



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

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

**11 Laurier St./11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau
Québec
K1A 0S5**

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet CF316 - Envelope	
Solicitation No. - N° de l'invitation W8486-184689/A	Date 2018-01-08
Client Reference No. - N° de référence du client W8486-18-4689	
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-040-74090	
File No. - N° de dossier cw040.W8486-184689	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-01-23	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: Goyer-Desrosiers, Caroline	Buyer Id - Id de l'acheteur cw040
Telephone No. - N° de téléphone (613) 998-1960 ()	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

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

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, and the evaluation grid.

1.2 Summary

The Department of National Defence (DND) requires the printing, fabrication to final format, and delivery of 3,000 boxes (300,000 envelopes with chipboard insert) + 10 samples of CF316 envelopes with chipboard insert. The Contractor will be required to ensure that all CF316 envelopes with chipboard insert are delivered to the destination addresses in Montreal and Edmonton on or before March 9, 2018.

The period of the Contract will be from date of award to March 23, 2018.

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

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

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

The 2003 document is amended as follows:

- Section 5, entitled Submission of bids, is amended as follows:
 - subsection 1 is deleted entirely and replaced with the following: Canada requires that each bid, at closing date and time or upon request from the Contracting Authority, for example in the case of epost Connect service, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with the section entitled Joint venture.
 - subsection 2.d is deleted entirely and replaced with the following: send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) in the bid solicitation;
 - subsection 2.e is deleted entirely and replaced with the following: ensure that the Bidder's name, return address, solicitation number, and solicitation closing date and time are clearly visible on the bid;
- Section 6, entitled Late bids, is deleted entirely and replaced with the following: For bids submitted using means other than epost Connect service, PWGSC will, upon written request within 60 calendar days of the solicitation closing date, return bids delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed bid as described in the section entitled Delayed bids.
- Section 07, entitled Delayed bids, is amended as follows:
 - Subsection 1 is amended to add the following paragraph:
 - d. a CPC epost Connect service date and time indicator.
- Section 8, entitled Transmission by facsimile, is amended as follows: the title is deleted and replaced with the following title: Transmission by facsimile or epost Connect
 - subsection 3 is deleted entirely and replaced with the following: bid transmitted by facsimile constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids.
 - Subsection 4, entitled epost Connect, is added and includes the following:
 - a. Unless specified otherwise in the solicitation, bids may be submitted by epost Connect service (https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_sen_d_a).
 - b. To submit a bid using epost Connect service the Bidder must send an email that includes the solicitation number to PWGSC Bid Receiving Unit in Headquarters (TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca) requesting to open an epost Connect conversation at least six business days prior to bid closing date. Bid Receiving Unit will then initiate an epost Connect conversation which will allow the Bidder to transmit its bid afterward at any time prior to the bid closing date and time. Requests received after that time may not be answered.

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- c. The solicitation number must be identified in the Message field of all electronic transfers.
 - d. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a Bidder not have a Canadian address, they may use the Bid Receiving Unit address specified on page 1 of the bid solicitation in order to register for the epost Connect service.
 - e. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - i. receipt of a garbled or incomplete bid;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or
 - viii. inability to create an electronic conversation through the epost Connect service.
 - f. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids.

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit or through the epost Connect service provided by Canada Post Corporation by the date and time indicated on page 1 of the bid solicitation. Bidders should consult section 08 of Standard Instructions 2003, as detailed in the above article entitled Standard Instructions, Clauses and Conditions.

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

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

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

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2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (one [1] electronic copy using ePost Connect OR one [1] paper copy)
- Section II: Financial Bid (one [1] electronic copy using ePost Connect OR one [1] paper copy)
- Section III: Certifications (one [1] electronic copy using ePost Connect OR one [1] paper copy)
- Section IV: Additional Information (one [1] electronic copy using ePost Connect OR one [1] paper copy)

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

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

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

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

- 3.1.1** Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in the Annex "B" Basis of Payment.

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

Section III: Certifications

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

Section IV: Additional Information Precedent to Contract Award

3.1.3 List of names - Integrity verification form (Excerpt from the Government of Canada's Integrity Regime site)

Requirements Section 17 of the Ineligibility and Suspension Policy requires suppliers, regardless of their status under the policy, to submit a list of names with their bid or offer. The list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a
- Complete list of the names of all current directors
- Privately owned corporations must provide a list of the owners' names
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners
- Suppliers that are a partnership do not need to provide a list of names
- Suppliers may use this form to provide the list of names with their bid or offer submission

Link to on-line form: <http://www.tpsgc-pwgsc.gc.ca/ci-if/ln-form-eng.html>

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Definitions for the purposes of the mandatory technical criteria.

