labels. The offeror is responsible for labelling items as per the instructions below.

Instructions for product packaging and labelling:

1. Pallet size: 40" X 48", not higher than 54" from the floor (including the height of the pallet).
2. Within one shipment, all pallets should have the same number of boxes per row and the same amount of rows per skid. Only one skid should bear the odd amount of boxes if need be.
3. All boxes should be properly labelled as follows:

Organization: As specified in resulting contract
Title: Promotional Items
Description of item: (example: phone cleaning cloth)
SKU: (TBC)
Qty: _____ per box
Box: _____ of _____
Production Date: _____
Call-up Number: _____

4. All labels should be affixed on the side of boxes, with the labels facing the outside of the skid / pallet (inside boxes should be facing the front of the skid)

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

-
5. All boxes must contain the same quantity of the product, and should be identically packaged and completely filled, except for the odd quantity box. They should all have the same quantity of the same product in each box.
 6. Different products should not be packaged together in the same box and separately identified on a skid.
 7. Each shipment to each location must contain a complete packing slip.

DRAFT

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

ANNEX "B"

BASIS OF PAYMENT

Offerors must provide pricing in the format specified for each component identified in this Annex B - Basis of Payment. **Failure to provide prices in the format specified will render the proposal non-responsive.**

Offerors must submit firm, all inclusive unit prices for all items and for all ranges for the standing offer period and each of the three optional periods.

Offerors must submit firm all inclusive hourly rate for the re-packaging for delivery for the standing offer period and each of the three optional periods.

If pricing is not provided for a component, a price of zero will be assigned for the component and the Offeror will be provided an opportunity to agree with the zero amount. If the Offeror agrees, then the Basis of Payment will be considered compliant. However if the Offeror disagrees then the offer will be found non-compliant and no further evaluation will be done.

Travel and Living Expenses

Canada will not accept any travel and living expenses incurred by any Offeror to satisfy the terms of any resulting Standing Offer / Call-up.

B1. Promotional Items:

The offeror must submit firm all inclusive unit prices in Canadian funds, customs and excise taxes included (if applicable) and applicable taxes excluded. The all inclusive unit prices must include all materials and operations and delivery within the NCR (set-up charges, dies, imprinting, provision and delivery of proofs and pre-production samples, etc...) to supply the complete quantities of the final products. Unit Prices submitted must be inclusive of any and all international shipping costs to Canada (outside the NCR).

OFFERORS ARE RESPONSIBLE TO ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET SUPPLIED TO THEM BY BUYANDSELL.GC.CA AND RETURN IT ON USB (IN THE EXCEL FORMAT) ALONG WITH A PRINT OUT OF THE COMPLETED ANNEX B BASIS OF PAYMENT WITH THEIR BID.

B2. Re-Preparation for Delivery

The hourly rate for the shipping preparation include cost incurred within Canada by the supplier only. Domestic shipping within Canada are exclusive of unit and lot prices. Canada will only reimburse the Shipping Preparation Costs incurred within Canada by the supplier only, as well as the cost of domestic shipping (within Canada and outside the NCR) of items to final delivery destination(s), at cost with no chance for profit or overhead. Offeror must prepay shipping and distribution cost with Canada and must show the costs as a separate item on the invoice, and provide proper cost support documentation.

- The Bidder must submit a firm all-inclusive hourly rate for the preparation of the items for distribution.
- The firm all-inclusive hourly rate is an as and when required basis, includes all labour and materials to count the items, assemble and package the items in accordance with the supplied distribution list, prepare address file, output and affix labels, seal packages and all preparation for distribution.
- The shipping preparation costs incurred within Canada by the supplier only, and in performance of the work, will be paid at cost, with no allowance for profit or overhead. Canada reserves the right to request support documents to verify hours used.

