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Place du Portage, Phase III  
Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**Request For a Standing Offer  
Demande d'offre à commandes**

Departmental Individual Standing Offer (DISO)

Offre à commandes individuelle du département(OCID)

Canada, as represented by the Minister of Public Works and  
Government Services Canada, hereby requests a Standing Offer  
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et  
Services Gouvernementaux Canada, autorise par la présente,  
une offre à commandes au nom des utilisateurs identifiés  
énumérés ci-après.

**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> Communication Promotional Material	
<b>Solicitation No. - N° de l'invitation</b> EN578-180486/C	<b>Date</b> 2018-07-17
<b>Client Reference No. - N° de référence du client</b> EN578-18-0486	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$CY-032-75125
<b>File No. - N° de dossier</b> cy032.EN578-180486	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-08-08</b>	
<b>Time Zone Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Haroutounian, Rosanna	<b>Buyer Id - Id de l'acheteur</b> cy032
<b>Telephone No. - N° de téléphone</b> (613)990-6696 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 6B1 11 LAURIER ST Gatineau Quebec K1A0S5 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Vendor/Firm Name and Address 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 (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)</b>	
<b>Signature</b>	<b>Date</b>

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**RFSO SET-ASIDE\*: COMMUNICATION PROMOTIONAL MATERIAL**

\* This Request for Standing Offers (RFSO) is set-aside under the federal government's Procurement Strategy for Aboriginal Business (PSAB). PSAB submission requirements exist throughout the RFSO and must be completed for a PSAB offer to be considered compliant.

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

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

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

### 1.2 Summary

The Government of Canada has a requirement to issue a maximum of two (2) Departmental Individual Standing Offers (DISO) for the provision of a variety of Promotional items.

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

The period of the Standing Offer will be from date of issuance to June 30, 2019, with two (2) additional option periods of one-year under the same terms and conditions, followed by an option to request an updated costing grid for two (2) additional option periods of one-year. In the event that Canada chooses to exercise this option, all Offerors that have met the mandatory requirements of the RFSO will be invited to submit a costing grid for the two (2) additional option periods of one-year, and the standing offers for the two (2) additional option periods will be awarded based on the selection methodology detailed herein.

Offer Period	Anticipated Start/End Date	Pricing
Initial period	Date of issuance to June 30, 2019	Original pricing
Option period 1	July 1, 2019 to June 30, 2020	Original pricing
Option period 2	July 1, 2020 to June 30, 2021	Original pricing
Option period 3	July 1, 2021 to June 30, 2022	Submitted in response to invitation by Canada to submit costing grid (during Option period 2)
Option period 4	July 1, 2022 to June 30, 2023	Submitted in response to invitation by Canada to submit costing grid (during Option period 2)

The Request for Standing Offers (RFSO) is to establish Departmental Individual Standing Offers (DISO) for the requirement detailed in the RFSO, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.

This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, refer to [Annex 9.4](#) of the Supply Manual.

This procurement is set aside from the international trade agreements under the provision each has for measures with respect to Aboriginal peoples or for set-asides for small and minority businesses.

Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.

This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

### 1.3 Debriefings

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

### 1.4 Key Terms

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

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	<ul style="list-style-type: none"><li>For call-ups of under \$25,000.00 (including taxes), client departments will issue the call-up or upon request from a client department, PWGSC-CPD can issue the call-up on behalf of the client department.</li></ul>
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### 1.5 Phased Bid Compliance Process

The Phased Bid Compliance Process applies to this requirement.

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## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2018-05-22) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

The 2006 (2018-05-22) Standard Instructions is amended as follows:

- Subsection 5.4 is amended as follows:

Delete: 60 days  
Insert: 120 days

#### 2.1.1 SACC Manual Clauses

NUMBER	DESCRIPTION	DATE
M0019T	Firm Price and/or Rates	2007-05-25

#### 2.1.2 Equivalent Products

1. Products that are equivalent in form, fit, function and quality to the item(s) specified in the RFSO will be considered where the Offeror:
  - 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 Offer fails to provide all the information requested to allow the Standing Offer 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 RFSO for that item.

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3. In conducting its evaluation of the Offers, Canada may, but will have no obligation to, request Offerors offering a substitute product to demonstrate, at the sole cost of Offerors, that the substitute product is equivalent to the item specified in the RFSO.

## 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 in the Request for Standing Offers.

<p>Department of Public Works and Government Services Bid Receiving Unit Place du Portage III - 11 Laurier Street Core 0B2 Gatineau, Quebec For couriers: J8X 4A6 For regular mail: K1A 0S5 Tel.: 819-420-7200 Fax: 819-997-9776</p>
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## 2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority ([Rosanna.haroutounian@pwgsc-tpsgc.gc.ca](mailto:Rosanna.haroutounian@pwgsc-tpsgc.gc.ca)) no later than **seven (7) calendar days** before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

## 2.4 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.

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## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. Offerors are required to provide their offer in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment. The offer must be gathered per section and separated as follows:

Section I: Technical Offer  
Section II: Financial Offer  
Section III: Certifications  
Section IV: Additional Information

If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

- Section I: Technical Offer and high resolution photos of each item (one [1] hard copy and one [1] soft copy on USB key).
- Section II: Financial Offer (one [1] hard copy and one [1] soft copy on USB key).
- Section III: Certifications (one [1] hard copy).
- Section IV: Additional Information (one [1] hard copy).

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

If the Offeror is simultaneously providing copies of its offer using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). 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.