External client(s): means clients exterior to the Bidder's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Bidder.

Internal client(s): means clients within the Bidder's own legal entity (or joint venture partnership) and includes the parent, subsidiaries and other affiliates of the Bidder.

Large envelopes: means envelopes measuring 9" X 12" or larger

4.1.1.1. Mandatory Technical Criteria

M.1 CORPORATE EXPERIENCE

M.1.1: The Bidder must demonstrate that it has been contractually bound to an external* client (outside of the Bidder's own company) to provide printing and fabrication of a minimum quantity of 150,000 large envelopes*, produced and delivered to the destination address or addresses specified by the Client.

M.1.1.a The Bidder must provide the quantity of envelopes provided by the Bidder.

M.1.1.b The Bidder must provide a description of the envelopes provided by the Bidder including the finished size.

M.1.1.c The Bidder must provide a description of the printing requirements of the envelopes.

M.1.1.d The Bidder must provide the Client Information for the Contract.

M.1.2: The Contract identified for M.1.1 must have been started or completed on or after February 1, 2013.

M.1.2.a The Bidder must provide the start or completion date of the Contract.

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

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

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4.1.2 Financial Evaluation

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

The sum of the lot prices will determine the evaluated price.

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

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5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

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

6.2 Standard Clauses and Conditions

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

6.2.1 General Conditions

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

6.3 Security Requirements

6.3.1 There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 23, 2018 inclusive.

6.4.2 Delivery Date

All the deliverables must be received on or before March 9, 2018.

6.4.3 Delivery Points

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

6.5 Authorities

6.5.1 Contracting Authority (or designated representative)

The Contracting Authority for the Contract is:

Name: Caroline Goyer-Desrosiers
Title: Supply Officer Trainee
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Communication Procurement Directorate
Address: 360 Albert, 12th floor, Ottawa, Ontario, K1R 7X7
Telephone: 613-998-1960
Facsimile: 613-991-5870
E-mail address: Caroline.Goyer-Desrosiers@tpsgc-pwgsc.gc.ca

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

6.5.2 Project /Technical Authority

The Project/Technical Authority is a representative from the client department whose name will be specified on Contract award.

Name:	
Title:	
Organization:	
Address:	

Telephone:	
Facsimile:	
E-mail address:	

In its absence, the Project/Technical Authority is:

Name:	
Title:	
Organization:	
Address:	

Telephone:	
Facsimile:	
E-mail address:	

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

6.5.3 Invoice Authority

The Invoice Authority for the Contract is: (provided in the Contract)

6.5.4 Contractor's Representative (to be filled out)

Account/Project Manager		Back up and delivery follow up	
Name:		Name:	
Title:		Title:	
Telephone no.:		Telephone no.:	
Facsimile no.:		Facsimile no.:	
E-mail address:		E-mail address:	

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 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 prices as specified in Annex "B" for a cost of \$ _____. 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.

6.7.2 Payment

SACC Manual clause H1001C (2008-05-12) Multiple Payments
SACC Manual clause A9117C (2007-11-30) T1204 – Direct Request by Customer Department

6.7.3 Electronic Payment of Invoices – Contract

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

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

6.8 Invoicing Instructions

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

6.8.1 Invoices must be submitted on the Contractor's own invoice form and must be prepared to show:

- The date;
- Name and address of the client department;
- Form Number, NSN: stock number (NSN), deliverable and/or description of work;
- Contract serial number and financial codes;
- The amount invoiced (exclusive of the Goods and Services Tax (GST) or Harmonized Sales tax (HST) as appropriate) and the amount of GST or HST, as appropriate shown separately;
- Invoices must include a breakdown of the total cost (unit price for each item and quantities of each item produced - exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST) as appropriate) and the amount of GST or HST, as appropriate, shown separately.
- The number of units and the sum indicated on the invoice should match the numbers on the packing note.