OFFERORS ARE RESPONSIBLE TO ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET SUPPLIED TO THEM BY BUYANDSELL.GC.CA AND RETURN IT ON USB (IN THE EXCEL FORMAT) ALONG WITH A PRINT OUT OF THE COMPLETED ANNEX B BASIS OF PAYMENT WITH THEIR BID.

B3. Direct expenses for Domestic Shipping within Canada outside the NCR and/or Express Urgent Shipping to the final Destinations

<p>Domestic Shipping within Canada Outside the NCR and/or Express Shipping to the final Destinations to the final destination(s): (must be included for each work request):</p> <p>For each call-up, shipping costs incurred must be confirmed with the Project Authority prior to shipment.</p> <p>Domestic shipping costs within Canada, of completed work orders to the final destination(s), incurred in the performance of the work will be paid at cost with no allowance for profit or overhead and upon receipt of proper cost support documentation.</p> <p>Express Urgent Shipping costs are cost incurred for Rush orders only.</p> <p>Any and all international shipping costs to Canada and shipping within the NCR must be included in the unit price and lot price in B1. Promotional items, are the responsibility of the offeror.</p> <p>Shipping/Transportation charges are to be prepaid by the Contractor and shown as a separate item on the invoice, supported by a copy of the prepaid transportation bill.</p>	<p>Not required at time of bid</p>
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B4. Total price for Evaluation SEE MS EXCEL SPEADSHEET SUPPLIED TO THEM BY BUYANDSELL.GC.CA

ANNEX "C"

TECHNICAL EVALUATION PROCEDURES

1. MANDATORY REQUIREMENTS:

Bidders **MUST** meet all the mandatory requirements of the RFSO. No further consideration will be given to Bidders not meeting all the mandatory criteria.

1.1 MANDATORY REQUIREMENT 1:

The Offeror must demonstrate that they have been in business for at least one (1) full year (prior to the closing date of the RFSO) providing promotional items similar in nature to that described in the Statement of Work.

This can be evidenced by submitting one (1) of the following:

- a photocopy of a business registration form showing type of business and date of registration/incorporation; or
- a photocopy of a verifiable legal document indicating that the company has been in business and providing promotional items for at least one (1) year before closing date of this Request for Standing Offer+; or
- a previous Contract or Standing Offer with any department of the Government of Canada, provincial or municipal government or any other organization demonstrating one (1) full year of experience providing promotional items; or
- any other acceptable proof.

1.2 MANDATORY REQUIREMENT 2:

The Offeror must submit a description of two (2) separate contracts or orders completed within the last three (3) years of this Request for Standing Offer closing date, that include the provision and the responsibility of imprint of multiple promotional products with the delivery of a minimum of 100,000 units and a minimum contract value of \$25,000.00 or more for each order (before applicable taxes and excluding shipping outside the NCR). Each order must have included at least two (2) **different** types of promotional items.

For each order the Offeror must provide:

- The order date;
- the type of promotional items supplied;
- the quantity of each item;
- the value of the order before taxes and excluding shipping outside the NCR; and
- a brief written attestation of performance signed by the client. The attestation must include a description of the order, the month and year of delivery of the order and a statement confirming that the items were delivered on-time and to the satisfaction of the client.

1.3 MANDATORY REQUIREMENT 3:

The Offeror must provide, for each of the 21 items specified under this section:

- The SKU proposed (if no SKU write Custom in the box)
- The description of the item proposed,
- A photo of each item (High Definition), and
- The delivery time for each item

Each proposed item must meet all the mandatory requirements and have to be in accordance with the specifications detailed in Annex "A".

