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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

1.2 Summary

- 1.2.1 CANADA Border Services Agency (CBSA) has a requirement for a Regional Individual Standing Offer (RISO) for the supply of Evidence bags as detailed herein. This requirement is for an initial period of one (1) year from the effective date of the Standing Offer with an option to extend the offer by two (2) additional periods of one (1) year.
- 1.2.2 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canadian Free Trade Agreement (CFTA) and Canada-European Union Comprehensive Economic and Trade Agreement (CETA).

1.3 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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: Sixty (60) days
Insert: Ninety (90) 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.

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority 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.

2.4 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in 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 (one (1) hard copy)
- Section II: Financial Offer (one (1) hard copy)
- Section III: Certifications (one (1) hard copy)
- Section IV: Additional Information (one (1) hard 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>). 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.

3.1.1 Samples

The Offeror must provide three (3) samples of the R634, R635 and R636 with their Bid. The samples submitted by the Offeror will remain the property of Canada and will not be considered as part of the deliverables in any resulting call-up against the Standing Offer. If the sample does not meet the requirements of the Request for Standing Offer or the Offeror fails to comply with the request of the Standing Offer Authority, the offer will be declared non-responsive.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Basis of Payment detailed in Part 6B and in Annex B - Pricing.

3.1.2 Electronic Payment of Invoices - Offer

Canada requests that Offerors complete option 1 or 2 below:

-
1. () Electronic Payment Instruments will be accepted for payment of invoices. The following Electronic Payment Instrument(s) are accepted:
- () 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)
2. () Electronic Payment Instruments will not be accepted for payment of invoices.

The Offeror is not obligated to accept payment by Electronic Payment Instruments. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.3 Exchange Rate Fluctuation

SACC Reference	Title	Date
C3011T	Exchange Rate Fluctuation	2013-11-06

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

Section IV: Additional Information

Canada requests that the Offerors provide the following information:

3.1.4 Delivery

While Delivery of the items is requested within thirty (30) calendar days from receipt of a call-up against the Standing Offer, the best delivery that could be offered, which should not exceed forty-five (45) calendar days, is as follows:

Delivery within _____ calendar days from receipt of a call-up against the Standing Offer.

3.1.5 Offerors Representatives

Canada requests that Offerors provide information for the contact person responsible for:

General enquiries

Name: _____
Telephone No. _____
Facsimile No. _____
E-mail address: _____

Delivery follow-up

Name: _____
Telephone No. _____
Facsimile No. _____
E-mail address: _____

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Evaluation Criteria - Products Conformance Certification

Bidders must complete the Products Conformance Certification in Part 5.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Evaluation Criteria

Offerors must submit firm unit prices for all items for the initial period and the extended period. The price of the offer must be in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, Canadian Custom Duties and Excise Taxes included where applicable and Applicable Taxes extra.

4.1.2.2 Aggregate Evaluated Price

For each item, all firm prices for all quantity ranges for all years will be averaged and the average price will be multiplied by the estimated usage per year to determine a total price per item. The sum of all total prices per item will determine the aggregate evaluated price of the offer.

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical and financial evaluation criteria to be declared responsive. The responsive offer with the lowest aggregate evaluated price will be recommended for issuance of a standing offer.

Only one (1) offer will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Offer

5.1.2.1 Product Conformance

The Offeror certifies that all goods proposed conform, and will continue to conform throughout the duration of the standing offer, to the requirement detailed in Annex A – Requirement.

Offeror's authorized representative signature

Date

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the Employment and Social Development Canada-Labour's website

(http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

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

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 General Environmental Criteria Certification

The Offeror must select and complete one of the following two certification statements.

(a) The Offeror certifies that the Offeror is registered or meets ISO 14001.

Offeror's Authorized Representative Signature

Date

Or,

(b) The Offeror certifies that the Offeror meets and will continue to meet throughout the duration of the SO, a minimum of four (4) out of six (6) criteria identified in the table below.

The Offeror must indicate which four (4) criteria, as a minimum, are met.

Green Practices within the Offerors' organization	Insert a checkmark for each criterion that is met
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

Offeror's Authorized Representative Signature

Date

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

The Offeror offers to fulfill the requirement in accordance with Annex A - Requirements.

6.2 Security Requirements

There is no security requirement applicable to the 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.

Clause 2005 04, Offer is amended as follows:

Delete: In its entirety.

Insert:

1. The Offeror offers to provide and deliver to Canada the goods or services or combination of goods and services described in the Standing Offer, in accordance with the pricing set out in the Standing Offer if and when Identified Users listed in the Standing Offer may request those goods or services or combination of goods and services, in accordance with the conditions listed at subsection 2 below.
2. The Offeror understands and agrees that:
 - a. a call-up against the Standing Offer will form a contract only when those goods or services or combination of goods and services have been requested, provided that the Call-ups is made in accordance with the provisions of the Standing Offer;
 - b. Canada's liability is limited to that which arises from Call-ups against the Standing Offer made within the period specified in the Standing Offer;
 - c. Canada may require that the purchase of goods or services or combination of goods and services listed in the Standing Offer be made using an electronic purchasing tool. Unless otherwise specified in the Standing Offer, Canada will provide the Offeror at least three calendar months' notice before imposing this requirement;
 - d. the Standing Offer cannot be assigned or transferred in whole or in part;
 - e. the Standing Offer may be set aside by Canada at any time.

Clause 2005 05, call-ups is amended as follows:

Delete: In its entirety.

Insert:

If applicable, Identified Users will use the form included in the Standing Offer to order goods or services or combination of goods and services. Requests for goods or services or combination of goods and services may also be initiated through telephone calls, facsimiles, emails, etc. or by using Canada acquisition cards (Visa or MasterCard).

Call-ups ordered and paid for with Canada acquisition cards (Visa and MasterCard), including Call-ups made by telephone calls must be confirmed in writing through emails, facsimiles or other means, and must be in accordance with the terms and conditions and at the prices stipulated in the Standing Offer.

6.3.2 Periodic Usage Reports - Standing Offer

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 an electronic format (MS Excel) in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated in the report. 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:

First quarter: April 1 to June 30;

Second quarter: July 1 to September 30;

Third quarter: October 1 to December 31;

Fourth quarter: January 1 to March 31.

The reporting requirements includes, but is not limited to, the following information:

- a) Standing Offer Number;
- b) Standing Offer Title and Description;
- c) Call-up number
- d) Invoice date and number
- e) Location of delivery
- f) Reporting Period (Quarter and Per Fiscal Year);
- g) Total Number of Orders and associated value (applicable taxes included) for the Reporting Period (Quarter);
- h) Total Number of Orders and associated value (applicable taxes included) (Per Fiscal Year);
- i) Total Number of Orders and associated value (applicable taxes included) (For the duration of the Standing Offer)
- j) Item number and description;
- k) Total quantity of each Item ordered (Per Quarter, Per Fiscal Year and for the Duration of the Standing Offer).

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

6.3.3 Standing Offers - Final Report

On completion or termination of the Regional Individual Standing Offer (RISO), the Offeror must produce a detailed final report with all cumulative data of the call-ups. Data must also include all purchases paid for by a Government of Canada Acquisition Card.

The final report must be completed and forwarded electronically to the Standing Offer Authority, no later than thirty (30) calendar days after the end of the completion or the set-aside of the Standing Offer.

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 the effective date to **to be inserted by PWGSC.**

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 two (2) additional period of one (1) year, under the same conditions and at the 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 thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.4.3 Delivery Point

Delivery of the requirement will be made to the following delivery point:

CBSA Warehouse
2215 Gladwin Crescent
Entrance C
Ottawa, Ontario
K1B 4B9

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Kevin Reynolds
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Industrial Vehicles, Machinery Products and Logistics Division – HS
Place du Portage, Phase III, 7B1
11 Laurier Street, Gatineau, QC K1A 0S5
Telephone: 873-469-3390
E-mail address: kevin.reynolds@pwgsc.gc.ca

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

6.5.2 Procurement Authority

The Procurement Authority for the Standing Offer is:

Name: **To be inserted by PWGSC**

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-____

E-mail address: _____

The Procurement 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.

6.5.3 Technical Authority

The Technical Authority for the Standing Offer is:

Name: **To be inserted by PWGSC**

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - ____

E-mail address: _____

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

6.5.4 Offeror's Representative

General enquiries

Name: **To be inserted by PWGSC**

Telephone No.: _____

Facsimile No.: _____

E-mail address: _____

Delivery follow-up

Name: **To be inserted by PWGSC**

Telephone No.: _____

Facsimile No.: _____

E-mail address: _____

6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: **to be inserted by PWGSC.**

6.7 Call-up Instrument

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

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

3. 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.

6.8 Limitation of Call-ups

For Identified Users, Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes included).