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6.8.2 Invoices must be distributed as follows:

(a) The original must be forwarded to the consignees for certification and payment:

Department of National Defence	Item Description	Quantity	Invoicing Address
Montreal	ENVELOPE-DO NOT CRUSH CF316 (08-85) / N7530-21-8998342 Box of 100 envelopes	2,000 BX	Ministère de la défense nationale 25 DAFC Montreal / Magasin P.O. Box 4000, Succ K Montreal, QC H1N 3R9 Attn: <u>INVOICES SECTION W1941</u>
Edmonton	ENVELOPE-DO NOT CRUSH CF316 (08-85) / N7530-21-8998342 Box of 100 envelopes	1,000 BX	NATIONAL DEFENCE 7 CF Supply Depot STN Forces P.O. Box 10500 Edmonton, AB T5J 4J5 Attn: <u>INVOICE SECTION W2481</u>

(b) One (1) copy must be forwarded to:

Public Works and Government Services Canada
Communication Procurement Directorate
Constitution Square Building
360 Albert street, 12th Floor
Ottawa, Ontario. K1A 0S5
Attn: TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca
and
Caroline.Goyer-Desrosiers@tpsgc-pwgsc.gc.ca

(c) One (1) copy must be forwarded to:

National Defence Headquarters, DGLEPM
Attn: Danielle.Nolin@forces.gc.ca

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.9.2 SACC Manual Clauses

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2030 (2016-04-04), Higher Complexity - Goods;
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) the Contractor's bid dated _____, (insert date of bid).

6.12 Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16) Defence Contract

6.13 Insurance

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

6.14 Inspection and Acceptance

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

6.15 SACC Manual Clauses

SACC Reference	Section	Date
P1005C	Packaging and Packing of Printed Products	2010-01-11
P1009C	Author's Alterations	2007-11-30
P1012C	Quality Levels for Envelopes	2010-01-11

ANNEX "A"

STATEMENT OF WORK

A.1 TITLE:

ENVELOPES WITH CHIPBOARD INSERT
"DO NOT CRUSH"
Form # CF316 (08-85) / NSN: N7530-21-8998342

A.2 DESCRIPTION:

The Department of National Defence (DND) requires the printing, fabrication to final format, and delivery of 3,000 boxes (300,000 envelopes) + 10 samples of CF316 envelopes with chipboard insert.

The Contractor must print, fabricate, and deliver 3,000 boxes (300,000 envelopes) of the CF316 envelopes with chipboard insert, (100 envelopes per box) to the Department of National Defence. A quantity of 2,000 boxes of envelopes with chipboard insert must be delivered to Montréal and a quantity 1,000 boxes of envelopes with chipboard insert must be delivered to Edmonton.

A.3 PRINT QUALITY :

Informational, to be in accordance with the Public Works and Government Services Canada publication entitled "Quality Levels for Envelopes" (P1012C), latest issue.

A.4 QUANTITIES:

- 2,000 boxes (200,000 envelopes) of the CF316 envelopes with chipboard insert to Montreal, and
- 1,000 boxes (100,000 envelopes) of the CF316 envelopes with chipboard insert to Edmonton, and
- 10 samples of the CF316 envelopes with chipboard insert to Ottawa

A.5 OVERRUN / UNDERRUN

No overrun and no underrun will be accepted.

A.6 SPECIFICATIONS

1) Envelopes

STOCK: 24lb (48M) Natural Kraft, FSC

INK / COLORS: Front: Black
Back: Black
Flap: Black
Text on Face, Back and Flap differ.
No bleeds

SIZE : 9" tall x 12" wide

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FLAP: Manufacturer standard 1-1/2" flap, with split or full glue, along 9" right side edge.
THE FLAP MUST NOT BE FOLDED DOWN.

INSERT: Insert Chipboard into each envelope.

In each envelope, the Contractor must insert a piece of chipboard (8-1/2" x 11").
The chipboard insert must be .080" caliper.

2) Chipboard insert

STOCK: Chipboard .080" caliper. Chipboard must be rigid and not less than 3/32" in thickness.

SIZE: 8-1/2" x 11"

INK / COLORS: Blank/not printed

3) Forms Handling: Handwritten, typewritten or labelled

A.7 MATERIAL SUPPLIED

PDF files.

The Contractor must allow time in their estimate for the verification of the files on the supplied media. The Contractor must contact the Contracting officer immediately if the media varies from the description of the Materiel supplied as stated in the specifications.