ITEM 1 – Waterless Tattoos

Mandatory requirements	SKU proposed:
<p>A)</p> <ul style="list-style-type: none">• Print Image (actual tattoo) 1.5" X 1.5";• tattoo transfer (backing) 1.75" X 1.75" <p>B)</p> <ul style="list-style-type: none">• Print Image (actual tattoo) 1.75" X 1.75";• tattoo transfer (backing) 2" X 2" <p>Inks: Must be non-toxic and FDA certified & safety tested Temporary tattoos must meet the requirements of the Food and Drug Act and the Cosmetic Regulations. The Cosmetic Regulations of the Food and Drug Act in their entirety are available at the following internet site:</p> <p>Stock: Ecological paper or equivalent</p>	<p>Description of item proposed:</p>
Estimated Delivery time for each order:	

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

ITEM 2 – VIP Die Struck Pin

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">• ½" X ½" or ¾" x ¾" or 1" X 1" Die Struck VIP pin on card individually wrapped in a reusable plastic cello envelope.• Gold or silver colour metal• Brushed background• Polished raised metal logo and border• Standard Clutch type fastener• Card 2"X3" (+/- 20%) made from recycled paper• Reusable plastic cello envelope	Description of item proposed:
Estimated Delivery time for each order:	

ITEM 3 – Soft Enamel Metal pin

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">• ½" or ¾" or 1" coloured metal pin• Silver or Gold colour metal• Soft enamel colour fill• Epoxy finish• Standard Clutch type fastener	Description of item proposed:
Estimated Delivery time for each order:	

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

ITEM 4 – Removable Sticker

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">• one-sided bilingual reusable sticker (French first and/or English first)• Reusable self-adhesive removable repositionable stickers that can be used on any surfaces.• They stick securely and remove easily and cleanly.• Trim size: 2" width by 3" height• Meets printing specifications	Description of item proposed:
Estimated Delivery time for each order:	

ITEM 5 – Cell Phone Cleaning Cloth

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">• ultra-soft microfiber cell phone cleaning cloth on card made from recycled paper with instructions• Plastic wrapped separately with reusable plastic cello envelope.• non-abrasive, reusable adhesive backing sticks to the back of your phone or device• Size cloth: square 1.5' X 1.5" (38mm x 38mm)• Size card: 3" x 2" (+/- 20%) made from recycled paper• Meets printing specifications	Description of item proposed:
Estimated Delivery time for each order:	

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

ITEM 6 – Silicone Bracelet Bands

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">• debossed bracelets with fill• Recycled Silicone• Junior size: 7" x 0.5"• Adult size: 8" x 0.5• Associated colours• Meets printing specifications	Description of item proposed:
Estimated Delivery time for each order:	

ITEM 7 – Ceramic Coffee Mug 12oz

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">• 12oz Tapered Ceramic Mug• C Handle• Microwave Safe• 3 1/2" Wide X 4" High• Polished Finish Look• Available in multiple colours (Black, Blue, Lime, Midnight Blue, Orange, Red, White, Yellow)• Material: Ceramic	Description of item proposed:
Estimated Delivery time for each order:	

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

ITEM 8 –14oz Chrome Band Tumbler (Travel Mug)

Mandatory requirements	SKU proposed: Description of item proposed:
<ul style="list-style-type: none">• 14oz BPA-free double wall tumbler• Two tone stainless steel exterior and Black Polypropylene plastic Liner• Features a Black Polypropylene plastic screw-on slide lock lid• Exterior features glossy chrome top panel and main panel with bold metallic colour finish• Fits most automobile cup holders• Item size : 8 ¼" H X 2 ¾" dia (with Lid)• Available in multiple colours	
Estimated Delivery time for each order:	

ITEM 9a – Water Bottles –Stainless Steel with Carabiner

Mandatory requirements	SKU proposed: Description of item proposed:
<ul style="list-style-type: none">• Stainless Steel Water Bottle with Carabiner• Available in multiple Colours• 7.5" H x 2.0875" Diameter• 18/0 stainless steel with 0.4mm single wall• Holds up to 500 ml• Matching coloured aluminum carabiner• Black plastic twist off cap• BPA free (Bisphenol A) and FDA approved• Meets printing specifications	
Estimated Delivery time for each order:	

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

ITEM 9b – Water Bottles (Cola Style)

