



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Pacific Region
401 - 1230 Government Street
Victoria, B.C.
V8W 3X4
Bid Fax: (250) 363-3344

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 Print Services	
Solicitation No. - N° de l'invitation W0103-197608/A	Date 2018-05-31
Client Reference No. - N° de référence du client W0103-197608	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-256-7518	
File No. - N° de dossier VIC-8-41031 (256)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-06-18	Time Zone Fuseau horaire Pacific Daylight Saving Time PDT
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: Morton, Chris	Buyer Id - Id de l'acheteur vic256
Telephone No. - N° de téléphone (250) 580-1311 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFB ESQUIMALT STN FORCES P.O.BOX 17000 VICTORIA British Columbia V9A7N2 Canada	

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
Public Works and Government Services Canada - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	2
1.1 SECURITY REQUIREMENTS	2
1.2 STATEMENT OF WORK.....	2
1.3 DEBRIEFINGS	2
1.4 TRADE AGREEMENTS	2
1.5 CANADIAN CONTENT	2
PART 2 - BIDDER INSTRUCTIONS	3
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	3
2.2 SUBMISSION OF BIDS.....	3
2.3 FORMER PUBLIC SERVANT.....	3
2.4 ENQUIRIES - BID SOLICITATION.....	5
2.5 APPLICABLE LAWS.....	5
PART 3 - BID PREPARATION INSTRUCTIONS.....	5
3.1 BID PREPARATION INSTRUCTIONS	5
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	6
4.1 EVALUATION PROCEDURES.....	6
4.2 BASIS OF SELECTION.....	8
PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION	9
5.1 CERTIFICATIONS REQUIRED WITH THE BID	9
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	10
PART 6 - RESULTING CONTRACT CLAUSES	11
6.1 SECURITY REQUIREMENTS	11
6.2 STATEMENT OF WORK.....	11
6.3 STANDARD CLAUSES AND CONDITIONS.....	11
6.4 TERM OF CONTRACT	11
6.5 AUTHORITIES	11
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	12
6.7 PAYMENT	12
6.8 INVOICING INSTRUCTIONS	14
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	14
6.10 APPLICABLE LAWS.....	15
6.11 PRIORITY OF DOCUMENTS	15
6.12 CANADIAN FORCES SITE REGULATIONS.....	15
6.13 EXCESS GOODS	15
6.14 INSURANCE REQUIREMENTS	15
6.15 SHIPPING INSTRUCTIONS - DELIVERY AT DESTINATION	15
ANNEX "A"	16
ANNEX "B"	18
ANNEX "C"	21

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with this requirement.

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.2.1 Equivalent Products

1. Products that are equivalent in form, fit, function and quality to the item(s) specified in the bid solicitation will be considered where the Bidder:
 - a. designates the brand name, model and/or part number of the substitute product;
 - b. states that the substitute product is fully interchangeable with the item specified;
 - c. provides complete specifications and descriptive literature for each substitute product;
 - d. provides compliance statements that include technical specifics showing the substitute product meets all mandatory performance criteria that are specified in the bid solicitation; and
 - e. clearly identifies those areas in the specifications and descriptive literature that support the substitute product's compliance with any mandatory performance criteria.
2. Products offered as equivalent in form, fit, function and quality will not be considered if:
 - a. the bid fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute product; or
 - b. the substitute product fails to meet or exceed the mandatory performance criteria specified in the bid solicitation for that item.
3. In conducting its evaluation of the bids, Canada may, but will have no obligation to, request bidders offering a substitute product to demonstrate, at the sole cost of bidders, that the substitute product is equivalent to the item specified in the bid solicitation.

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 may be in writing, by telephone or in person.

1.4 Trade Agreements

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

1.5 Canadian Content

The requirement is subject to a preference for Canadian goods and/or services.

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.

2.2 Submission of Bids

Bids 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 bid solicitation.

2.2.1 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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 a 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 may be 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 (5) five 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.

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 British Columbia.

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 (1 hard copy)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of hard copy 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 staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of applicable taxes must be shown separately.

3.1.1 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.