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**Section I: Technical Offer**

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

**Section II: Financial Offer**

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment.

**3.1.1 Electronic Payment of Invoices – Offer**

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

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

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

**3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

**Section III: Certifications**

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

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## **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.
- (c) Canada will use the Phased Bid Compliance Process described below.

#### **4.1.1 Phased Bid Compliance Process**

##### **4.1.1.1 (2017-11-03) General**

- (a) Canada is conducting the PBCP described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Offerors are and will remain solely responsible for the accuracy, consistency and completeness of their Offers and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Offers or in responses by a Offeror to any communication from Canada.

THE OFFEROR ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE OFFER IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE OFFER HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM AN OFFER TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

THE OFFEROR ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS OFFER RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS OFFER NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from an Offeror and consider as part of the Offer, any information to correct errors or deficiencies in the Offer that are clerical or administrative, such as, without limitation, failure to sign the Offer or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Offeror has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the RFSO closing in circumstances where the RFSO expressly provides for this right. The Offeror will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Offer being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2006 (2018-05-22) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after RFSO closing in circumstances where the RFSO expressly provides for this right, or in the circumstances described in subsection (c).

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- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Offeror must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Offeror at any address provided by the Offeror in or pursuant to the Offer is deemed received by the Offeror on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

#### 4.1.1.2 (2018-03-13) Phase I: Financial Offer

- (a) After the closing date and time of this RFSO, Canada will examine the Offer to determine whether it includes a Financial Offer and whether any Financial Offer includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the RFSO to be included in the Financial Offer is missing from the Financial Offer. This review will not assess whether the Financial Offer meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Offer or that the Financial Offer is missing all of the information required by the RFSO to be included in the Financial Offer, then the Offer will be considered non-responsive and will be given no further consideration.
- (d) For Offers other than those described in c), Canada will send a written notice to the Offeror ("Notice") identifying where the Financial Offer is missing information. An Offeror, whose Financial Offer has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Offerors shall not be entitled to submit any additional information in respect of their Financial Offer.
- (e) The Offerors who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Offeror will be entitled to remedy only that part of its Financial Offer which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Offer, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Offer, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Offeror and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Offer submitted by the Offeror will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Offeror's Offer. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, only that part of the original Financial Offer as is permitted above, and will be used for the remainder of the offer evaluation process.

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- (h) Canada will determine whether the Financial Offer is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Offeror in accordance with this Section. If the Financial Offer is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Offer shall be considered non-responsive and will receive no further consideration.
- (i) Only Offers found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

#### **4.1.1.3 (2018-03-13) Phase II: Technical Offer**

- (a) Canada's review at Phase II will be limited to a review of the Technical Offer to identify any instances where the Offeror has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Offer meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the RFSO as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Offeror (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Offer has failed to meet. An Offeror whose Offer has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Offer has been found responsive to the requirements reviewed at Phase II. Such Offeror shall not be entitled to submit any response to the CAR.
- (c) An Offeror shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Offeror's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Offeror which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Offer, the Offeror shall identify such additional changes, provided that its response must not include any change to the Financial Offer.
- (e) The Offeror's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Offer, the wording of the proposed change to that section, and the wording and location in the Offer of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Offeror must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Offeror's Offer, and failure of the Offeror to do so in accordance with this subparagraph is at the Offeror's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Offer submitted by the Offeror other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in

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full, only that part of the original Offer as is permitted in this Section.

- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Offer, but will be considered by Canada in the evaluation of the Offer at Phase II only for the purpose of determining whether the Offer meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Offer would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Offeror in response to the CAR. If so, the Offer will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Offeror shall bind the Offeror as part of its Offer, but the Offeror's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Offer.
- (h) Canada will determine whether the Offer is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Offeror in accordance with this Section. If the Offer is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Offer shall be considered non-responsive and will receive no further consideration.
- (i) Only Offers found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

#### **4.1.1.4 (2018-03-13) Phase III: Final Evaluation of the Offer**

- (a) In Phase III, Canada will complete the evaluation of all Offers found responsive to the requirements reviewed at Phase II. Offers will be assessed in accordance with the entire requirement of the RFSO including the technical and financial evaluation criteria.
- (b) An Offer is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

#### **4.1.2 (2017-07-31) Technical Evaluation**

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

**The Phased Bid Compliance Process will apply to all mandatory technical criteria.**

#### **4.1.3 Financial Evaluation**

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

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

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

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#### 4.1.3.1 Financial Evaluation Criteria

The Offeror must provide unit prices and rates in accordance with the Annex B - Basis of Payment. If prices provided are not in accordance with the Basis of Payment, the Offer will be declared non-responsive.

**OFFERORS MUST ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET SUPPLIED ON BUYANDELL.GC.CA AND SUBMIT IT IN EXCEL FORMAT AS PART OF THEIR OFFER AS PER PART 3 – OFFER PREPARATION INSTRUCTIONS.**

**OFFERORS MUST PROVIDE A PRICE FOR EACH ITEM FOR THE INITIAL STANDING OFFER PERIOD AND OPTION PERIODS.**

#### 4.2 Basis of Selection

##### 4.2.1 Basis of Selection - Mandatory Technical Criteria Only

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

##### 4.2.2 Selection Criteria for Standing Offers

A maximum of two (2) Standing Offers, each until June 30, 2019, with the possibility of two (2) one-year (1) option periods will be awarded as follows:

The two (2) responsive offers with lowest total evaluated price will be recommended for award of a standing offer.