Requirement exceeding \$40,000.00 (Applicable Taxes included) must be submitted to PWGSC Standing Offer Authority.

6.9 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 2010A (2016-04-04)
- (e) Annex A – Statement of Work;
- (f) Annex B - Pricing;
- (g) the Offeror's offer dated **(to be inserted by PWGSC)** as amended on **(to be inserted by PWGSC)**

6.10 Certifications and Additional Information

6.10.1 Compliance

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

6.11 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.

6.12 Meeting after Issuance of Standing Offer

Within ten (10) calendar days from the effective date of the Standing Offer, the Offeror must contact the Standing Offer Authority to determine if a meeting is required after the issuance of the Standing Offer. A meeting will be convened at Canada's discretion to review the procedures for making call-ups, the technical and contractual requirements. The Offeror must prepare and distribute the minutes of the meeting within five (5) calendar days after the meeting has been held. The meeting will be held at the Offeror's facilities, at a federal government department facility or via teleconference, at Canada's discretion, at no additional cost to Canada, with representatives of the Contractor, the Department of National Defence, Public Works and Government Services Canada and other federal government departments as required.

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 Requirement

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

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

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

Section 16, Interest on Overdue Accounts, of 2010A (2016-04-04), General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

6.3 Term of Contract

6.3.1 Delivery Date

Delivery must be made within (to be inserted by PWGSC) calendar days from receipt of a call-up against the Standing Offer.

6.4 Payment

6.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B – Pricing, for all items, in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, including Canadian customs duties and excise taxes where applicable and, Applicable Taxes extra.

6.4.2 SACC Manual Clauses

SACC Reference	Title	Date
C6000C	Limitation of Price	2011-05-11
H1001C	Multiple Payments	2008-05-12

6.4.3 Electronic Payment of Invoices – Call-up

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

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

6.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. The Contractor is requested to provide invoices in electronic format unless otherwise specified by the Identified User, thereby reducing printed material.
3. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded or emailed to the consignee, or as indicated on the call-up against the Standing Offer, for certification and payment.

- b. One (1) copy must be forwarded or e-mailed to the address below:
To be inserted by PWGSC

6.6 SACC Manual Clauses

SACC Reference	Title	Date
B7500C	Excess Goods	2006-06-16
D2001C	Labelling	2007-11-30
D2025C	Wood Packaging Materials	2013-11-06
G1005C	Insurance	2008-05-12

ANNEX A – Statement of Work

(see attached)

ANNEX B - PRICING

Offerors must submit firm unit prices for all items, for the initial and the extended periods in accordance with the Basis of Payment described at Part 6B, section 6.4.1.

Initial Period

The initial period year 1 of the Standing Offer is the period from the date of the Standing Offer to **(to be inserted by PWGSC)** inclusive.

Extended Period for year 1

The extended period (year 1) of the Standing Offer is the period from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)** inclusive.

Extended Period for year 2

The extended period (year 2) of the Standing Offer is the period from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)** inclusive.

Estimated Usage per Year

Item #	Quantity/year
1	78,000 bags
2	35,000 bags
3	40,000 bags

The estimated usage per year specified are only an approximation of requirements given in good faith for evaluation purposes only and do not represent Canada's actual requirement.

Annex B - Pricing

Item #	Item description	Thickness	Quantity Ranges (bags)	Initial Period Year 1 Firm Unit Price	Extended Period for year 1 Firm Unit Price	Extended Period for year 2 Firm Unit Price
1	R635 (Small Bag)	4.25 Mil	5,000 – 10,000	\$	\$	\$
			10,100 – 15,000	\$	\$	\$
			15,100 – 20,000	\$	\$	\$
			20,100 – 25,000	\$	\$	\$
2	R636 (Medium Bag)	4.25 Mil	5,000 – 10,000	\$	\$	\$
			10,100 – 15,000	\$	\$	\$
			15,100 – 20,000	\$	\$	\$
			20,100 – 25,000	\$	\$	\$
3	R634 (Large Bag)	4.25 Mil	5,000 – 10,000	\$	\$	\$
			10,100 – 15,000	\$	\$	\$
			15,100 – 20,000	\$	\$	\$
			20,100 – 25,000	\$	\$	\$

STATEMENT OF WORK

Tamper Proof Evidence Bags

OBJECTIVE:

Canada Border Services Agency (CBSA) has a requirement for supply of Evidence bags on an as and when required basis for delivery to Ottawa, Ontario.

BACKGROUND:

CBSA uses tamper proof evidence bags for the collection, storage and shipment of evidence while respecting the chain-of-custody by recording the movement of the exhibit.

Film – A clear polyethylene 4.25 mil.

Tape and Bag Marking – Each bag shall have artwork (PDF), to be provided at the time of contract award. Additional information on the tape and bag markings can be found under “Bag sizes and description”

BAG SIZES AND DESCRIPTION

R634 – Large bag

Material No.: 20006634

Description:

Solid white matte finish background on outside front of bag 7 ½" wide x 8 ¾" high overprinted by black text (ink), to the scale of supplied sample. (Matte finish to be of excellent quality to permit smudge free, and fade proof writing). The bag or the material specified shall be securely heat sealed ¼" in width, on each side (left and right).

Total width and height of the Bag (including the heat sealed edges):

19 ⅛" wide x 24 ¼" high at front and 22" high at back.

Total width and height of the Bag (does not include heat sealed edges):

18 ⅝" wide x 24 ¼" high at front and 22" high at back.

Construction – Tamperproof Evidence Bag shall be constructed of a clear polyethylene 4.25 mil. bag sealed on two sides, print on one side in two colours, no bleeds, complete with self-adhesive (Permanent extra glue) strip 1" high for the width of the bag starting at ¼" from top of the bag. The bag or the material specified shall be securely heat sealed, ¼" in width, on each sides. Closure feature with removable covering strip made from the same material as the bag. A PDF of the form printed on the plastic bag will be supplied.

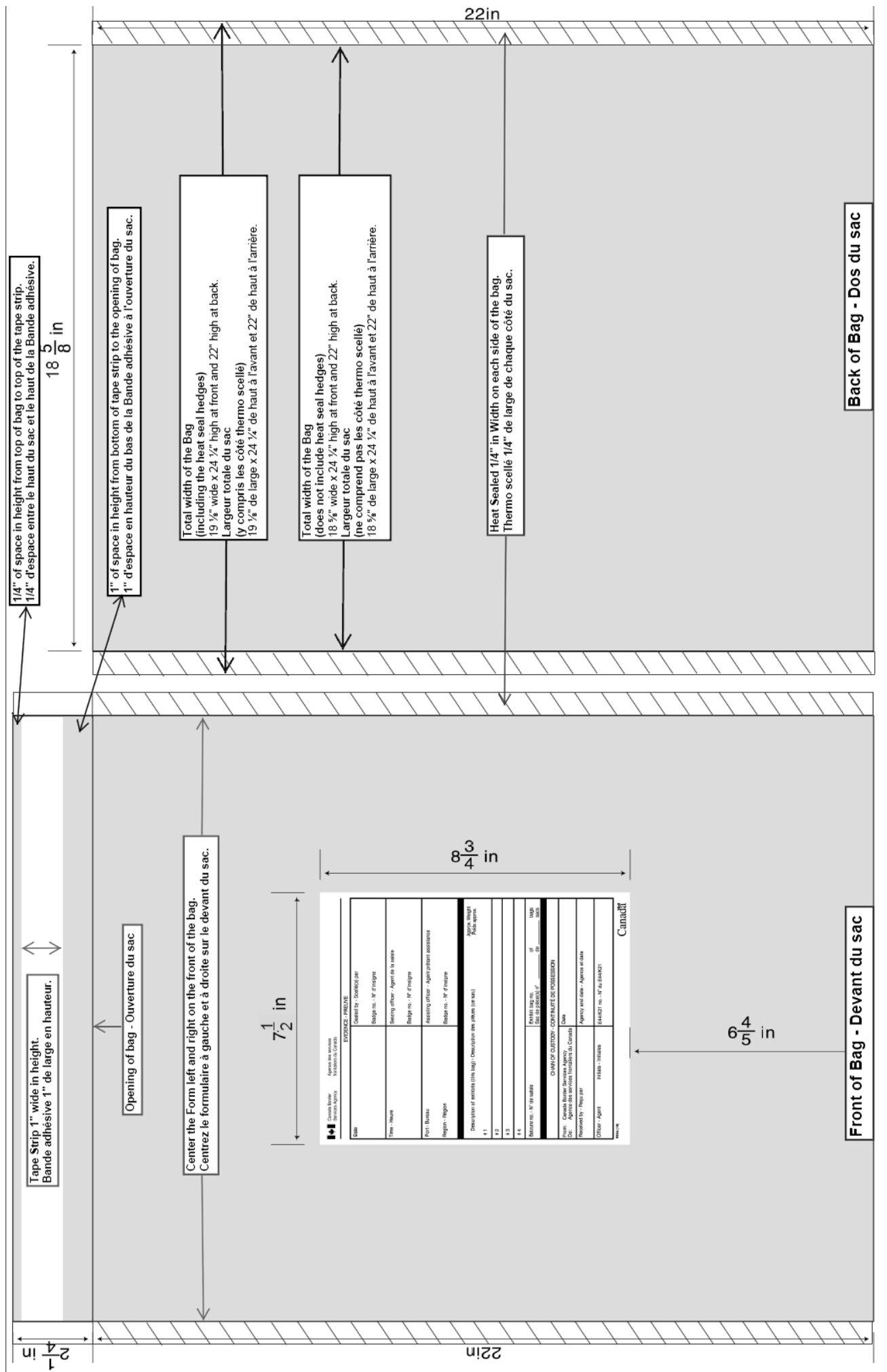
Tape – The tape shall be a self-adhesive (Permanent extra glue) strip 1" high for the width of the bag starting at ¼" from top of the bag. Closure feature with removable covering strip made from the same material as the bag.