3.1.2 Exchange Rate Fluctuation

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

3.1.3 SACC Manual Clauses

Section III: Certifications

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

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 financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

- (d) Unless specified otherwise in the bid solicitation, Canada will evaluate only the documentation provided with a bidder's bid. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

	MANDATORY CRITERIA	YES / NO
1	<p>Bidder must certify in their proposal that it can meet the following responsibilities and production schedule:</p> <ul style="list-style-type: none"> a) Picking up of all flyer inserts (if applicable) from the Lookout office, located at 1522 Esquimalt Road, Esquimalt, BC V9A 7N2 between 8:00 a.m. and 3:00 p.m. (local Pacific Time) on Thursday for the Monday distribution, or Wednesday if Thursday is a statutory holiday; and b) Printing and delivering of approximately 3,000 to 5,000 copies of each Lookout newspaper issue and potential inserts (as per Annex A) to Building SH523 at CFB Esquimalt – Naden no later than 7:00 a.m. (local Pacific Time) on the Monday immediately following the issue's digital file submission. If the Monday is a statutory holiday, the newspaper bundles must be delivered no later than 7:00 a.m. (local Pacific Time) on the following working day. 	
	MANDATORY CRITERIA	YES / NO
2	<p>The bidder must confirm that the file output from the uploaded digital files of each 12 to 36 page newspaper issue and any 4 to 20 page sections will be:</p> <ul style="list-style-type: none"> a) With a minimum process colour on one web to a maximum full colour throughout; b) On paper stock of 52 gram Electrabrite (or equivalent) unless required by the Project Authority or his/her representative to print it on paper stock of 62 gram Electrabrite (or equivalent); c) On paper sized 11.375" (left-right width) x 15" (top-bottom height), with a printed image size of 10.25" (left-right width) x 14" (top-bottom height). 	

4.1.1.2 Point Rated Technical Criteria

Bidders' proposals must state their approach and proposed methodology to meet the requirement, the degree of success expected, and any major difficulties that are anticipated and the measures that would be taken to rectify such problems. Bidders must ensure the proposal contains sufficient detail to demonstrate grasp of the requirement and the competence to meet it.

% OF POINTS AVAILABLE	INFORMATION AND CONTENT PROVIDED IS...
Unsatisfactory 0 - 30%	Insufficient for any evaluation of the services offered.
Poor 31 – 59%	Insufficient for effective evaluation and is considered not acceptable for meeting the services requirements.
Fair 60 – 69 %	Minimal and is considered to be less than acceptable for meeting the services requirements.
Good 70 – 79%	Sufficient for evaluation. Services offered are average and will meet the performance of the requirement.

Very Good 80 – 90%	Sufficient for evaluation. Services offered are average and will meet the performance of the requirement.
Excellent 91% - 100%	Exceptional. Services offered exceed the performance requirements.

	RATED CRITERIA	MAXIMUM ATTAINABLE POINTS: 100 POINTS	PAGE # IN BIDDER'S PROPOSAL
A.	Company Organization and Experience	65 Points Total	
1	<u>Experience:</u> Bidders should identify relevant experience, expertise and background of the organization, and delivery of like services of a similar scope and size. Details should be provided for three (3) project examples, including work descriptions, deadlines, and dollar value relating to the firm's experience only. Bidders should include three (3) customer references and contact information with the above information.	30 points	
2	<u>Equipment:</u> Bidders should identify their firm's printing equipment, software/publishing programs, facilities, and delivery systems necessary to provide the referenced service.	20 points	
3	<u>Quality Assurance/Quality Control:</u> The bidder should clearly outline their approach to quality control, with regard to handling potential problems during the contract.	15 points	
B.	Management / Personnel Experience	35 Points Total	
1	<u>Project Manager (PM):</u> The Bidder should demonstrate relevancy of experience and provide complete details for the management of similar projects. This should include a résumé showing qualifications, years of experience, trade affiliations and accreditations, other relevant training and certificates that demonstrate direct experience and training.	20 points	
2	<u>Personnel:</u> The Bidder should provide the name(s) of personnel who will be assigned to this requirement, their qualifications, years of experience, trade affiliation(s), accreditation(s), and other relevant training. Bidder should also advise of availability of back-up resources when required.	15 points	

4.1.2 Financial Evaluation

[A0220T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 70 points overall for the technical evaluation criteria, which are subject to point rating. The rating is performed on a scale of 100.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 100 and the lowest evaluated price is \$45,000 (45).