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

After Canada has exercised two (2) option periods, a maximum of two (2) standing offers will be recommended for award or amendment following an evaluation of all Offerors that have met the mandatory requirements, as follows:

The two (2) responsive offers with lowest total evaluated price for the two (2) additional option periods of one-year will be recommended for award of a standing offer or amendment of the standing offer, as applicable.

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

The decision to request updated costing grids from Offerors after the initial Standing Offer period is solely at Canada's discretion.

##### 4.2.3 Condition of Award of Standing Offer - Samples

After award of the Standing Offer, the Offeror may be requested to provide samples of all items proposed. Offerors that do not submit samples within 14 days of the request may have their standing offer put aside.

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## PART 5 - CERTIFICATIONS

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

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

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

### 5.1 Certifications Required with the Offer

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the declaration form available on the Forms for the Integrity Regime 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 Offer

##### 5.1.2.1 Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#) of the *Supply Manual*
2. The Offeror:
  - i. certifies that it meets, and will continue to meet throughout the duration of the Offer, the requirements described in the above-mentioned annex.
  - ii. agrees that any subcontractor it engages under the Offer must satisfy the requirements described in the above-mentioned annex.
  - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Offeror must check the applicable box below:
  - i.  The Offeror is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

**OR**

- ii.  The Offeror is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

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4. The Offeror must check the applicable box below:

i.  The Aboriginal business has fewer than six full-time employees.

**OR**

ii.  The Aboriginal business has six or more full-time employees.

5. The Offeror must, upon request by Canada, provide all information and evidence supporting this certification. The Offeror must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Offeror must provide all reasonably required facilities for any audits.

6. By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

#### 5.1.2.2 Owner/Employee Certification - Set-aside for Aboriginal Business

If requested by the Standing Offer Authority, the Offeror must provide the following certification for each owner and employee who is Aboriginal:

1. I am \_\_\_\_\_ (*insert "an owner" and/or "a full-time employee"*) of \_\_\_\_\_ (*insert name of business*), and an Aboriginal person, as defined in [Annex 9.4](#) of the *Supply Manual* entitled "Requirements for the Set-Aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Printed name of owner and/or employee

\_\_\_\_\_  
Signature of owner and/or employee

\_\_\_\_\_  
Date

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

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

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Buyer ID - Id de l'acheteur  
CY032  
CCC No./N° CCC - FMS No./N° VME

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### 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 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 (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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.

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## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

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

### A. STANDING OFFER

#### 6.1 Offer

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

#### 6.2 Security Requirements

There is no security requirement applicable to this Standing Offer.

#### 6.3 Standard Clauses and Conditions

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

##### 6.3.1 General Conditions

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

##### 6.3.2 Standing Offers Reporting

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

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

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

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

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

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## **6.4 Term of Standing Offer**

### **6.4.1 Period of the Standing Offer**

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

### **6.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional one-year periods, under the same conditions and at the rates or prices specified in the Standing Offer, and two (2) additional one-year periods, under the same conditions and based on updated pricing, if applicable.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

### **6.4.3 Comprehensive Land Claims Agreements (CLCAs)**

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the standing offer.

## **6.5 Authorities**

### **6.5.1 Standing Offer Authority**

The Standing Offer Authority during the Standing Offer period is:

Glenn Mondoux  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Communication Procurement Directorate  
360 Albert Street, 12<sup>th</sup> floor  
Ottawa, ON

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

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

### **6.5.2 Project Authority for other Government Departments**

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

### 6.5.3 Offeror's Representative

<b>General Enquiries</b>	<b>Backup</b>
Name: _____	Name: _____
E-mail: _____	E-mail: _____
Telephone: _____ - _____ - _____	Telephone: _____ - _____ - _____
Fax: _____ - _____ - _____	Fax: _____ - _____ - _____

### 6.6 Identified Users

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

During the Standing Offer period, Canada may expand the definition of Identified Users to include Provincial and Territorial governments or MASH sector entities (municipalities, municipal organizations, school boards and publicly funded academic, health, and social service entities).

### 6.7 Call-up Procedures

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

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

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

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

Call-ups will be issued by CPD using the selection methodology specified in 6.7.2.1 below.

##### 6.7.2.1 Selection Methodology and Call-up Process

- a) Federal departments or agencies must send a request by e-mail to the Standing Offer Authority. The request must include the requisition for goods and services (9200) with the list of items required, delivery date, and the quantity.
- b) The Offeror with the lowest total price<sup>1</sup> of the items required will be the first ranked Offeror.

<sup>1</sup> To establish the lowest total price, the Contracting Authority will use the unit price of each of the items as identified in Annex B – Basis of Payment of the Offeror's standing offer, multiplied by the quantity required.

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

## 6.8 Call-up Instrument

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

1. 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.

## 6.9 Limitation of Call-ups

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

## 6.10 Discontinued and Dated Items, and Product Number Changes

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

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

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

## 6.11 Electronic Transactions via the Offeror's web site

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

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

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

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

### 6.11.1 Web site functionality requirements

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

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- f) The Site must be bilingual;
  - g) The Site must meet Web Content Accessibility Guidelines (WCAG) 2.0.

#### 6.11.2 Registration requirements

To register, an Authorized User must provide the following:

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

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

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

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

#### 6.11.3 Transaction Requirements

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

- a) the Authorized User must confirm the content of their order, and that billing and shipping information is correct. In the event any information is incorrect, the user will be required to update / correct this information;
- b) the Authorized User must confirm that the transaction is being done in accordance with the Standing Offer terms and conditions, The Standing Offer number(s) must appear in the confirmation statement; and
- c) the Authorized User must confirm that they hold or have obtained the appropriate approval to execute the transaction.