Upon the sealing of the tape it has to be immediately permanently sealed.

Note: The adhesive-backed tape must be such that once the bag is sealed it cannot be opened, entered or have evidence removed from the bag without damage to either the plastic film of the bag or the tape.

Print Quality: Office

Artwork for R634 (Large Bag)



Description:

Solid white matte finish background on outside front of bag 5 $\frac{3}{8}$ " wide x 8 $\frac{1}{4}$ " high overprinted by black text (ink), to the scale of supplied sample. (Matte finish to be of excellent quality to permit smudge free, and fade proof writing). The bag or the material specified shall be securely heat sealed, $\frac{1}{4}$ " in width, on each side (left and right).

Total width and height of the Bag (including the heat sealed edges):

6" wide x 12 $\frac{1}{2}$ " high at front and 9 $\frac{1}{4}$ " high at back.

Total width and height of the Bag (does not include heat sealed edges):

5 $\frac{1}{2}$ " wide x 12 $\frac{1}{2}$ " high at front and 9 $\frac{1}{4}$ " high at back.

Construction – Tamperproof Evidence Bag shall be constructed of a clear polyethylene 4.25 mil. bag sealed on two sides, print on one side in two colours, no bleeds, complete with self-adhesive (Permanent extra glue) strip 1" high for the width of the bag starting at $\frac{1}{4}$ " from top of the bag. The bag or the material specified shall be securely heat sealed, $\frac{1}{4}$ " in width, on each sides. Closure feature with removable covering strip made from the same material as the bag. A PDF of the form printed on the plastic bag will be supplied.

Tape – The tape shall be a self-adhesive (Permanent extra glue) strip 1" high for the width of the bag starting at $\frac{1}{4}$ " from top of the bag. Closure feature with removable covering strip made from the same material as the bag.

Upon the sealing of the tape it has to be immediately permanently sealed.

Note: The adhesive-backed tape must be such that once the bag is sealed it cannot be opened, entered or have evidence removed from the bag without damage to either the plastic film of the bag or the tape.

Print Quality: Office

Tape Strip 1" wide in height.
Bande adhésive 1" de large en hauteur.

Center the Form left and right on the front of the bag.
Centrez le formulaire à gauche et à droite sur le devant du sac.

Opening of bag - Ouverture du sac

Back of Bag - Dos du sac

Heat Sealed 1/4" in Width on each side of the bag.
Thermo scellé 1/4" de large de chaque côté du sac.

Total width of the Bag
 (does not include heat seal hedges):
 5 1/2" wide x 12 1/2" high at front and 9 1/4" high at back.
 Largeur totale du sac (ne comprend pas les côté thermo scellé):
 5 1/2" de large x 12 1/2" de haut à l'avant et 9 1/4" de haut à l'arrière.

Total width of the Bag
 (including the heat seal hedges):
 6" wide x 12 1/2" high at front and 9 1/4" high at back.
 Largeur totale du sac (y compris les côté thermo scellé):
 6" de large x 12 1/2" de haut à l'avant et 9 1/4" de haut à l'arrière.

1/4" of space in height from top of bag to top of the tape strip.
1/4" d'espace entre le haut du sac et le haut de la Bande adhésive.

2" of space in height from bottom of tape strip to the opening of bag.
2" d'espace en hauteur du bas de la Bande adhésive à l'ouverture du sac.

Agency des services frontaliers du Canada
 Date _____
 Time - Heure _____
 Port - Bureau _____
 Region - Région _____
 Sealed by - Scellé(s) par _____
 Badge no. - N° d'insigne _____
 Seizing officer - Agent de la saisie _____
 Badge no. - N° d'insigne _____
 Assisting officer - Agent prêtant assistance _____
 Badge no. - N° d'insigne _____

Description of exhibit (this bag) - Description des pièces (ce sac)
 # 1 _____
 # 2 _____
 # 3 _____
 # 4 _____

Exhibit bag no. / Sac de pièces) n° _____ of _____ bags / sacs
 Seizure no. - N° de saisie _____

CHAIN OF CUSTODY - CONTINUITE DE POSSESSION
 From: _____
 Received by - Reçu par _____
 Officer - Agent _____
 Agency and date - Agence et date _____

Front of Bag - Devant du sac

Back of Bag - Dos du sac

Description:

Solid white matte finish background on outside front of bag 7 ½" wide x 8 ¾" high overprinted by black text (ink), to the scale of supplied sample. (Matte finish to be of excellent quality to permit smudge free, and fade proof writing). The bag or the material specified shall be securely heat sealed ¼" in width, on each side (left and right).

Total width and height of the Bag (including the heat sealed edges):

10 ½" wide x 18" high at front and 16" high at back.

Total width and height of the Bag (does not include heat sealed edges):

10" wide x 18" high at front and 16" high at back.

Construction – Tamperproof Evidence Bag shall be constructed of a clear polyethylene 4.25 mil. bag sealed on two sides, print on one side in two colours, no bleeds, complete with self-adhesive (Permanent extra glue) strip 1" high for the width of the bag starting at ¼" from top of the bag. The bag or the material specified shall be securely heat sealed, ¼" in width, on both sides. Closure feature with removable covering strip made from the same material as the bag. A PDF of the form printed on the plastic bag will be supplied.

Tape – The tape shall be a self-adhesive (Permanent extra glue) strip 1" high for the width of the bag starting at ¼" from top of the bag. Closure feature with removable covering strip made from the same material as the bag.

Upon the sealing of the tape it has to be immediately permanently sealed.

Note: The adhesive-backed tape must be such that once the bag is sealed it cannot be opened, entered or have evidence removed from the bag without damage to either the plastic film of the bag or the tape.

Print Quality: Office

Tape Strip 1" wide in height.
Bande adhésive 1" de large en hauteur.

Opening of Bag - Ouverture du sac.

Center the Form left and right on the front of the bag.
Centrez le formulaire à gauche et à droite sur le devant du sac.

16 in

10 in

3/4" of space in height from bottom of tape strip to the opening of bag.
3/4" d'espace en hauteur du bas de la Bande adhésive à l'ouverture du sac.

Total width of the Bag (including the heat seal hedges)
10 1/2" wide x 18" high at front and 16" high at back.
Largeur totale du sac
(y compris les côtés thermo scellés)
10 1/2" de large x 18" de haut à l'avant et 16" de haut à l'arrière.

Total width of the Bag (does not include heat seal hedges)
10" wide x 18" high at front and 16" high at back.
Largeur totale du sac
(ne comprend pas les côtés thermo scellés)
10" de large x 18" de haut à l'avant et 16" de haut à l'arrière.

Heat Sealed 1/4" in Width on each side of the bag.
Thermo scellé 1/4" de large de chaque côté du sac.

1 7/2 in

8 3/4 in

Canada Border Services Agency
Agence des services frontaliers du Canada

EVIDENCE - PRELÈVE

Date	Sealed by - Scellé(s) par	
	Badge no. - N° d'insigne	
Time - Heure	Seizing officer - Agent de la saisie	
	Badge no. - N° d'insigne	
Port - Bureau	Assisting officer - Agent prêtant assistance	
Region - Région	Badge no. - N° d'insigne	

Description of exhibits (this bag) - Description des pièces (ce sac)

#1	
#2	
#3	
#4	

Seizure no. - N° de saisie _____ of _____ bags
Saisie no. - N° de saisie _____ of _____ sacs

Agency Weight
Poids approx.

CHAIN OF CUSTODY - CONTINUITE DE POSSESSION

From: Canada Border Services Agency (De: Agence des services frontaliers du Canada)	Date
Received by - Reçu par _____	Agency and date - Agence et date
Officer - Agent _____	E44M21 no. - N° du E44M21

Canada

TASKS:

Pre-press material cannot be altered in any way, and must be returned in the same condition it was received by the contractor.