Basis of Selection – Highest Combined Rating of Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		85/100	90/100	95/100
Bid Evaluated Price		\$45,000.00	\$50,000.00	\$55,000.00
Calculations	Technical Merit Score	$85/100 \times 60 = 51.00$	$90/100 \times 60 = 54.00$	$95/100 \times 60 = 57.00$
	Pricing Score	$45/45 \times 40 = 40.00$	$45/50 \times 40 = 36.00$	$45/55 \times 40 = 32.73$
Combined Rating		91.00	90.00	89.73
Overall Rating		1st	2nd	3rd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and associated 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 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.

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods and Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the goods and services offered are Canadian goods and Canadian services, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the goods and services offered being treated as non-Canadian goods and non-Canadian services.

The Bidder certifies that:

a minimum of 80 percent of the total bid price consist of Canadian goods and Canadian services as defined in paragraph 5 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the [Supply Manual](#).

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 provided 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>), 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](#) 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.

5.2.3.2 Status and Availability of Resources

[A3005T](#) (2010-08-16) Status and Availability of Resources

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 Security Requirements

There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.3 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.

6.3.1 General Conditions

[2010C](#) (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from 1 August, 2018 to 31 July, 2019 inclusive.

6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Chris Morton
A/Supply Officer
Public Works and Government Services Canada
Procurement Branch, Pacific Region
401-1230 Government Street
Victoria, British Columbia V8W 3X9

Telephone: 250-580-1311
E-mail address: chris.morton@pwgsc-tpsgc.gc.ca

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.

In the event that you are unable to contact the above noted authority, please contact:
PAC.ViCCA@tpsgc-pwgsc.gc.ca.

6.5.2 Project Authority

The Project Authority for the Contract is provided in the finalized Contract.

The Project 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 Contractor's Representative

Supplier is to complete information below and submit with their bid.

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

Telephone: _____
Facsimile: _____
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 unit prices, as specified in Annex B. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

6.7.4 T1204 – Direct Request by Customer Department

1. Pursuant to paragraph 221 (1)(d) of the [Income Tax Act](#), R.S. 1985, c. 1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.
2. To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as

applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

6.7.5 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);

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

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 Canadian Content Certification

1. The Contractor warrants that the certification of Canadian Content submitted by the Contractor is accurate and complete, and that the goods, services or both to be provided under the Contract are in accordance with the definition contained in clause [A3050T](#).
2. The Contractor must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Contractor must not, without obtaining before the written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

6.10 Applicable Laws

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

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 2010C (2016-04-04), General Conditions – Services (Medium Complexity);
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment
- (e) the Contractor's bid dated _____

6.12 Canadian Forces Site Regulations

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

6.13 Excess Goods

The quantity of goods to be delivered by the Contractor is specified in the Contract. The Contractor remains liable for any shipment in excess of that quantity whether the excess quantity is shipped voluntarily or as a result of an error by the Contractor. Canada will not make any payment to the Contractor for goods shipped in excess of the specified quantity. Canada will not return the said goods to the Contractor unless the Contractor agrees to pay for all the costs related to the return, including but not limited to administrative, shipping and handling costs. Canada will have the right to deduct such costs from any invoice submitted by the Contractor.

6.14 Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

6.15 Shipping Instructions – Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered Delivered Duty Paid (DDP), Esquimalt, British Columbia Incoterms 2000 for shipments from a commercial contractor.

ANNEX "A"

STATEMENT OF WORK

Title

Printing services for the Lookout Newspaper.

Background

The Department of National Defence (DND) requires the services of a printing company to print and deliver the Canadian Forces Base Esquimalt newspaper, known as the Lookout.

Scope

The scope of this requirement includes printing and delivering copies of each Lookout newspaper issue with the supplied flyer inserts. There may be occasional requirements to print additional copies. The Lookout currently publishes 51 issues per year but this may be reduced to 50 issues per year depending on operational requirements.

