



**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**

**SOLICITATION AMENDMENT**

**MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Communication Procurement Directorate/Direction de  
l'approvisionnement en communication

360 Albert St./ 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

<b>Title - Sujet</b> Labels - IRCC	
<b>Solicitation No. - N° de l'invitation</b> B9570-180361/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> B9570-180361	<b>Date</b> 2018-05-24
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CW-010-74749	
<b>File No. - N° de dossier</b> cw010.B9570-180361	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-06-01</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Gagné, Kathleen	<b>Buyer Id - Id de l'acheteur</b> cw010
<b>Telephone No. - N° de téléphone</b> (613) 990-9189 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> See herein	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

Solicitation No. - N° de l'invitation  
B9570-180361/A

Amd. No. - N° de la modif  
001

Id de l'acheteur - Buyer ID  
CW010

Client Ref. No. - N° de réf. du client  
B9570-180361

File No. - N° du dossier  
CW010. B9570-180361

CCC No. / N° CCC / FMS - N° VME

---

The purpose of this amendment is to extend the closing date of the solicitation:

**A) EXTEND THE SOLICITATION CLOSING DATE**

**From:** May 29, 2018 at 2:00 p.m. EDT

**To:** June 01, 2018 at 2:00 p.m. EDT

**ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL REMAIN UNCHANGED**

---

**ANNEX "D"****ADDITIONAL INFORMATION**

The additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of the 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 additional information listed below within the time frame provided will render the bid non-responsive.

**D.1 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'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

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

Suppliers may use this form to provide the list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to Information Bulletin: information to submit a bid or offer for additional details.

**D.2 PROCUREMENT BUSINESS NUMBER:**

The Bidder must provide its Procurement Business Number.

Suppliers are required to have a Procurement Business Number (PBN) before contract award. Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

Solicitation No. - N° de l'invitation

B9570-180361/A

Client Ref. No. - N° de réf. du client

B9570-180361

Amd. No. - N° de la modif

001

File No. - N° du dossier

CW010. B9570-180361

Id de l'acheteur - Buyer ID

CW010

CCC No. / N° CCC / FMS - N° VME

### D.3 BIDDER'S PROPOSED SITE(S)

**D.3.1** The Bidder must provide the full address(es) of the Bidder's site(s) or premises which are required for Work Performance:

<b>Location</b> Street Number / Street Name, City, Province, Territory Postal Code	<b>What work will be performed at this location?</b>

### D.3.2 List of Subcontractor(s)

If the Work includes the use of subcontractors, the names and locations of the subcontractors shall be listed as part of the bid with particulars of the Work to be performed or material to be purchased. The Contracting Authority is to be notified, in writing, of any changes to the list of subcontractors prior to their commencing the Work.

For the purposes of this clause, there is no requirement to report the purchase of off-the-shelf items and software and such standard articles and materials as are ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work.

<b>Subcontractors' name(s)</b>	<b>Location</b> Street Number / Street Name, City, Province, Territory Postal Code	<b>What work will be performed at this location?</b>

Solicitation No. - N° de l'invitation  
B9570-180361/A  
Client Ref. No. - N° de réf. du client  
B9570-180361

Amd. No. - N° de la modif  
001  
File No. - N° du dossier  
CW010. B9570-180361

Id de l'acheteur - Buyer ID  
CW010  
CCC No. / N° CCC / FMS - N° VME

**ANNEX "E"**

**MANDATORY CRITERIA AND EVALUATION GRID**

**REQUEST FOR PROPOSAL: B9570-180361/A**

**TITLE: IRCC Case File labels**

**BIDDER: \_\_\_\_\_**

EVALUATION SUMMARY		
MANDATORY REQUIREMENTS	MET	NOT MET

**Mandatory Technical Criteria**

Proposals submitted by bidders must meet all the mandatory technical criteria of the Request for Proposal (RFP). No further consideration will be given to proposals not meeting all of the mandatory criteria.