PROOFS:

Upon receipt of the first call-up CBSA requires three (3) samples of each size of bag identified in the call-up, trimmed to exact size, with colour and screens indications clearly shown. The first call-up proofs are to be sent via courier to the attention of the Technical Authority.

Proofs must be submitted within ten (10) calendar days after receipt of call-up. These will be approved by the Technical authority with confirmation sent by e-mail.

PACKAGING:

Parcel in 100's then 500 per carton. Pack in new and uniform corrugated cartons with no filler material or void space. Boxes not to exceed 35 lbs. packing slip to accompany each individual shipment.

SKIDS:

Non-returnable skids will be used for delivery.
(See Annex "C")

MANDATORY:

The originator Technical Authority reserves the right to modify the artwork for each of the shipments.

BAR CODE

LABELLING: Boxes and skids must be labelled in both French and English as to "Quantity, Form Number & Revision, Date, Title, Material No. and Contract Number". Along with printed information on label (See Annex "B") there will also be a requirement for a "Bar Code" (see below).

Label information on skids must be clearly indicated on 4 sides.

Label information on boxes must be clearly indicated on end of box.

Labels to be printed in black ink on white paper.

Standard Bar Code 3 of 9, as defined in the AIM document USS-39 (USD-3) must be used (AIM is the Automatic Identification Manufacturers Inc.) The "Bar Code" will include information for a 10 digit "Contract number" and for an 8 digit "Material number" with no blank space in between.

Human readable print must always be below the Bar Code.

The average first read rate for Bar Code symbols must be 95% (i.e. only 5 in 100 will require more than 1 scan). The Bar Code symbol can be printed with carbon or non-carbon ink. The paper requirements for the actual label to ensure proper readability of the Bar Code are:

- 1) White stock with matte finish, black ink.
- 2) Stock must have smooth surface coating.
- 3) No recycled paper components.
- 4) Stock must be able to reflect 70% to 90% of the light from the illumination source back to the light detector.
- 5) Label must have permanent adhesive.

Description must be in both English and French.

SHIPPING:**CBSA OFFICES:**

See shipping addresses and quantities (Annex "A").

ADVANCE SHIPPING NOTIFICATION:

The contractor is responsible for making all arrangements with the warehouses/destinations to schedule a time on the date of delivery.

A 24 to 48 hours' notice prior to shipping material is required to be sent by Facsimile to the following contact information:

CBSA NFDC 8506

2215 Gladwin Cr, Entrance C

Ottawa, ON K1B 4B9

Attention: Receiving

Phone: (613) 941-6034

Fax: (613)941-6100

Email: CBSA-ASFC_FORMS-FORMULAIRES (FORMS-FORMULAIRES@cbsa-asfc.gc.ca)

Date of delivery must not be changed once an ASN is supplied to the warehouse.

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

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

The destination may refuse shipments when prior arrangements have not been made.

Transport company waybills must clearly indicate number of skids, of boxes and total quantity shipped.

Each destination of CBSA will require a 1 business day time frame, from receipt of printed documents, to complete inspection, for confirmation of quantity received and for acceptance of shipment.

Mandatory Criteria

Overview of Evidence Bags Construction		
#	Mandatory Criteria	Met Not Met
M1	<p>CORPORATE EXPERIENCE</p> <p>1. The Offeror must have the capability to produce in-house runs of at least 60,000 Evidences bags. No corporate experience gained through subcontractors will be accepted or reviewed.</p> <p>To demonstrate this corporate experience, the Offeror must provide the following information in a description of the contract:</p> <ul style="list-style-type: none"> i. Contract reference number; ii. A complete description of the printing and finishing requirements including the specifications of the Evidence bags supplied under the Contract. The description of the contract must demonstrate that the Offeror provide the printing of the Evidence bags; and iii. *The complete client contact information (name, phone number and email address). <p>* If the complete client contact information is not provided with the bid, the Offeror must provide it upon request and in the timeframe stated by the Contracting Authority.</p>	
M2	<p>SAMPLES</p> <p>As part of the technical evaluation, to confirm an Offeror's capability of meeting the technical requirements, three (3) samples of the R634, R635 and R636 must be submitted with the Bid.</p> <p>The Offeror must ensure that the required samples are manufactured in accordance with the Statement of Work (SOW) and are representative of the bid submitted. Rejection of the samples will result in the bid being declared non-responsive.</p> <p>The Offeror must deliver the required samples at no charge to Canada and must ensure that it is received with the bid at time and place of bid closing. Failure to submit the required samples at time of bid closing will result in the bid being declared non-responsive. The samples submitted by the Offeror will remain the property of Canada.</p> <p>The samples will be evaluated by the technical authority in accordance with the mandatory criteria listed in the Statement of Work (SOW).</p>	
M3	<p>The evidence bags must be constructed of a clear polyethylene measuring 4.25 mil.</p>	

	The film must be a two layer laminate using transparent nylon 6-6 film (19 micrometers thickness minimum) on the exterior with a low density polyethylene (76 micrometers thickness minimum) on the interior.	
M4	The evidence bags must have a secure heat seal edge measuring ¼" in width on each side, with bottom of bag folded.	
M5	The evidence bags must have a self-adhesive (permanent extra glue) strip measuring 1" high for the width of the bag starting at ¼" from top of the bag.	
M6	<p>The adhesive-backed tape must be such that once the bag is sealed in cannot be opened, entered or have evidence removed from the bag without damage either to the plastic film of the bag or tape.</p> <p>Upon the sealing of the tape it has to be immediately permanently sealed.</p>	
M7	The solid white rectangle must have a matte finish background overprinted by black text (ink) with no bleeds. Solid matte finish must permit smudge free and fade proof writing.	
M8	The evidence bags must include a solid white matte finish background on outside front of bag	

Large Evidence Bag Specification – R634 – Material Number 20006634		
#	Mandatory Criteria	Met Not Met
M9	<p>The size of the large evidence bag R634 (16) must be:</p> <p>Total width and height of the Bag (including the heat seal edges): 19 ½" wide x 24 ¼" high at front and 22" high at back.</p> <p>Total width and height of the Bag (does not include heat seal edges): 18 ⅝" wide x 24 ¼" high at front and 22" high at back.</p>	
M10	Solid white matte finish background on outside front of bag must measure 7 ½" wide x 8 ¾" high.	

Small Evidence Bag Specification – R635 – Material Number 20006635		
#	Mandatory Criteria	Met Not Met
M11	<p>The size of the small evidence bag R635 (16) must be</p> <p>Total width and height of the Bag (including the heat seal edges): 6" wide x 12 ½" high at front and 9 ¼" high at back.</p> <p>Total width and height of the Bag (does not include heat seal edges): 5 ½" wide x 12 ½" high at front and 9 ¼" high at back.</p>	
M12	Solid white matte finish background on outside front of bag must measure 5 ⅜" wide x 8 ¼" high.	

Medium Evidence Bag Specification – R636 – Material Number 20006636		
#	Mandatory Criteria	Met Not Met
M13	<p>The size of the medium evidence bag R636 (16) must be</p> <p>Total width and height of the Bag (including the heat seal edges): 10 ½" wide x 18" high at front and 16" high at back.</p> <p>Total width and height of the Bag (does not include heat seal edges): 10" wide x 18" high at front and 16" high at back.</p>	
M14	Solid white matte finish background on outside front of bag must measure 7 ½" wide x 8 ¾" high.	

ÉNONCÉ DES TRAVAUX

Sac de preuve anti-infraction

OBJECTIF:

L'Agence des services frontaliers du Canada (ASFC) a besoin de fournir des Sac de preuve anti-infraction au besoin, pour livraison à Ottawa (Ontario).

CONTEXTE:

L'ASFC utilise des sacs de preuve anti-infraction pour la collecte, l'entreposage et l'expédition des preuves, tout en respectant la chaîne de garde en enregistrant le mouvement de l'exposition.

Pellicule – Polyéthylène clair, 4.25 mil.

Marquage des bandes et des sacs – Chaque sac doit comporter des illustrations (PDF), à fournir au moment de l'attribution du contrat. Vous trouverez des informations supplémentaires sur les marquages de bande et de sac dans la section "Dimensions et description des sacs"

DIMENSIONS ET DESCRIPTION DES SACS

R634 – Grand sac

N° de matériel : 20006634

Description:

Fond de finition mat blanc uni sur le devant du sac 7 ½" de largeur x 8 ¾" de hauteur sur-imprimé d'un texte noir. (L'encre finie mat doit être d'une qualité excellente qui permet d'écrire sans salissure). Le sac ou le matériel spécifié doit être en toute sécurité, thermos scellé, ¼" de largeur, de chaque côté.