Tasks

1. The Contractor must pick up all flyer inserts (if applicable) from the Lookout office, located at 1522 Esquimalt Road, Esquimalt, BC V9A 7N2, or at the Naden CANEX, between 8 a.m. and 3 p.m. (local Pacific Time) on Thursday for the Monday distribution (or Wednesday, if Thursday is a statutory holiday).
2. The Contractor must provide a press File Transfer Protocol (FTP) site to which DND will upload the newspaper issue's digital file from Lookout no later than 3 p.m. (local Pacific Time) on Friday (or Thursday, if Friday is a statutory holiday) for the Monday distribution.
3. Prior to processing, the Contractor must:
 - a. Proofread the uploaded digital file;
 - b. Identify and correct problems with the file's contents (examples include, but are not limited to: headlines out of place, missing ads, and spaces that look like something should be there); and
 - c. If required, contact the Project Authority or his/her designated representative by telephone to resolve identified problems.
4. The Contractor must provide the file output from the uploaded digital files of each 12 to 36 page newspaper issue and any 4 to 20 page section sections:
 - a. With a minimum process colour on one web to a maximum full colour throughout;
 - b. On paper stock of 52 gram Electrabrite (or equivalent) unless required by the Project Authority or his/her representative to print it on paper stock of 62 gram Electrabrite (or equivalent); and
 - c. On paper sized 11.375" (left-right width) x 15" (top-bottom height), with a printed image size of 10.25" (left-right width) x 14" (top-bottom height).
5. The Contractor must deliver a quantity of 3,000 to 5,000 copies of each Lookout newspaper issue with its accompanying supplied flyer inserts as requested by the Project Authority or his/her designated representative. Occasionally, there may be a requirement to increase the quantity of newspapers above this range. The Contractor must fold each newspaper copy horizontally in half.

Solicitation No. - N° de l'invitation
W0103-197608/A
Client Ref. No. - N° de réf. du client
W0103-197608

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-8-41031

Buyer ID - Id de l'acheteur
VIC256
CCC No./N° CCC - FMS No./N° VME

6. The Contractor must deliver an additional quantity of 800 quarter-folded copies of each Lookout newspaper issue (without inserts) as requested by the Project Authority or his/her designated representative.
7. The Contractor must sort and bundle newspapers and inserts in accordance with top sheets supplied by the Project Authority or his/her designated representative.
8. The Contractor must deliver the newspaper bundles to Building SH523 at CFB Esquimalt - Naden no later than 7:00 a.m. (local Pacific Time) on the Monday immediately following the issue's digital file submission. If the Monday is a statutory holiday, the newspaper bundles must be delivered no later than 7:00 a.m. (local Pacific Time) on the following working day. The delivered newspaper bundles must be wrapped in plastic or other suitable material to protect the papers from the elements.
9. If a special project is being printed as an insertion into the weekly newspaper, the Contractor must invoice for this service separately.

Constraints

1. The Contractor must accept files in Macintosh InDesign format or Adobe PDF format on its press FTP site.
2. The Contractor must accept art and photographs in Acrobat 7, Photoshop Creative Suite 5.5 and Illustrator Creative Suite 5.5 formats if requested; and alter these files, if necessary, before the file has gone to press.
3. The Contractor must accept and use Macintosh fonts in the production of the Lookout newspaper.
4. To ensure compatibility, the Contractor must be able to accept files in the version and format submitted by the Lookout.
5. The Contractor must proof their output film to ensure the file is the same as the digital file provided by the Lookout.
6. Folding must not be out of the specified position by more than 6.40 mm (0.25 in). Mis-positioning of a fold is recorded as the linear displacement of actual from specified position.

ANNEX "B"
BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm all-inclusive prices as specified below, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

The lot prices constitute total consideration for performance of the Work performed in accordance with the contract. The prices include the furnishing of all necessary or proper inputs for the completion of the work, except as may be otherwise expressly described within the Contract. The prices include but are not limited all labour, overhead, direct and indirect costs, fringe benefits, office expenses, financing costs, contingencies, photocopying, printing, material, postal / courier charges, telephone / facsimile charges, Internet / e-mail charges, equipment, software fees, costs, server costs, general administration fees, travel, transportation, profit, etc.

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.