A.7.1 Sample:

Upon contract award, the Contracting Authority will mail a sample for construction to the Contractor.

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A.8 PROOFS

The Contractor is responsible for the shipping/collection of proofs to the Proofs address identified in the contract.

The Contractor must provide two (2) sets of blueprints or low resolution digital proofs. Proofs must be trimmed to size and folded to final size with the tab indicated. Proofs must be accounted for within the schedule.

Proofs must be shipped as follows:

Ship proofs to :
Courier Handling Facility,
2303 Stevenage Drive
Ottawa, ON K1G 3W1

Address to:
DKIM / Forms Management
NDHQ Carling Campus
60 Moodie Dr. (Bldg 6N – C06.36)
Ottawa, ON K1A 0K2
Attn: (to be completed at contract award)
Attn: (to be completed at contract award)

The Contractor must allow Forms Management five (5) working days to approve/reject the proofs.

A.8.1 CORRECTIONS TO PROOFS RESULTING FROM CONTRACTOR ERROR

When corrections are required, the Contractor must provide a complete set of corrected proofs to the DND Project/Technical Authority for approval in accordance with the schedule. The final delivery date at destination will not be changed.

A.9 SAMPLES (PRIOR TO DELIVERY)

- a. The Contractor must provide the Technical Authority with ten (10) finished envelopes (printed and produced to final format), The samples must be provided at no additional cost to Canada, prior to delivery.

The ten (10) Samples must be shipped to the following address:

Courier Handling Facility,
2303 Stevenage Drive
Ottawa, ON K1G 3W1

Address to:

DKIM / Forms Management
NDHQ Carling Campus
60 Moodie Dr. (Bldg 6N – C06.36)
Ottawa, ON K1A 0K2
Attn: (to be completed at contract award)

- b. The Contractor must provide the Project/Technical Authority ten (10) working days to authorize shipment of the items.
- c. The Contractor will be advised by the Project/Technical Authority, or designated representative, whether the goods are approved for shipment to Depots.

THE CONTRACTOR MUST NOT SHIP UNTIL APPROVAL IS RECEIVED FROM FORMS MANAGEMENT.

A.10 PACKAGING SPECIFICATIONS

A.10.1 Packaging

The envelopes with chipboard insert must be packaged in boxes of 100 envelopes per box. **The flap of the envelopes must not be folded down.** Each box, carton, or package must be clearly labeled showing in block letters at one end, the name of the Contractor, the item title, as well as a description and the form number of the product, the quantity in each carton, the stock number and the contract number.

All cartons should be identically packaged and completely filled, i.e. (they should all have the same quantity and item in each carton). The cartons must be sturdy and capable of withstanding the heavy contents (up to a maximum of 25 lbs.) as well as able to sustain considerable handling.

A.10.2 Labelling

The Contractor is responsible for addressing any items being delivered according to the delivery address supplied, including output and application of any required labels.

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A.10.3 Packaging of Items

For all shipments exceeding 0.566m³ or 15.88 kg (20 ft³ or 35 lbs), except for those shipped by courier, the following shall apply:

- a. The Contractor shall strap, and if necessary wrap, shipments on standard 1.22 m x 1.02 m (48" by 40") wood pallets. The four-way forklift entry pallet shall be supplied at no charge to the Department of National Defence. Total height, including pallet, shall not exceed 1.19 m (47"). The pallet load shall not extend further than 2.54 m (1") from any edge of the pallet.
- b. The Contractor shall group items by stock number (on the same pallet) within consolidated shipments. Pallet loads composed of more than one stock number shall be marked as MIXED ITEMS.
- c. Individual items exceeding 1.22 m (48") in length or 453.6 kg (1000 lbs) shall be secured to larger pallets or shall have 10.16 cm x 10.16 cm (4" by 4") skids securely fastened to the bottom of the item.
- d. Skids shall be separated by a minimum of 71.12 cm (28").

Any exception shall require the prior approval of the Project/Technical Authority.

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A.11 DELIVERY INSTRUCTIONS

A.11.1 SCHEDULE / DELIVERY:

- 2,000 boxes (200,000 envelopes) of the CF316 envelopes with chipboard insert to Montreal on or before March 9, 2018, and
- 1,000 boxes (100,000 envelopes) of the CF316 envelopes with chipboard insert to Edmonton on or before March 9, 2018.