#### 6.11.4 Grace Period

The Offeror will be granted grace period of 90 days from time of issuance of a Standing Offer to launch the Site. After the expiry of the grace period, electronic transactions via the Site must comply with articles 6.11.1 to 6.11.3 above.

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

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Buyer ID - Id de l'acheteur  
CY032  
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## 6.12 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2030 (2016-04-04) General Conditions - Higher Complexity – Goods
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*)

## 6.13 Certifications

### 6.13.1 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.

## 6.14 Applicable Laws

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

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Buyer ID - Id de l'acheteur  
CY032  
CCC No./N° CCC - FMS No./N° VME

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## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **6.1 Statement of Work**

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

### **6.2 Standard Clauses and Conditions**

#### **6.2.1 General Conditions**

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

Section 19 Interest on Overdue Accounts, of 2030 (2016-04-04) General Conditions - Higher Complexity - Goods will not apply to payments made by credit cards.

### **6.3 Term of Contract**

#### **6.3.1 Delivery Date**

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

### **6.4 Authorities**

#### **6.4.1 Contracting Authority**

The Contracting Authority is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Public Works and Government Services Canada,  
Acquisitions Branch

Directorate: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail address: \_\_\_\_\_

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

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Buyer ID - Id de l'acheteur  
CY032  
CCC No./N° CCC - FMS No./N° VME

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## 6.4.2 Project Authority

The Project Authority is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

## 6.4.3 Offeror's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6.5 Payment

### 6.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price(s)", as specified in Annex "B" for a cost of \$ \_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

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

### 6.5.2 Single Payment

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

### 6.5.3 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);

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## 6.6 Invoicing Instructions

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

Invoices must be distributed as follows:

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

## 6.7 Insurance

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

## 6.8 SACC *Manual* Clauses

[A3000C](#) (2014-11-27) Aboriginal Business Certification  
[P1011C](#) (2010-01-11) Quality Levels for Colour Reproduction  
[P1005C](#) (2010-01-11) Packaging and Packing of printed Products  
[B7500C](#) (2006-06-16) Excess Goods

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**ANNEX A - STATEMENT OF WORK**

Through this Request for Standing Offers, PWGSC is seeking to establish a maximum of two (2) Standing Offers (SO) for the provision of promotional items.

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

**A.1 Objective**

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

Item Number	Description	SKU (stock keeping unit)	Quantity
1	Waterless Tattoo	CUSTOM	N/A
2	VIP Die Struck Pin	CUSTOM	N/A
3	Soft Enamel Metal Pin	CUSTOM	N/A
4	Removable Sticker	CUSTOM	N/A
5	Cell Phone Cleaning Cloth	CK924 or equivalent	N/A
6	Silicone Bracelet	SB-D or equivalent	N/A
7	12oz Ceramic Coffee Mug	DRK 500 or equivalent	N/A
8	14oz Chrome Band Tumbler (Travel Mug)	MG945 or equivalent	N/A
9a	Water Bottle – Stainless Steel with Carabiner	WB4833 or equivalent	N/A
9b	Water Bottle – Cola Style	WB8030 or equivalent	N/A
10	Lanyards	CUSTOM	N/A
11a	Glacio Pen/Stylus	I128 or equivalent	N/A
11b	Preston Ballpoint Pen	NI-80B or equivalent	N/A
12a	USB Twist Flash Drive	USB RMC02 or equivalent	N/A
12b	Credit card style USB Flash Drive	USB F197 or equivalent	N/A
13	Adhesive Silicone Cell Phone Wallet	CPW275 or 10002316 or equivalent	N/A
14	Universal Cell Phone Charger	10001466 or equivalent	N/A
15	Sport Towel	T414 or equivalent	N/A
16	Tote Bag	F5269 or equivalent	N/A
17a	Adult T-Shirt	G800 or equivalent	N/A
17b	Youth T-Shirt	G800B or equivalent	N/A
18	Golf Shirt - polo style	G728, G728L or equivalent	N/A
19	Hoodie (sweater) unisex	185C00 or equivalent	N/A
20	Tuque	1075E or equivalent	N/A
21	Baseball Cap	CT6441 or equivalent	N/A

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## A.2 Overview

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

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

## A.3 Underruns/Overruns

No underruns or overruns will be accepted.