Mandatory requirements	SKU proposed: Description of item proposed:
<ul style="list-style-type: none">• Stainless Steel• Inner Copper insulated liner• All bottles have a glossy exterior• Double walled vacuum insulation helps prevent condensation from hot or cold beverages• Matching coloured screw on Stainless Steel leak proof lid helps avoid spills and leaks• Keep hot beverages hot and cold beverages cold longer• Keep your beverages cold for up to 24 hours• Use for cold water, tea, coffee or your other favourite beverage• Holds up to 500 ml. (17 oz.)• BPA free and FDA compliant• Individually retail packaged• Size: 2.75" Diameter X 10" H• Meets printing specifications•	
Estimated Delivery time for each order:	

ITEM10 - Lanyards

Mandatory requirements	SKU proposed: Description of item proposed:
<ul style="list-style-type: none">• ½" X 36" and /or 3/4" X 36" lanyard with artwork/design in one colour or Full colour on both sides sublimated polyester lanyard• breakaway clip and• metal crimp with a silver swivel thumb trigger attachment,• Exact PMS to be supplied with each call-up.	
Estimated Delivery time for each order:	

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

ITEM 11a – Glacio Pen/Stylus

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">• This stylish aluminum pen/stylus combo with features push-action pen• matte metallic finish• chrome tip• soft capacitive stylus• Etched rings on lower barrel provide a comfortable grip.• Individually cello wrapped• Medium point black ink• Available in multiple colors:	Description of item proposed:
Estimated Delivery time for each order:	

ITEM 11b – Preston Ballpoint Pen

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">• Ballpoint Pen• Coloured Barrel• White Clip• click pen• Available in multiple colors: Purple, Blue, Green, Black, Yellow, Light Blue, Red.	Description of item proposed:
Estimated Delivery time for each order:	

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

ITEM 12a – USB Twist Flash Drive

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">▪ Twist Flash Drives▪ Uses the newest Chip On Board technology▪ USB flash drives must have top grade A - tier 1 flash chips▪ Minimum standard of USB 2.0: Hi-Speed with maximum signalling rate of 480 Mbit/s (effective throughput up to 35 MB/s)▪ When loaded with data, document read /write speed must be USB 2.0 compliant▪ Compatible: 98 / SE / ME / 2000 / XP / 7 / 8 / 10, Linux, Mac▪ RoHS / WEEE Compliant▪ Dimensions L x H x W: 58 x 19 x 9mm▪ Weight: 14 Grams▪ Data Retention: 10 years▪ Minimum 4 GB, 8 GB, 16 GB, 32 GB and/or 64 GB memory▪ Branding: Screen Printed, Full Colour or Laser Engraved	Description of item proposed:
Estimated Delivery time for each order:	

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

ITEM 12b – Credit card style USB Flash Drive

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">▪Credit card style USB Flash Drive (or equivalent)▪Uses the newest Chip On Board technology▪USB flash drives must have top grade A -tier 1 flash chips▪Each USB flash drive chip must have a unique VID (vendor id) and PID (product id) number and internally serialized to identify the manufacturer▪3.37" x 2.13" x 0.125" (86 mm x 54 mm x 3 mm) (±5%)▪Card is 3 mm thick▪Minimum standard of USB 2.0: Hi-Speed with maximum signalling rate of 480 Mbit/s (effective throughput up to 35 MB/s)▪When loaded with data, document read /write speed must be USB 2.0 compliant▪Minimum 8 GB, 16 GB, 32 GB, and/or 64 GB memory▪Serialized numbering based upon the client scheme on one side. Serialization to be imprinted directly on USB Stick (chip) portion of card; such that, if USB portion is removed or breakaway from the card, the serial number will remain with electronic chip portion of USB stick▪Serialization must be to the exact specifications provided by Client. If the final delivered items do not meet the exact serialization requirements, Canada reserves the right to reject entire shipment. The final delivery date will not be extended as a result of any Contractor error.▪USB cards with integrated connector and chip that can flip out or snap off. In the event detachment, the integrated USB flash drive must be able to still function and be able to be flipped or snapped back in to original place▪Data retention: minimum 5 years .	Description of item proposed:
Estimated Delivery time for each order:	