A.11.2 - MONTREAL DELIVERY

2,000 boxes (200,000 envelopes) of the CF316 envelopes with chipboard insert to Montreal:

Delivery appointment must be made, prior to delivery. For delivery appointments, contact:

W1941
25 CFSD Montreal Receipts Section
Telephone: 514-252-2777 x 2363
Fascimile: 514-252-2122

Deliver to :
25 CFSD Receipts
Section CFB Montreal
6363 Notre Dame Est
Montreal QC H1N 2E9

A.11.3 - EDMONTON DELIVERY

1,000 boxes (100,000 envelopes) of the CF316 envelopes with chipboard insert to Edmonton

Delivery appointment must be made, prior to delivery. For delivery appointments, contact :

W2481
7 CFSD Receipts Section
Telephone: 780-973-4011 x 4524
Fascimile: 780-973-4054

Deliver to :
7 CFSD – Receipts and Issues Section
CFB Edmonton
195 Ave & 82 St. - Bldg 236
Edmonton, AB T5J 4J5

A.12 COMPONENTS

All original material supplied (artwork, electronic media) or created during production (negatives, separations, proofs) for any printing requirement is deemed to be property of Canada and must be returned at no cost with ten (10) samples of the printed product after completion of the work. The Contractor is responsible for the delivery of components to the designated location which may differ from the delivery address or destination(s).

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A13. QUALITY ASSURANCE

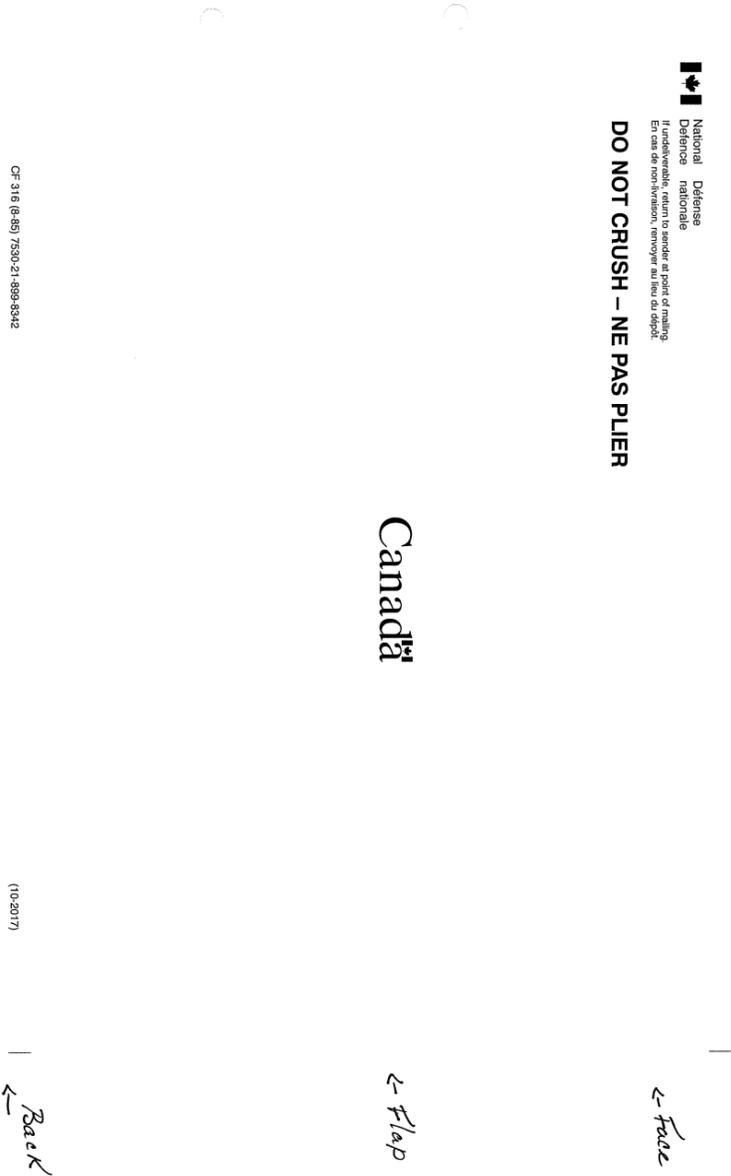
Quality Assurance by Contractor: The Contractor must perform all necessary quality assurance procedures to ensure the product meets the specified quality levels and specifications of this Annex A Statement of Work.