**A.4 Items Description**

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

<b>ITEM 1 – WATERLESS TATTOOS</b>	
Description and Specs	<p>A)</p> <ol style="list-style-type: none"> <li>1) Print Image (actual tattoo) 1.5" x 1.5" (3.8cm x 3.8cm);</li> <li>2) Tattoo transfer (backing) 1.75" x 1.75" (4.4cm x 4.4cm)</li> </ol> <p>B)</p> <ol style="list-style-type: none"> <li>1) Print Image (actual tattoo) 1.75" x 1.75" (4.4cm x 4.4cm);</li> <li>2) Tattoo transfer (backing) 2" x 2" (5.1cm x 5.1cm)</li> </ol> <p><b>Inks:</b></p> <ol style="list-style-type: none"> <li>1) Inks must be non-toxic and FDA certified and safety tested</li> <li>2) Temporary tattoos must meet the requirements of the Food and Drugs Act and the Cosmetic Regulations</li> <li>3) The Cosmetic Regulations and the Food and Drugs Act in their entirety are available at the following internet site:             <ol style="list-style-type: none"> <li>a. <a href="http://laws-lois.justice.gc.ca/eng/regulations/C.R.C.,_c._869/">http://laws-lois.justice.gc.ca/eng/regulations/C.R.C.,_c._869/</a>  <a href="http://laws-lois.justice.gc.ca/eng/acts/F-27/index.html">http://laws-lois.justice.gc.ca/eng/acts/F-27/index.html</a></li> </ol> </li> <li>4) Due to safety regulations, tattoos are printed with cosmetic grade inks which print lighter than conventional inks</li> <li>5) Stock: Ecological paper or equivalent</li> </ol>
SKU	CUSTOM
Quantity	TBD - no guarantee of any orders
<b>Imprint</b>	
Print Details	<p>A)</p> <p><b>FRONT:</b></p> <ol style="list-style-type: none"> <li>1) Tattoo size: 1.5" x 1.5" (3.8cm x 3.8cm)</li> <li>2) Logo to be supplied with each call-up</li> </ol> <p><b>BACK:</b></p> <ol style="list-style-type: none"> <li>1) Imprint size: 1.75" x 1.75" (4.4cm x 4.4cm)</li> <li>2) Bilingual instructions with Canada Wordmark and web address (to be supplied)</li> <li>3) No Company advertisement</li> </ol> <p>B)</p> <p><b>FRONT:</b></p> <ol style="list-style-type: none"> <li>1) Tattoo size: 1.75" x 1.75" (4.4cm x 4.4cm)</li> <li>2) Logo to be supplied with each call-up</li> </ol> <p><b>BACK:</b></p> <ol style="list-style-type: none"> <li>1) Imprint size: 2" x 2" (5.1cm x 5.1cm)</li> <li>2) Bilingual instructions with Canada Wordmark and web address (to be supplied)</li> <li>3) No company advertisement</li> </ol>
Method of Imprint and Colour	One colour, two colour or four colour process Colour/s specified in each call-up
Artwork provided	Logo and artwork will be supplied with each call-up.

**Specific Packaging Instructions**

Shrink wrapped in bundles of 100, 10,000 units per box  
 See Section **A.8 Preparation for Distribution and Packaging Instructions**

<b>ITEM 2 – VIP DIE STRUCK PIN</b>	
Description and Specs	<ol style="list-style-type: none"> <li>1) Die Struck VIP sized ½" x ½" (1.3cm x 1.3cm); or ¾" x ¾" (1.9cm x 1.9cm); or 1" x 1" (2.5cm x 2.5cm) and on card</li> <li>2) Individually wrapped in a reusable plastic cello envelope</li> <li>3) Card: 2" x 3" (5.1cm x 7.6cm) (+/- 20%) and made from recycled paper</li> <li>4) Gold or silver colour metal</li> <li>5) Brushed background</li> <li>6) Polished raised metal logo and border</li> <li>7) Standard Clutch type fastener</li> </ol>
SKU	CUSTOM
Quantity	TBD - no guarantee of any minimum quantity or orders

**Imprint**

Print Details and Location	<ol style="list-style-type: none"> <li>1) Imprint size: ½" x ½" (1.3cm x 1.3cm); or ¾" x ¾" (1.9cm x 1.9cm); or 1" x 1" (2.5cm x 2.5cm)</li> <li>2) Brushed Gold or Silver</li> <li>3) Polished Gold or Silver</li> </ol>
Method of Imprint and Colour	<ol style="list-style-type: none"> <li>1) Die Struck</li> <li>2) Colour of card: one colour to be determined at time of call-up</li> <li>3) Colour of text on card: one colour to be determined at time of call-up</li> </ol>
Artwork provided	Logo and artwork will be supplied with each call-up

**Specific Packaging Instructions**

Individually wrapped See Section <b>A.8 Preparation for Distribution and Packaging Instructions</b>
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<b>ITEM 3 – SOFT ENAMEL METAL PIN</b>	
Description and Specs	<ol style="list-style-type: none"> <li>1) ½" x ½" (1.3cm x 1.3cm); or ¾" x ¾" (1.9cm x 1.9cm); or 1" x 1" (2.5cm x 2.5cm) coloured metal pin</li> <li>2) Silver or gold colour metal</li> <li>3) Soft enamel colour fill</li> <li>4) Epoxy finish</li> <li>5) Standard Clutch type fastener</li> </ol>
SKU	CUSTOM
Quantity	TBD - no guarantee of any minimum quantity or orders

**Imprint**

Print Details	<ol style="list-style-type: none"> <li>1) Imprint size ½" x ½" (1.3cm x 1.3cm); or ¾" x ¾" (1.9cm x 1.9cm); or 1" x 1" (2.5cm x 2.5cm)</li> <li>2) Colour pin with logo</li> </ol>
Method of Imprint and Colour	<ol style="list-style-type: none"> <li>1) Die Struck</li> <li>2) One colour and price for each additional colour of enamel</li> <li>3) Colour/s specified in each call-up</li> </ol>
Artwork provided	Logo and artwork will be supplied with each call-up

**Specific Packaging Instructions**

50 pins per bag See Section <b>A.8 Preparation for Distribution and Packaging Instructions</b>
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**ITEM 4 – REMOVABLE STICKER**

Description and Specs	<ol style="list-style-type: none"> <li>1) One-sided bilingual reusable sticker (French first or English first)</li> <li>2) Self-adhesive, removable, repositionable, and can be used on any surface</li> <li>3) Stick securely and remove easily and cleanly.</li> <li>4) Trim size: 2" x 3" (5.1cm x 7.6cm)</li> </ol>
SKU	CUSTOM
Quantity	TBD - No guarantee of any minimum quantity or orders