Largeur et hauteur totale du sac (y compris les côté thermo scellé):

19 ⅝" de large x 24 ¼" de haut à l'avant et 22" de haut à l'arrière.

Largeur et hauteur totale du sac (ne comprend pas les côté thermo scellé):

18 ⅝" de large x 24 ¼" de haut à l'avant et 22" de haut à l'arrière

Size: 18 ⅝" de largeur x 24 ¼" de hauteur au recto et 22" de hauteur au verso.

Construction – Les Sacs de preuve anti-infraction doit être faite d'un polyéthylène transparent de 4,25 mil. sac thermo scellé sur les deux côtés, imprimer sur un côté en deux couleurs, sans fond perdu, complet avec bande auto-adhésive (colle extra-permanente) 1" de haut pour la largeur du sac commençant à ¼" du haut du sac. Le sac ou le matériel spécifié doit être thermo scellé solidement, de ¼" de largeur, de chaque côté. Fermeture avec bande de recouvrement amovible fabriquée dans le même matériel que le sac. Un PDF du formulaire imprimé sur le sac en plastique sera fourni.

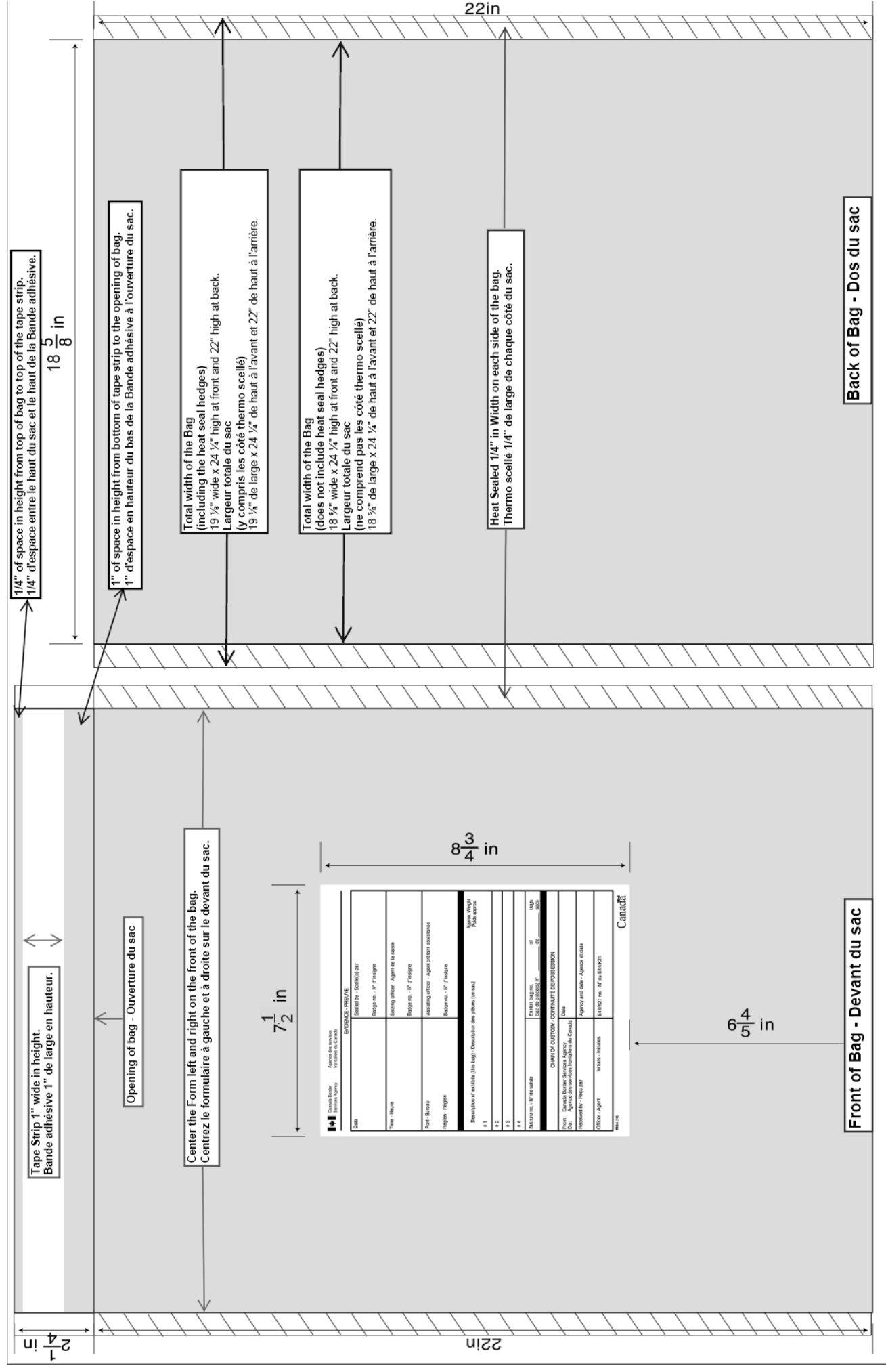
Bande - La bande doit être une bande auto-adhésive (colle extra-permanente) de 1" de haut pour la largeur du sac commençant à ¼" du haut du sac. Fermeture avec bande de recouvrement amovible fabriquée dans le même matériel que le sac.

Lors du scellage de la bande, celle-ci doit être immédiatement scellée de manière permanente.

Remarque: Le ruban à l'endos adhésif doit être tel que, une fois le sac scellé, il ne peut être ouvert, entré ou retiré du sac sans endommager le film plastique du sac ou le ruban.

Qualité d'impression: Bureau.

Illustration pour R634 (Grand sac)



Description:

Fond de finition mat blanc uni sur le devant du sac 5 $\frac{3}{8}$ " de largeur x 8 $\frac{1}{4}$ " de hauteur sur-imprimé d'un texte noir. (L'encre finie mat doit être d'une qualité excellente qui permet d'écrire sans salissure). Le sac ou le matériel spécifié doit être en toute sécurité, thermo scellé, $\frac{1}{4}$ " de largeur, de chaque côté.

Largeur et hauteur totale du sac (y compris les côté thermo scellé):

6" de large x 12 $\frac{1}{2}$ " de haut à l'avant et 9 $\frac{1}{4}$ " de haut à l'arrière.

Largeur et hauteur totale du sac (ne comprend pas les côté thermo scellé):

5 $\frac{1}{2}$ " de large x 12 $\frac{1}{2}$ " de haut à l'avant et 9 $\frac{1}{4}$ " de haut à l'arrière.

Construction – Les Sacs de preuve anti-infraction doit être faite d'un polyéthylène transparent de 4,25 mil. sac thermo scellé sur les deux côtés, imprimer sur un côté en deux couleurs, sans fond perdu, complet avec bande auto-adhésive (colle extra-permanente) 1" de haut pour la largeur du sac commençant à $\frac{1}{4}$ " du haut du sac. Le sac ou le matériel spécifié doit être thermo scellé solidement, de $\frac{1}{4}$ " de largeur, de chaque côté. Fermeture avec bande de recouvrement amovible fabriquée dans le même matériel que le sac. Un PDF du formulaire imprimé sur le sac en plastique sera fourni.

Bande - La bande doit être une bande auto-adhésive (colle extra-permanente) de 1" de haut pour la largeur du sac commençant à $\frac{1}{4}$ " du haut du sac. Fermeture avec bande de recouvrement amovible fabriquée dans le même matériel que le sac.

Lors du scellage de la bande, celle-ci doit être immédiatement scellée de manière permanente.

Remarque: Le ruban à l'endos adhésif doit être tel que, une fois le sac scellé, il ne peut être ouvert, entré ou retiré du sac sans endommager le film plastique du sac ou le ruban.

Qualité d'impression: Bureau.

Tape Strip 1" wide in height.
Bande adhésive 1" de large en hauteur.

Center the Form left and right on the front of the bag.
Centrez le formulaire à gauche et à droite sur le devant du sac.

Opening of bag - Ouverture du sac

Back of Bag - Dos du sac

Front of Bag - Devant du sac

1/4" of space in height from top of bag to top of the tape strip.
1/4" d'espace entre le haut du sac et le haut de la Bande adhésive.

2" of space in height from bottom of tape strip to the opening of bag.
2" d'espace en hauteur du bas de la Bande adhésive à l'ouverture du sac.

Total width of the Bag
(does not include heat seal hedges):
5 1/2" wide x 12 1/2" high at front and 9 1/4" high at back.
Largeur totale du sac (ne comprend pas les côté thermo scellé):
5 1/2" de large x 12 1/2" de haut à l'avant et 9 1/4" de haut à l'arrière.