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APPENDIX 1 TO ANNEX "A"
VISUALS OF ENVELOPES CF316



ANNEX “B”

BASIS OF PAYMENT

Bidders must provide pricing in the format specified, for each component identified in this ANNEX “B”, Basis of Payment. Failure to price one of the components in the format specified will render the proposal non-responsive.

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

TRAVEL AND LIVING EXPENSES

The Crown will **not** accept any travel and living expenses incurred by any Contractor to satisfy the terms of any resulting contract.

All payments are subject to government audit.

B.1: Basis of Payment

The Bidder must submit firm all-inclusive prices for the printing and production to final format of Envelopes with chipboard insert CF316 as described in the Annex “A” Statement of Work. The firm all-inclusive prices must include all materials and activities, setup charges, creation of production copies, printing and finishing operations, to produce the CF316 Envelopes with chipboard insert to final format, ready the items for shipping and transportation charges to the destination addresses specified in the Annex “A” Statement of Work. All prices must be FOB Destination*, in Canadian funds, duty and excise taxes included, any and all applicable taxes extra. **Freight included.**

*Lot = Total quantity

B.1.1 Montreal, QC

ENVELOPES WITH CHIPBOARD INSERT
Title: DO NOT CRUSH
Form # CF316 (08-85)
NSN: N7530-21-8998342
Quantities : 2,000 boxes

Firm all-inclusive price per box of 100 envelopes with chipboard insert	B.1.1 Firm all-inclusive lot* price for 2,000 boxes (total of 200,000 envelopes with chipboard insert)
\$ _____/box	\$ _____/lot

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B.1.2 Edmonton, AB

ENVELOPES WITH CHIPBOARD INSERT

Title: DO NOT CRUSH

Form # CF316 (08-85)

NSN: N7530-21-8998342

Quantities : 1,000 boxes

Firm all-inclusive price per box of 100 envelopes with chipboard insert	B.1.2 Firm all-inclusive lot* price for 1,000 boxes (total of 100,000 envelopes with chipboard insert)
\$_____/box	\$_____/lot

B.1.3 NCR (Ottawa, ON)

10 samples @ No Charge.

B.2 EVALUATED PRICE

Firm all-inclusive lot* price (B.1.1 + B.1.2) = \$ _____

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ANNEX "C" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

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ANNEX "D"

EVALUATION GRID

REQUEST FOR PROPOSAL: W8486-184689/A

**TITLE: CF316 Envelopes
DO NOT CRUSH**

BIDDER:

EVALUATION SUMMARY		
MANDATORY REQUIREMENTS	MET	NOT MET

MANDATORY CRITERIA

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

The following definitions apply for the purposes of the Mandatory Criterion M.1.

Mandatory Technical Criteria

Definitions for the purposes of the mandatory technical criteria.

External client(s): means clients exterior to the Bidder's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Bidder.

Internal client(s): means clients within the Bidder's own legal entity (or joint venture partnership) and includes the parent, subsidiaries and other affiliates of the Bidder.

Large envelopes: means envelopes measuring 9" X 12" or larger

M.1 CORPORATE EXPERIENCE

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

M.1.1 Evaluation criteria	Met	Not Met
M.1.1: The Bidder must demonstrate that it has been contractually bound to an external* client (outside of the Bidder's own company) to provide printing and fabrication of a minimum quantity of 150,000 large envelopes*, produced and delivered to the destination address or addresses specified by the Client.		
M.1.1.a The Bidder must provide the quantity of envelopes provided by the Bidder.	Met	Not Met
Contract 1		
M.1.1.b The Bidder must provide a description of the envelopes provided by the Bidder including the finished size.	Met	Not Met
Contract 1		
M.1.1.c The Bidder must provide a description of the printing requirements of the envelopes.	Met	Not Met
Contract 1		
M.1.1.d The Bidder must provide the Client Information for the Contract.	Met	Not Met
Contract 1		
M.1.2 Evaluation criteria		
M.1.2: The Contract identified for M.1.1 must have been started or completed on or after February 1, 2013.	Met	Not Met
Contract 1		
M.1.2.a The Bidder must provide the start or completion date of the Contract.	Met	Not Met
Contract 1		
Comments		

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