**Imprint**

Print Details	<ol style="list-style-type: none"> <li>1) Imprint size: 2" x 3" (5.1cm x 7.6cm)</li> </ol>
Method of Imprint and Colour	<ol style="list-style-type: none"> <li>1) Screen print or digital transfer: One colour, two colour or four colour process</li> <li>2) Colour/s specified in each call-up</li> </ol>
Artwork provided	Logo and artwork will be supplied with each call-up

**Specific Packaging Instructions**

No specific packaging instructions See Section <b>A.8 Preparation for Distribution and Packaging Instructions</b>
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**ITEM 5 – CELL PHONE CLEANING CLOTH**

Description and Specs	<ol style="list-style-type: none"> <li>1) Ultra-soft microfiber cell phone cleaning cloth on card with instructions</li> <li>2) Plastic-wrapped separately with reusable plastic cello envelope</li> <li>3) Cloth: 1.5" x 1.5" (3.8cm x 3.8cm)</li> <li>4) Card: 3.25" x 2" (8.3cm x 5.1cm) (+/- 20%) and made from recycled paper</li> <li>5) Non-abrasive, reusable adhesive backing sticks to the back of phone or device</li> </ol>
SKU	CK924 or equivalent
Quantity	TBD - no guarantee of any minimum quantity or orders

**Imprint**

Print Details	<b>Imprint Area:</b> <ol style="list-style-type: none"> <li>1) Cloth: 1.5" x 1.5" (3.8cm x 3.8cm)</li> <li>2) Card: 3.25" x 2" (8.3cm x 5cm) (Approximate size)</li> <li>3) Custom logo supplied with each call-up</li> <li>4) Canada Wordmark on the front of the card below the cloth (if required)</li> <li>5) Bilingual Instructions and website on the back of the card (if required)</li> <li>6) No company advertising printed on the card or cloth</li> </ol>
Method of Imprint and Colour	<ol style="list-style-type: none"> <li>1) For cloth: One colour, two colour or four colour process on one side</li> <li>2) For card with instructions: One colour process, ie: black ink on white paper</li> <li>3) Colour(s) specified in each call-up</li> </ol>
Artwork provided	Logo and artwork will be supplied with each call-up

**Specific Packaging Instructions**

Shrink wrapped in bundles of 50; 5,000 units per box See Section <b>A.8 Preparation for Distribution and Packaging Instructions</b>
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**ITEM 6 – SILICONE BRACELET BAND**

Description and Specs	<ol style="list-style-type: none"> <li>1) Silicone debossed bracelets with fill</li> <li>2) Recycled Silicone</li> <li>3) Junior size: 7" x 0.5" (17.8cm x 1.3cm) (+/- 5%)</li> <li>4) Adult size: 8" x 0.5" (20.3cm x 1.3cm) (+/- 5%)</li> <li>5) Assorted colours</li> </ol>
SKU	SB-D or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

**Imprint**

Print Details	<ol style="list-style-type: none"> <li>1) Imprint size: +/- 2.5" (6.4cm) long</li> <li>2) Logo and/or words only (one colour) supplied with each call-up</li> </ol>
Method of Imprint and Colour	<ol style="list-style-type: none"> <li>1) Debossed with fill</li> <li>2) Black fill on pale colours and white fill on dark colours</li> <li>3) Colour/s specified in each call-up</li> </ol>
Artwork provided	Logo and artwork will be supplied with each call-up

**Specific Packaging Instructions**

No specific packaging instructions See Section <b>A.8 Preparation for Distribution and Packaging Instructions</b>
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**ITEM 7 – CERAMIC COFFEE MUG (12OZ)**

Description and Specs	<ol style="list-style-type: none"> <li>1) 12oz Tapered Ceramic Mug</li> <li>2) C Handle</li> <li>3) Microwave safe</li> <li>4) Polished finish look</li> <li>5) Available in multiple colours (Black, Blue, Lime, Midnight Blue, Orange, Red, White, Yellow)</li> <li>6) Material: Ceramic</li> <li>7) Dimensions: 3.5" x 4.0" (8.9cm x 10.2cm) (+/-10%)</li> <li>8) Capacity: 12 oz. (355ml)</li> </ol>
SKU	DRK 500 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

**Imprint**

Print Details	<ol style="list-style-type: none"> <li>1) Imprint Area: +/- 2" x 2.25" (5.1cm x 5.7cm)</li> </ol>
Method of Imprint and Colour	<ol style="list-style-type: none"> <li>1) Screen print or digital transfer: one colour and price for each additional colour</li> <li>2) Colour/s specified in each call-up</li> </ol>
Artwork provided	Logo and artwork will be supplied with each call-up

**Specific Packaging Instructions**

Maximum 24 per box packaged safely (not to break), with Fragile label See Section <b>A.8 Preparation for Distribution and Packaging Instructions</b>
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**ITEM 8 – 14OZ CHROME BAND TUMBLER (TRAVEL MUG)**

Description and Specs	<ol style="list-style-type: none"> <li>1) 14oz BPA-free double wall tumbler</li> <li>2) Two-tone stainless steel exterior and black polypropylene plastic liner</li> <li>3) Black polypropylene plastic screw-on slide lock lid</li> <li>4) Exterior features glossy chrome top panel and main panel with metallic colour finish</li> <li>5) Fits most automobile cup holders</li> <li>6) Item size : 8 ¼" height x 2 ¾" diameter (with lid) (20.1cm x 7cm)</li> <li>7) Available in multiple colours</li> <li>8) Capacity: 14 oz. (414ml)</li> </ol>
SKU	MG945 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