1. In accordance with Annex "A", for the services required in the production of one "LOOKOUT" edition. Includes <u>one</u> web of process colour.			
3,000 copies (52 Electrabrite or equivalent)	Firm Lot Price per Issue		
	Period 1	Option Period 1	Option Period 2
12 pages	\$	\$	\$
16 pages	\$	\$	\$
20 pages	\$	\$	\$
24 pages	\$	\$	\$
28 pages	\$	\$	\$
32 pages	\$	\$	\$
36 pages	\$	\$	\$
5,000 copies (52 Electrabrite or equivalent)	Firm Lot Price per Issue		
	Period 1	Option Period 1	Option Period 2
12 pages	\$	\$	\$
16 pages	\$	\$	\$
20 pages	\$	\$	\$
24 pages	\$	\$	\$
28 pages	\$	\$	\$
32 pages	\$	\$	\$
36 pages	\$	\$	\$
3,000 copies (62 Electrabrite or equivalent)	Firm Lot Price per Issue		
	Period 1	Option Period 1	Option Period 2
12 pages	\$	\$	\$
16 pages	\$	\$	\$
20 pages	\$	\$	\$

Solicitation No. - N° de l'invitation
W0103-197608/A
Client Ref. No. - N° de réf. du client
W0103-197608

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-8-41031

Buyer ID - Id de l'acheteur
VIC256
CCC No./N° CCC - FMS No./N° VME

24 pages	\$	\$	\$
28 pages	\$	\$	\$
32 pages	\$	\$	\$
36 pages	\$	\$	\$
5,000 copies (62 Electrabrte or equivalent)	Firm Lot Price per Issue		
	Period 1	Option Period 1	Option Period 2
12 pages	\$	\$	\$
16 pages	\$	\$	\$
20 pages	\$	\$	\$
24 pages	\$	\$	\$
28 pages	\$	\$	\$
32 pages	\$	\$	\$
36 pages	\$	\$	\$
2. In accordance with Annex "A", for the goods and services required in the production of one second section issue (4 to 20 pages) including <u>one</u> web of process colour:			
3,000 copies (52 Electrabrte or equivalent)	Firm Lot Price per Issue		
	Period 1	Option Period 1	Option Period 2
4 pages	\$	\$	\$
8 pages	\$	\$	\$
12 pages	\$	\$	\$
16 pages	\$	\$	\$
20 pages	\$	\$	\$
5,000 copies (52 Electrabrte or equivalent)	Firm Lot Price per Issue		
	Period 1	Option Period 1	Option Period 2
4 pages	\$	\$	\$
8 pages	\$	\$	\$
12 pages	\$	\$	\$
16 pages	\$	\$	\$
20 pages	\$	\$	\$
3,000 copies (62 Electrabrte or equivalent)	Firm Lot Price per Issue		
	Period 1	Option Period 1	Option Period 2
4 pages	\$	\$	\$
8 pages	\$	\$	\$
12 pages	\$	\$	\$
16 pages	\$	\$	\$
20 pages	\$	\$	\$
5,000 copies (62 Electrabrte or equivalent)	Firm Lot Price per Issue		
	Period 1	Option Period 1	Option Period 2
4 pages	\$	\$	\$
8 pages	\$	\$	\$
12 pages	\$	\$	\$

Solicitation No. - N° de l'invitation
W0103-197608/A
Client Ref. No. - N° de réf. du client
W0103-197608

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-8-41031

Buyer ID - Id de l'acheteur
VIC256
CCC No./N° CCC - FMS No./N° VME

16 pages	\$	\$	\$
20 pages	\$	\$	\$
3. Additional Costs			
Description	Firm Lot Price per Issue		
	Period 1	Option Period 1	Option Period 2
One additional web of process colour (covers 4 matting pages)	\$	\$	\$
Costs associated with flyer inserts (no applicable size restrictions or limitations) Per 1000 inserts	\$	\$	\$
Corrections to digital files (under ½ hour)	\$	\$	\$
Corrections to digital files (over ½ hour). Per Hour	\$	\$	\$
Sub-total	\$	\$	\$
EVALUATED TOTAL			
(Subtotal 'Period 1' + Subtotal 'Option Period 1' + Subtotal)			

The bidder must provide pricing for each of the line items above. Failure to do so will result in the bid being non-compliant and rejected.

Financial Evaluation:

The financial bid of the bidder shall be evaluated based upon the aggregate total of all rates for the duration of the contract and the option years.

Note:

If a weekly run of newspapers contains registration errors, the Contractor shall **NOT** be compensated for that week's newspaper run.

Solicitation No. - N° de l'invitation
W0103-197608/A
Client Ref. No. - N° de réf. du client
W0103-197608

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-8-41031

Buyer ID - Id de l'acheteur
VIC256
CCC No./N° CCC - FMS No./N° VME

ANNEX "C"
to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts 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);