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

ITEM 13 – Adhesive Silicone Custom Cell Phone Wallet

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">• Adhesive Silicone Custom Cell Phone Wallet• Silicone Pocket• 3m Adhesive or equivalent (Adheres Securely to the back of a cell phone)• Can hold Credits cards, Drivers license, Hotel keys, Coins or other items• Will not demagnetize cards• Fits almost any cell phone	Description of item proposed:
Estimated Delivery time for each order:	

ITEM 14 - Universal Custom Cell Phone Charger

Mandatory requirements	SKU proposed:
<p>This small and sleek aluminum custom cellphone charger has a connecting cable to recharge the battery backup or mobile device.</p> <ul style="list-style-type: none">• 2,200 mAh has enough life to fully charge a phone• 5V/1A USB charges at the same rate as most wall chargers• USB to Micro USB connecting cable for universal connectivity• For an executive look, laser engraving is available• Dimensions: 3.75" X 0.75" x 0.75"	Description of item proposed:
Estimated Delivery time for each order:	

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

ITEM 15 – Sports Towel

Mandatory requirements	SKU proposed: Description of item proposed:
<ul style="list-style-type: none">• White Towel• 100% Cotton• 12" X 18"• 1.2 lbs / dz• Meets printing specifications	
Estimated Delivery time for each order:	

ITEM 16 – Tote Bag

Mandatory requirements	SKU proposed: Description of item proposed:
<ul style="list-style-type: none">• lightweight 190-gram taffeta polyester,• Tote folds into a separate pouch for small-sized storage.• Pouch has snap closure and plastic clip to attach to bag or purse.• Lime green colour only <p>Dimensions:</p> <ul style="list-style-type: none">• 15.5" W x 16" H x 5" D (tote open)• 2.5" W x 5" H x 1" D (pouch closed)• Meets printing specifications	
Estimated Delivery time for each order:	

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

ITEM 17a – Adult T-Shirt

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">Assorted Colour t-shirtT-shirt is made of 9.4-oz,50/50 preshrunk jersey knit cotton/polyester.Features: shoulder-to-shoulder taping and a taped neck with a 22mm (7/8") collar.Moisture-wicking technologySize: XS to 4XL.Meets printing specifications	Description of item proposed:
Estimated Delivery time for each order:	

ITEM 17b – Youth T-Shirt

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">Assorted colour t-shirtT-shirt is made of 9.4-oz,50/50 preshrunk jersey knit cotton/polyester.Features: shoulder-to-shoulder taping and a taped neck with a 22mm (7/8") collar.Moisture-wicking technologyYouth sizes XS to L.Meets printing specifications	Description of item proposed:
Estimated Delivery time for each order:	

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

ITEM 18 – Golf Shirt – polo style

Mandatory requirements	SKU proposed: Description of item proposed:
<ul style="list-style-type: none">• DryBlend® 6.3 oz. Double Piqué Sport Shirt• 65% polyester, 35% preshrunk cotton double piqué• DryBlend® technology delivers moisture-wicking properties• sideseamed• contoured welt collar• heat transfer label• double-needle sleeve and bottom hem• clean finished placket with reinforced bottom box• three dyed-to-match buttons• Available in both man (S, M, L, XL, 2XI, 3XL) and ladies sizes (S, M, L, XL, 2XL)	
Estimated Delivery time for each order:	

ITEM 19 – Hoodies (Sweater) Unisex

Mandatory requirements	SKU proposed: Description of item proposed:
<ul style="list-style-type: none">• 13.5 oz. 50% Cotton / 50% polyester preshrunk Fleece Knit.• Contrasting jersey lined hood.• Charcoal grey flat draw cord• Pouch pocket.• Double needle cuffs.• 1X1 athletic rib with spandex.• Quarter-turned to eliminate center crease.• Black with Red Lining• Sizes: XS to 3XL• Meets printing specifications	
Estimated Delivery time for each order:	