**Imprint**

Print Details	<ol style="list-style-type: none"> <li>1) Imprint Area: 3 ½" x 3 ½" (8.9cm x 8.9cm)</li> </ol>
Method of Imprint and Colour	<ol style="list-style-type: none"> <li>1) Screen print or digital transfer: one colour, two colour or four colour process</li> <li>2) Colour/s specified in each call-up</li> </ol>
Artwork provided	Logo and artwork will be supplied with each call-up

**Specific Packaging Instructions**

No specific packaging instructions See Section <b>A.8 Preparation for Distribution and Packaging Instructions</b>
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**ITEM 9A – WATER BOTTLE STAINLESS STEEL WITH CARABINER**

Description and Specs	<ol style="list-style-type: none"> <li>1) Stainless Steel Water Bottle with Carabiner</li> <li>2) Available in multiple colours</li> <li>3) 7.5" Height x 2.0875" Diameter (19cm x 5.3cm) (+/- 5%)</li> <li>4) 18/0 stainless steel with 0.02" (0.4mm) single wall</li> <li>5) Holds up to 17oz (500 ml)</li> <li>6) Matching coloured aluminum carabiner</li> <li>7) Black plastic twist-off cap</li> <li>8) BPA (Bisphenol A) free and FDA approved</li> </ol>
SKU	WB4833 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

**Imprint**

Print Details	<ol style="list-style-type: none"> <li>1) Imprint Area: +/- 3" x 3" (7.6cm x 7.6cm)</li> </ol>
Method of Imprint and Colour	<ol style="list-style-type: none"> <li>1) Screen print or digital transfer: one colour process</li> <li>2) Colour/s specified in each call-up</li> </ol>
Artwork provided	Logo and artwork will be supplied with each call-up

**Specific Packaging Instructions**

No specific packaging instructions See Section <b>A.8 Preparation for Distribution and Packaging Instructions</b>
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<b>ITEM 9B – WATER BOTTLE (COLA SHAPED)</b>	
Description and Specs	<ol style="list-style-type: none"> <li>1) Stainless steel</li> <li>2) Inner copper insulated liner</li> <li>3) Glossy exterior</li> <li>4) Double walled vacuum insulation to prevent condensation from hot and cold beverages</li> <li>5) Matching coloured screw-on stainless steel leak-proof lid, designed to avoid spills and leaks</li> <li>6) Keeps hot beverages hot</li> <li>7) Keeps beverages cold for up to 24 hours</li> <li>8) Use for cold water, tea, coffee or other beverages</li> <li>9) Holds up to 17oz (500 ml)</li> <li>10) BPA free and FDA approved</li> <li>11) Individually retail packaged</li> <li>12) Size: 10" height x 2.75" diameter (25.4cm x 7cm)</li> </ol>
SKU	WB8030 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

**Imprint**

Print Details	<ol style="list-style-type: none"> <li>1) Imprint Area: +/- 2" x 3" (5cm x 7.6cm)</li> </ol>
Method of Imprint and Colour	<ol style="list-style-type: none"> <li>1) Print screen or digital transfer: one colour process</li> <li>2) Colour/s specified in each call-up</li> </ol>
Artwork provided	Logo and artwork will be supplied with each call-up

**Specific Packaging Instructions**

No specific packaging instructions See Section <b>A.8 Preparation for Distribution and Packaging Instructions</b>
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<b>ITEM 10 – LANDYARDS</b>	
Description and Specs	<ol style="list-style-type: none"> <li>1) Sublimated polyester lanyard</li> <li>2) Size: ½" x 36" (1.3cm x 91.4cm) or 3/4" x 36" (1.9cm x 91.4cm)</li> <li>3) Artwork/design in one colour or full colour on both sides</li> <li>4) Breakaway clip</li> <li>5) Metal crimp with a silver swivel thumb trigger attachment</li> </ol>
SKU	CUSTOM
Quantity	TBD - No guarantee of any minimum quantity or orders

**Imprint**

Print Details	<ol style="list-style-type: none"> <li>1) One colour process or</li> <li>2) Four colour process</li> </ol>
Method of Imprint and Colour	<ol style="list-style-type: none"> <li>1) Print screen or digital transfer: one colour process or four colour process</li> <li>2) Colour/s specified in each call-up</li> </ol>
Artwork provided	Logo and artwork will be supplied with each call-up

**Specific Packaging Instructions**

No specific packaging instructions See Section <b>A.8 Preparation for Distribution and Packaging Instructions</b>
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<b>ITEM 11A – GLACIO PEN/STYLUS</b>	
Description and Specs	<ol style="list-style-type: none"> <li>1) Aluminum pen and stylus combo with push-action pen</li> <li>2) Matte metallic finish</li> <li>3) Chrome tip</li> <li>4) Soft capacitive stylus</li> <li>5) Etched rings on lower barrel to provide a comfortable grip</li> <li>6) Individually cello wrapped</li> <li>7) Available in multiple colours</li> <li>8) Medium point black ink</li> </ol>
SKU	I128 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