Total width of the Bag
(including the heat seal hedges):
6" wide x 12 1/2" high at front and 9 1/4" high at back.
Largeur totale du sac (y compris les côté thermo scellé):
6" de large x 12 1/2" de haut à l'avant et 9 1/4" de haut à l'arrière.

Heat Sealed 1/4" in Width on each side of the bag.
Thermo scellé 1/4" de large de chaque côté du sac.

Agency des services frontaliers du Canada

EVIDENCE - PRELÈVE

Date

Time - Heure

Port - Bureau

Region - Région

Sealed by - Scellé(s) par

Badge no. - N° d'insigne

Seizing officer - Agent de la saisie

Badge no. - N° d'insigne

Assisting officer - Agent prêtant assistance

Badge no. - N° d'insigne

Description of exhibit (this bag) - Description des pièces (ce sac)

1

2

3

4

Exhibit bag no. - N° de saisie

Exhibit bag no. - N° de saisie

of - de

bags - sacs

CHAIN OF CUSTODY - CONTINUITÉ DE POSSESSION

From: - Canada Border Services Agency

Received by - Reçu par

Date

Officer - Agent

Initials - Initiales

Agency and date - Agence et date

E44 no. - N° du E44

Canada

Front of Bag - Devant du sac

Description:

Fond de finition mat blanc uni sur le devant du sac 7 ½" de largeur x 8 ¾" de hauteur sur-imprimé d'un texte noir. (L'encre finie mat doit être d'une qualité excellente qui permet d'écrire sans salissure). Le sac ou le matériel spécifié doit être en toute sécurité, thermos scellé, ¼" de largeur, de chaque côté.

Largeur et hauteur totale du sac (y compris les côté thermo scellé):

10 ½" de large x 18" de haut à l'avant et 16" de haut à l'arrière.

Largeur et hauteur totale du sac (ne comprend pas les côté thermo scellé):

10" de large x 18" de haut à l'avant et 16" de haut à l'arrière.

Construction – Les Sacs de preuve anti-infraction doit être faite d'un polyéthylène transparent de 4,25 mil. sac thermo scellé sur les deux côtés, imprimer sur un côté en deux couleurs, sans fond perdu, complet avec bande auto-adhésive (colle extra-permanente) 1" de haut pour la largeur du sac commençant à ¼" du haut du sac. Le sac ou le matériel spécifié doit être thermo scellé solidement, de ¼" de largeur, de chaque côté. Fermeture avec bande de recouvrement amovible fabriquée dans le même matériel que le sac. Un PDF du formulaire imprimé sur le sac en plastique sera fourni.

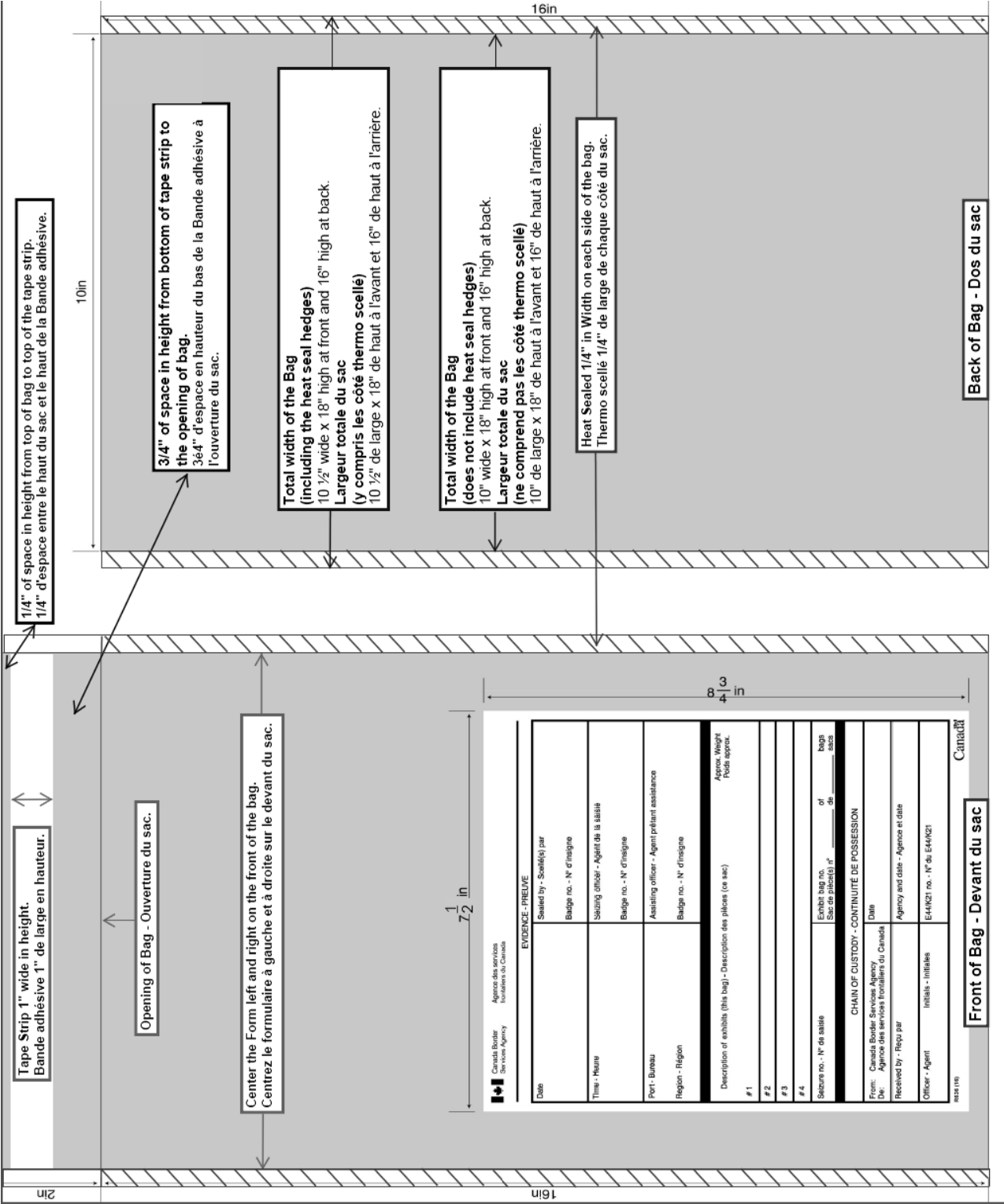
Bande - La bande doit être une bande auto-adhésive (colle extra-permanente) de 1" de haut pour la largeur du sac commençant à ¼" du haut du sac. Fermeture avec bande de recouvrement amovible fabriquée dans le même matériel que le sac.

Lors du scellage de la bande, celle-ci doit être immédiatement scellée de manière permanente.

Remarque: Le ruban à l'endos adhésif doit être tel que, une fois le sac scellé, il ne peut être ouvert, entré ou retiré du sac sans endommager le film plastique du sac ou le ruban.

Qualité d'impression: Bureau.

Illustration pour R636 (Sac Moyen)



TÂCHES :

LE MATÉRIEL PRÉ PRESSE : L'ASFC fournira un format de fichier PDF pour chaque sac. Un échantillon de chaque sac sera également fourni.

Le matériel pré presse doit être retourné directement à la personne sous mentionnée une fois le travail terminé. La facture ne sera pas payée avant que le matériel pré presse ne soit retourné.

ÉPREUVES :

À la réception de la première commande subséquente, l'ASFC a besoin de trois (3) échantillons de chaque taille de sac identifiés dans la commande subséquente, coupés à la taille exacte, avec des indications de couleurs et d'écrans clairement montrées. Les premières preuves d'appel doivent être envoyées par messagerie à l'attention du responsable technique.

Les preuves doivent être soumises dans les dix (10) jours civils suivant la réception de la commande subséquente. Ceux-ci seront approuvés par l'autorité technique avec une confirmation envoyée par courriel.

EMBALLAGE :

En paquet de 100 ensuite en boîte de 500 – Doivent être empaquetées dans de boîtes neuves et uniformes sans aucun matériel de remplissage ou espace libre. Les boîtes ne doivent pas dépasser 35 lb. Une note d'emballage doit accompagner chaque envoi.

PALETTES :

Des palettes non consignées seront utilisées pour la livraison.
(Voir l'Annexe « C »)

OBLIGATOIRE :

L'auteur se réserve le droit de changer les originaux pour chacune livraisons.

CODE À BARRES

ÉTIQUETAGE :

Les boîtes et les palettes doivent porter des étiquettes bilingues indiquant la quantité de chaque boîte/palettes, le No. du formulaire et date de révision, le No. du matériel, le titre et le No. du contrat. (Voir l'Annexe « B »). Un "codes à barres" sera aussi requis (voir ci-dessous).

L'information sur l'étiquette pour palettes doit être clairement indiquée sur les quatre côtés.
L'information sur l'étiquette pour boîte doit être clairement indiquée sur le bout de la boîte.
Utiliser des étiquettes de papier blanc imprimées à l'encre noire.