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

ITEM 20 – Tuque

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">Knit Beanie Cap100% AcrylicOne Size Fits AllBlackRedMeets printing specifications	Description of item proposed:
Estimated Delivery time for each order:	

ITEM 21 – Baseball Cap

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none">Black Fine Brushed Cotton Cap with Sandwich PeakSoft buckram 6-panel modified pro-style capSelf-cloth back strap with velcro closureContrasting red color sandwich peak6 matching color sewn eyeletsMeets printing specifications	Description of item proposed:
Estimated Delivery time for each order:	

1.4 MANDATORY REQUIREMENT 4:

Environmental Considerations

The Supplier must provide the following:

- A company-wide environmental statement and mission (including environmental measures undertaken in office operations);
- An action plan for packaging materials/equipment (intended use of recycled or reused products, waste management strategy);

1.5 MANDATORY REQUIREMENT 5:

The Bidder MUST comply with all the certification requirements as described in Part 5 - Certifications.

1.6 MANDATORY REQUIREMENT 6:

The Bidder MUST provide unit prices and rates in accordance with the Basis of Payment, Annex B – Basis of Payment. If costs provided are not in accordance with the Basis of Payment, the proposal will be declared non-responsive.

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

ANNEX "D"

ELECTRONIC PAYMENT INSTRUMENTS

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

- () VISA Acquisition Card;
- () MasterCard Acquisition Card;
- () Direct Deposit (Domestic and International);

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Solicitation No. - N° de l'invitation
 EN578-180486/A
 Client Ref. No. - N° de réf. du client
 EN578-18-0486

Amd. No. - N° de la modif.
 File No. - N° du dossier
 CY010.EN578-180486

Buyer ID - Id de l'acheteur
 CY010
 CCC No./N° CCC - FMS No./N° VME

ANNEX "E"

SAMPLE PHOTOS OF ITEMS

<p>Item 1:</p> 	<p>Item 2:</p> 
<p>Item 3:</p> 	<p>Item 4:</p> 
<p>Item 5:</p> 	<p>Item 6:</p> 
<p>Item 7:</p> 	<p>Item 8:</p> 

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

<p>Item 9a</p> 	<p>Item 9b</p> 
<p>Item 10</p> 	<p>Item 11a</p> 
<p>Item 11b</p> 	<p>Item 12a</p> 
<p>Item 12b</p> 	<p>Item 13</p> 

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

<p>Item 14</p> 	<p>Item 15</p> 
<p>Item 16</p> 	<p>Item 17</p> 
<p>Item 18</p> 	<p>Item 19</p> 
<p>Item 20</p> 	<p>Item 21</p> 

Solicitation No. - N° de l'invitation
EN578-180486/A
Client Ref. No. - N° de réf. du client
EN578-18-0486

Amd. No. - N° de la modif.
File No. - N° du dossier
CY010.EN578-180486

Buyer ID - Id de l'acheteur
CY010
CCC No./N° CCC - FMS No./N° VME

ANNEX "F"

STANDING OFFERS REPORTING

In accordance with section entitled "Standing Offers Reporting" of your standing offer, the Offeror must provide a quarterly report and submit it to the Standing Offer Authority no later than 30 days after the end of the reporting period.

The quarterly report must include the following information on all call-ups issued under this standing offer during the reporting period²:

STANDING OFFER NUMBER:						
QUARTERLY REPORTING PERIOD:						
DATE:						
<u>Department Name</u>	<u>Call- up/Order Number</u>	<u>Date of call- up/order</u>	<u>\$ amount of call-up (including taxes)</u>	<u>Client Contact Name</u>	<u>Client Contact Email</u>	<u>Client Contact Phone number</u>

Plied by the quantity required. are defined as follows:

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