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

Failure by the Bidder to provide any of the required information in the proposal will be considered as not meeting the mandatory criterion.

**The following definitions apply for the purposes of the Mandatory Criteria:**

Proposals submitted by bidders must meet all the mandatory technical criteria of the Request for Proposal (RFP). No further consideration will be given to proposals not meeting all of the mandatory criteria.

To meet the requirement described herein, the experience of the Bidder must be work for which the Bidder was under contract to clients. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

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

**"Kiss-cut"** means a die-cutting process where the perimeter of each label is cut by a sharp metal die or laser beam...but the cut does not penetrate the label's backing material (liner).

**"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.

## M.1 CORPORATE EXPERIENCE AND CAPABILITY

The Bidder must demonstrate that has been contractually bound to two (2) external\* clients (outside of the Bidder's own company) to supply and deliver kiss-cut labels on backing sheets/liners, produced on label paper and constructed with a permanent adhesive.

The two (2) contracts for the supply of labels must have included all of the following (a – c):

- a) Supply of kiss-cut labels on a backing sheet/liner, produced label paper with a permanent adhesive;
- b) Preparation (packaging and labelling) or delivery;
- c) Delivery to destination(s).

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

Evaluation criteria			
<b>M.1.1 The two (2) contracts are/were for the supply of kiss-cut labels and must include or must have included all of the following (a – c):</b>	<b>Met</b>	<b>Not Met</b>	<b>Reference to Bidder's Proposal</b>
a) Supply of kiss-cut labels on a backing sheet/liner			
a.1) produced on label paper			
a.2) constructed with a permanent adhesive			
b) Preparation (packaging and labelling) or delivery			
c) Delivery to destination(s)			
<b>M.1.2 The Bidder must provide the client information for the two (2) contracts.</b>	<b>Met</b>	<b>Not Met</b>	<b>Reference to Bidder's Proposal</b>
The client information for the contract or contracts demonstrates an external client or external clients			
<b>Comments</b>			

## M.2 LABEL MATERIALS

The Bidder must confirm in writing that the proposed label materials meet the specifications of the Annex "A" Statement of Work by providing the Brand name, Paper supplier, and paper specifications for the proposed label paper.

The Bidder must also confirm in writing that the proposed label paper is customizable with a program compatible with existing HP Colour Laserjet printers and Microsoft excel.

Evaluation criteria			
<b>M.2.1 The Bidder must provide the Brand name and Paper supplier of the proposed label material for the production of the IRCC Case File labels.</b>	<b>Met</b>	<b>Not Met</b>	<b>Reference to Bidder's Proposal</b>
The Bidder has provided the Brand name and the Paper supplier for the proposed label paper.			
<b>M.2.2 The Bidder must provide the specifications (for the paper colour, finish, and liner) of the proposed label paper.</b>	<b>Met</b>	<b>Not Met</b>	<b>Reference to Bidder's Proposal</b>
The Bidder has provided the the specifications (for the paper colour, finish, and liner) of the proposed label paper.			
<b>M.2.3 The Bidder must confirm in writing that the proposed label meets the specifications in the Annex "A" Statement of Work and is:</b> a. <b>a premium, matte coated, ink jet label on a backing sheet/liner</b> b. <b>smear/smudge proof</b> c. <b>water resistant</b> d. <b>produced with a permanent acrylic adhesive with die-cutting and stripping properties</b> e. <b>customizable with a program compatible with existing HP Colour Laserjet printers and Microsoft excel</b>	<b>Met</b>	<b>Not Met</b>	<b>Reference to Bidder's Proposal</b>
The Bidder has confirmed in writing that the proposed label is: a. is a premium, matte coated, ink jet label b. is smear/smudge proof c. is water resistant d. is produced with a permanent acrylic adhesive with die-cutting and stripping properties e. is customizable with a program compatible with the client HP Colour Laserjet printers and Microsoft excel			

**PROPOSALS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL NOT BE EVALUATED FURTHER AND WILL NOT BE GIVEN FURTHER CONSIDERATION**