Le code à barres 3 de 9 conforme, tel que définis dans le document AIM USS-39 (USD-3) doit être utilisé (AIM – Automatique Identification Manufacturiers Inc.). Ce code à barres comprendra l'information pour un « **Numéro de contrat** » de 10 caractères et un « **Numéro de matériel** » de 8 caractères **avec aucun espace blanche entre les deux numéros.**

L'information en caractères imprimés lisible par l'être humain doit toujours apparaître en dessous du code à barres. Le taux moyen de la première lecture des symboles du code à barres doit être 95% (c.-à-d. seulement 5 sur 100 auront besoin de plus d'une lecture). Le symbole du code à barres peut être imprimé avec de l'encre carbone ou non-carbone. Afin d'assurer une bonne lisibilité du code à barres, les

exigences pour le papier de l'étiquette sont les suivantes:

- 1) papier fini mat blanc, encre noir
- 2) papier à couchage lisse
- 3) ne contenir aucune composante de papier recyclé
- 4) le papier doit refléter 70% à 90% de lumière provenant de la source d'illumination au détecteur de lumière.
- 5) l'étiquette doit avoir un adhésif permanent.

La description doit être en français et en anglais.

LIVRAISON :

EXPÉDITION

COPIES PRÉLIMINAIRES ET MATÉRIEL PRÉ-PRESSE

Le matériel prépresse et **5** copies préliminaires de chaque item de la première journée de production doivent être envoyées par service de courrier à l'**Autorité Technique**, indiqué dans ce document, **avant la livraison aux autres destinations**. Pour éviter tout délais concernant le paiement de la facture le matériel prépresse doit être retourné sans faute.

BUREAU D'ASFC: Voir la « Liste des adresses d'expédition et de quantités ». (**Annexe « A »**)

PRÉAVIS D'EXPÉDITION :

L'entrepreneur est responsable de faire des dispositions avec les entrepôts/destinations afin de céder l'heure pour la réception à la date de livraison.

Un préavis de 24 à 48 heures est requis avant la livraison du matériel par **télécopieur** (Voir l'attachement « Liste des adresses d'expédition et quantités »)

ASFC salle de courrier

2215 Gladwin Cr, entrée C

Ottawa, ON K1B 4B9

Téléphone : (613) 960-3581

Télécopieur : (613)941-6100

Courriel : **FORMS-FORMULAIRES@cbsa-asfc.gc.ca**

Email: **hqmail@cbsa-asfc.gc.ca and forms-formularies@cbsa-asfc.gc.ca**

Date of delivery must not be changed once an ASN is supplied to the warehouse.

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

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

The destination may refuse shipments when prior arrangements have not been made.

Transport company waybills must clearly indicate number of skids, of boxes and total quantity shipped.

Each destination of CBSA will require a 1 business day time frame, from receipt of printed documents, to complete inspection, for confirmation of quantity received and for acceptance of shipment.

5. Critères obligatoires

Aperçu de la Construction des Sacs de preuve anti-infraction		
#	Critères obligatoires	Rencontré Non rencontré
M1	<p>EXPÉRIENCE DE L'ENTREPRISE</p> <p>1. L'offrant doit pouvoir produire à l'interne d'au moins 60 000 Sacs de preuve anti-infraction. Aucune expérience d'entreprise acquise par les sous-traitants ne sera acceptée ou examinée.</p> <p>Pour démontrer cette expérience de l'entreprise, l'offrant doit fournir les renseignements suivants dans une description du contrat :</p> <ul style="list-style-type: none"> i. Le numéro de référence du contrat. ii. Une description complète des exigences d'impression et de finition, y compris les spécifications des Sacs de preuve anti-infraction fournis dans le cadre du contrat. La description du contrat doit démontrer que l'offrant fournit l'impression des sacs de preuve; et iii. *Les coordonnées complètes du client (Nom, numéro de téléphone et adresse courriel). <p>* Si les coordonnées complètes du client ne sont pas fournies avec l'offre, l'offrant doit le fournir sur demande et dans le délai indiqué par l'autorité contractante.</p>	
M2	<p>ÉCHANTILLONS</p> <p>Dans le cadre de l'évaluation technique, pour confirmer la capacité d'un offrant à satisfaire aux exigences techniques, trois (3) échantillons des R634, R635 et R636 doivent être soumis avec la soumission.</p> <p>L'offrant doit s'assurer que les échantillons requis sont fabriqués conformément à l'énoncé des travaux (EDT) et qu'ils sont représentatifs de la soumission soumise. Le rejet des échantillons aura pour conséquence que la soumission sera déclarée non recevable.</p> <p>L'offrant doit livrer les échantillons requis sans frais au Canada et doit s'assurer qu'il est reçu avec la soumission au moment et à l'endroit de la clôture des soumissions. Si les échantillons requis ne sont pas soumis au moment de la clôture des soumissions, la soumission sera déclarée non recevable. Les échantillons soumis par l'offrant demeureront la propriété du Canada.</p> <p>Les échantillons seront évalués par l'autorité technique conformément aux</p>	

	critères obligatoires énumérés dans l'énoncé des travaux (EDT).	
M3	Les sacs de preuve anti-infraction doivent être construits en polyéthylène transparent mesurant 4,25 mil. Le film doit être un stratifié à deux couches utilisant un film transparent en nylon 6-6 (19 microns d'épaisseur minimum) sur l'extérieur avec un polyéthylène basse densité (76 micromètres d'épaisseur minimum) à l'intérieur.	
M4	Les sacs de preuve anti-infraction spécifié doit être en toute sécurité, thermo soudés, ¼ "de largeur, de chaque côté (à gauche et à droite) avec le fond de sac plié.	
M5	Les sacs de preuve anti-infraction doivent avoir une bande adhésive autoadhésive (Colle extra permanente) de 1" de haut pour la largeur du sac commençant à ¼" du haut du sac. Fonction de fermeture avec bande de recouvrement amovible faite du même matériel que le sac.	
M6	Le ruban adhésif doit être tel qu'une fois que le sac est scellé, il ne peut pas être ouvert, entré ou avoir une preuve retirée du sac sans endommager ni le film plastique du sac ni du ruban adhésif. Lors du scellage de la bande, celle-ci doit être immédiatement scellée de manière permanente.	
M7	Le rectangle blanc solide doit avoir un fond de finition mate par surimpression texte noir (encre). (L'encre finie mat doit être d'une qualité excellente qui permet d'écrire sans salissure)	
M8	Les sacs de preuve anti-infraction doivent inclure un rectangle de finition mat blanc solide d'un côté du sac.	

**Spécification pour les Grand sacs de preuve anti-infraction
R634 – Numéro de matériel 20006634**

#	Critères obligatoires	Rencontré Non rencontré
M9	Dimensions des grands sacs de preuve anti-infraction R634 doit être Largeur et hauteur totale du sac (y compris les côté thermo scellé): 19 1/8" de large x 24 1/4" de haut à l'avant et 22" de haut à l'arrière. Largeur et hauteur totale du sac (ne comprend pas les côté thermo scellé): 18 5/8" de large x 24 1/4" de haut à l'avant et 22" de haut à l'arrière	
M10	Fond de finition mat blanc uni sur le devant du sac 7 1/2" de largeur x 8 3/4" de hauteur	



**Spécification pour les petits sacs de preuve anti-infraction
R635 – Numéro de matériel 20006635**

#	Critères obligatoires	Rencontré Non rencontré
M11	Dimensions des petits sacs de preuve anti-infraction R635 doit être Largeur et hauteur totale du sac (y compris les côté thermo scellé): 6" de large x 12 1/2" de haut à l'avant et 9 1/4" de haut à l'arrière. Largeur et hauteur totale du sac (ne comprend pas les côté thermo scellé): 5 1/2" de large x 12 1/2" de haut à l'avant et 9 1/4" de haut à l'arrière.	
M12	Fond de finition mat blanc uni sur le devant du sac 5 3/8" de largeur x 8 1/4" de hauteur.	

**Spécification pour les sacs de preuve anti-infraction moyen
R636 – Numéro de matériel 20006636**

#	Critères obligatoires	Rencontré Non rencontré
M13	Dimensions des sacs de preuve anti-infraction moyen R636 doit être Largeur et hauteur totale du sac (y compris les côté thermo scellé): 10 1/2" de large x 18" de haut à l'avant et 16" de haut à l'arrière. Largeur et hauteur totale du sac (ne comprend pas les côté thermo scellé): 10" de large x 18" de haut à l'avant et 16" de haut à l'arrière.	
M14	Fond de finition mat blanc uni sur le devant du sac 7 1/2" de largeur x 8 3/4" de hauteur.	

SPECIMEN ONLY / ÉCHANTILLON SEULEMENT

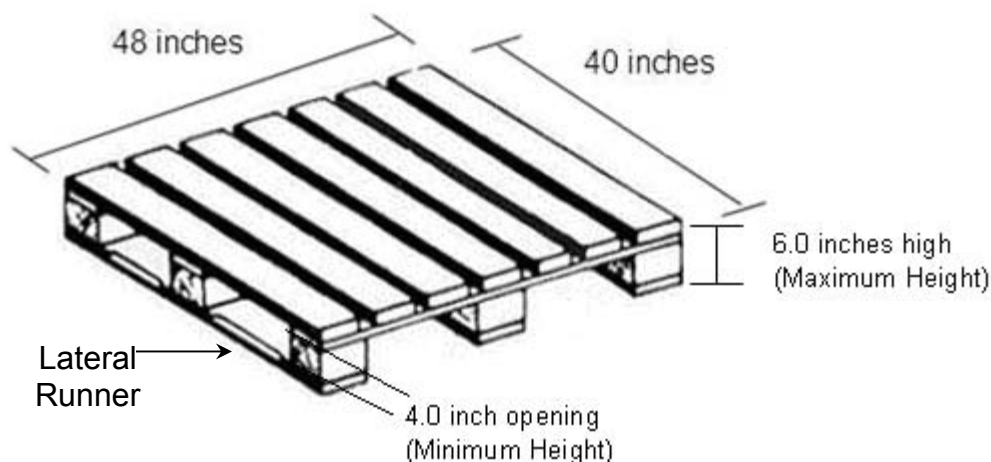
Quantity / Quantité	Contractor's Name / Nom du fournisseur	Production Date MM/YYYY Date de production
Form Number / N° du formulaire	Contract Number / N° de contrat  X X X X X X X X X X	Language / Langue
Material Master Number / N° de matériel  X X X X X X X X X X		
Title / Titre		

Skid and Label Diagrams

SKID DIAGRAM AND SPECIFICATIONS

SCHÉMA DE PALETTE ET CARACTÉRISTIQUES

SKID DIAGRAM – 4-WAY BLOCK DESIGN



SKID SPECIFICATIONS

- Skids used **must be** four-way block style with three (3) 40" lateral runners at the bottom of the skid – one (1) at each end and one (1) in the middle.
- Les palettes utilisés **doivent être** de style bloc à quatre voies avec trois (3) 40" glissières latérales au bas de la palette – un (1) à chaque extrémité et un (1) dans le milieu.
- Critical skid dimensions are: – Dimensions critiques des palettes sont :
 - Length – Longueur = 48.0"
 - Width – Largeur = 40.0"
 - Maximum height – Hauteur maximal = 6.0"
 - Minimum height gap between runners (along width)
La hauteur minimale écart entre les coureurs (le long de la largeur) = 4.0"
- All lateral runners **MUST** have a 45° slope on all sides for power truck accessibility.
Toutes les glissières latérales doivent avoir une pente de 45° sur tous les côtés pour l'accessibilité camion de puissance.
- Skids used are to be spruce wood construction using 3" nails with a minimum of six (6) nails per board.
Les palettes utilisées doivent être de construction bois d'épinette à l'aide clous de 3" avec un minimum de six (6) clous par planche.
- Industry best practice for skid packaging and safety methods shall be used.

Les meilleures pratiques pour les méthodes d'emballage et de sécurité pour les palettes doivent être utilisées

- To prevent damage of the print and/or copy jobs, stacking of skids is unacceptable.
Pour éviter tout dommage de l'impression et/ou les travaux de copie, d'empilage de palettes est inacceptable.
- Non-returnable skids are to be used.
Les non retournables palettes doivent être utilisées.
- The skid including all contents must be a maximum weight of 2,500 lbs. and a maximum height of 56".
Le palette y compris tous les contenus doivent être d'un poids maximum de 2500 kg et une hauteur maximale de 56".
- The entire skid must be shrink-wrapped a minimum of two (2) layers.
Tous les palettes doit être entièrement sous cellophane un minimum de deux (2) couches.
- Non-returnable skids will be used for delivery.
Patins non récupérables seront utilisés pour la livraison

TRANSPORTATION AND DELIVERY – TRANSPORT ET LIVRAISON

At the time of delivery, the Contractor must provide one (1) transportation waybill that clearly indicates
Au moment de la livraison, l'entrepreneur doit fournir une (1) lettre de transport qui indique clairement:

- Description of Content – Description du contenu;
- Method of Shipment (i.e. prepaid) – Méthode d'expédition (c'est-à-dire prépayée);
- Contractor Name and Contact Information – Nom de l'entrepreneur et renseignements;
- Number of boxes – Nombre de boîtes;
- Number of skids – Nombre de patins;
- "Shipped To" Address (Full address with contact information, including telephone number)
- « Expédié à » (adresse complète avec des informations de contact, y compris le numéro de téléphone);
- Contract Number – Numéro de contrat.

For all deliveries destined to a CBSA warehouse, the Contractor must provide an Advance Shipping Notification (ASN) to the warehouse specified in each Contract. The Contractor must identify if there are special instructions for the Acceptance of Shipment(s) as detailed herein under Advance Shipping Notification.

Pour toutes les livraisons destinées à un entrepôt de l'ASFC, l'entrepreneur doit fournir une notification d'expédition anticipé (NEA) à l'entrepôt figurant dans les contrats. L'entrepreneur doit identifier s'il y'a des instructions spéciales pour l'acceptation d'expédition(s) tel que décrit ici sous Notification d'expédition anticipé.

SHIPPING: See “Schedule of shipping addresses and quantities” (See Annex “D”)

EXPÉDITION: Voir « Tableau des adresses et les quantités d’expédition » (voir l'annexe « D »).

ADVANCE SHIPPING NOTIFICATION – EXPÉDITION AVANCÉE NOTIFICATION

The Contractor must make all arrangements with the delivery destinations to schedule deliveries. The Contractor must ensure that the delivery arrangements adhere to the delivery requirements of the Contract. Once the delivery date and time has been agreed to with the receiving CBSA warehouse, the Contractor must submit a copy of the schedule to the Technical Authority by facsimile or email. The e-mail or fax as to where the Contractor is required to submit the schedule is at the sole discretion of the Technical Authority and may be changed throughout the duration of any resulting Contract.

L'entrepreneur doit prendre toutes les dispositions avec les destinations de livraison pour planifier les livraisons. L'entrepreneur doit s'assurer que les modalités de livraison respectent les exigences de livraison du contrat. Une fois la date et l'heure de livraison a été convenu avec l'entrepôt ASFC recevant, l'entrepreneur doit soumettre une copie de l'annexe de l'autorité technique par télécopieur ou par courriel. Le courriel ou fax à l'endroit où l'entrepreneur est tenu de présenter l'horaire est à la seule discrétion de l'autorité technique et peuvent être modifiées pendant toute la durée du contrat éventuel.

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

Pour les destinations de livraison ASFC entrepôt, le cas échéant, l'entrepreneur doit fournir un minimum de vingt-quatre (24) heures de préavis à la destination de livraison avant l'envoi arrivant. La notification doit être envoyée par télécopieur ou par courriel.

The following information must be indicated on the ASN

L'information suivante doit être indiquée sur l'ASN:

- Anticipated Delivery Date – Date prévue de livraison;
- Material Master Number – Matériel Numéro;
- Contractor Name and Contact Information
- Nom de l'entrepreneur et renseignements;
- Name of Transport Carrier – Nom des Transports Transporteur;
- Number of Boxes per Item – Nombre de cartons par article;
- Number of Skids – Nombre de Les patins
- Publication Number with Revision/Batch (as applicable)
- Numéro de publication avec Révision / lot (le cas échéant);
- Quantities per Box – Quantités par boîte;
- Contract Number – Numéro de contrat;
- “Shipped To” Address (Full address with contact information, including telephone number)
- « À Expédié » (adresse complète avec des informations de contact, y compris le numéro de téléphone);

- Total Quantity per Item – Quantité totale par article;
- Waybill Number – Numéro bordereau.

IMPORTANT

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

L'entrepôt peut refuser des livraisons et des frais associés à la livraison retardée, seront entièrement assumés par l'entrepreneur dans les circonstances suivantes:

- Prior shipping arrangements have not been made
- Des arrangements préalables d'expédition n'a été pris;
- The packaging does not comply with the requirements of this Statement of Work
- L'emballage ne est pas conforme aux exigences de cette énoncé des travaux;
- The skids do not comply with the requirements in this Statement of Work; and
- Les patins ne sont pas conformes aux exigences de cette énoncé des travaux; et

The labels do not comply with the requirements in this Statement of Work.

Les étiquettes ne sont pas conformes aux exigences de cet énoncé des travaux.