**Imprint**

Print Details	<ol style="list-style-type: none"> <li>1) Imprint Area: +/- 1.5" x 0.25" (3.8cm x 0.6cm)</li> </ol>
Method of Imprint and Colour	<ol style="list-style-type: none"> <li>1) Laser engraved: one colour</li> <li>2) Colour/s specified in each call-up</li> </ol>
Artwork provided	Logo and artwork will be supplied with each call-up

**Specific Packaging Instructions**

No specific packaging instructions <b>See Section A.8 Preparation for distribution and packaging instructions</b>
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<b>ITEM 11B – PRESTON BALLPOINT PEN</b>	
Description and Specs	<ol style="list-style-type: none"> <li>1) Coloured barrel</li> <li>2) White clip</li> <li>3) Click pen</li> <li>4) Available in multiple colours: Purple, Blue, Green, Black, Yellow, Light Blue, Red</li> </ol>
SKU	NI-80B or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

**Imprint**

Print Details	<ol style="list-style-type: none"> <li>1) Imprint Area: +/- 1.5" x 3/4" (3.8cm x 1.9cm)</li> </ol>
Method of Imprint and Colour	<ol style="list-style-type: none"> <li>1) Print screen or digital transfer: one colour process</li> <li>2) Colour/s specified in each call-up</li> </ol>
Artwork provided	Logo and artwork will be supplied with each call-up

**Specific Packaging Instructions**

No specific packaging instructions <b>See Section A.8 Preparation for Distribution and Packaging Instructions</b>
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<b>ITEM 12a – Twist USB Flash Drives (2GB, 4GB, 8GB, 16GB, 32GB and/or 64GB Capacity)</b>	
Description and Specs	<ol style="list-style-type: none"> <li>1) Must use the newest "Chip On Board" technology</li> <li>2) Must have top grade A-tier 1 flash chips</li> <li>3) Minimum standard of Hi-Speed USB, USB 2.0 Certified:               <ol style="list-style-type: none"> <li>a) Hi-Speed with maximum signalling rate of 480 Mbit/s (effective throughput up to 35 MB/s)</li> <li>b) When loaded with data, document read/write speed must be USB 2.0 compliant</li> </ol> </li> <li>4) Compatible: 98 / SE / ME / 2000 / XP / 7 / 8 / 10, Linux, Mac</li> <li>5) RoHS / WEEE Compliant</li> <li>6) Dimensions: 2.3" x 0.75" x 0.35" (58mm x 19mm x 9mm) (+/- 5%)</li> <li>7) Weight: approximately 0.5oz (14g)</li> <li>8) Data Retention: minimum 5 years</li> <li>9) Memory sizes: 2GB, 4GB, 8GB, 16GB, 32GB and/or 64GB</li> </ol>
SKU	USB RMC02 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders
<b>Imprint</b>	
Print Details	<ol style="list-style-type: none"> <li>1) Imprint Area: +/- 0.91" x 0.41" (2.3cm x 1cm)</li> </ol>
Method of Imprint and Colour	<ol style="list-style-type: none"> <li>1) Screen printed: one colour, four colour, or Laser Engraved (both sides)</li> <li>2) Colour/s specified in each call-up</li> </ol>
Artwork provided	Logo and artwork will be supplied with each call-up
<b>Specific Packaging Instructions</b>	
No specific packaging instructions See Section <b>A.8 Preparation for Distribution and Packaging Instructions</b>	

**ITEM 12B – CREDIT CARD STYLE USB FLASH DRIVE (8GB, 16GB, 32GB, OR 64GB CAPACITY)**

Description and Specs	<ol style="list-style-type: none"> <li>1) Uses the newest “Chip On Board” technology</li> <li>2) USB flash drives must have grade A, tier-1 flash chips</li> <li>3) USB flash drive chip must have a unique VID (vendor ID) and PID (product id) number and internally serialized to identify the manufacturer</li> <li>4) Size: 3.37" x 2.13" x 0.125" (8.5cm x 5.4cm x 0.3cm) (<math>\pm 5\%</math>)</li> <li>5) Card is 0.125" (3mm) thick</li> <li>6) Minimum standard of USB 2.0:       <ol style="list-style-type: none"> <li>a) Hi-Speed with maximum signalling rate of 480 Mbit/s (effective throughput up to 35 MB/s)</li> <li>b) When loaded with data, document read/write speed must be USB 2.0 compliant</li> </ol> </li> <li>7) Serialized numbering based upon the client scheme on one side</li> <li>8) Serialization to be imprinted directly on USB Stick (chip) portion of card such that if USB portion is removed or breaks away from the card, the serial number will remain with electronic chip portion of USB stick</li> <li>9) Serialization must be to the exact specifications provided by Client. If the final delivered items do not meet the exact serialization requirements, Canada reserves the right to reject entire shipment. The final delivery date will not be extended as a result of any Contractor error</li> <li>10) USB cards must have an integrated connector and chip that can flip out or snap off. In the event of detachment, the integrated USB flash drive must be able to still function and be able to flip or snap back into original place</li> <li>11) Data retention: minimum 5 years</li> <li>12) Memory sizes: 8GB, 16GB, 32GB and/or 64GB</li> <li>13) Any USB flash drive found defective and/or found not to meet the mandatory requirements must be replaced by the Offeror at its expense and the total percentage of defective and/or non-compliant units must be 1% or less of the total quantity supplied. If the total number of defective and/or non-compliant products is greater than 1% of the total quantities supplied, Canada reserves the right to return the entire shipment and/or refuse future shipment(s). If supplied products are found to contain defective and/non-compliant units in excess of 1% of the total quantities supplied, it may result in contract Termination for Default and/or action under the PWGSC Vendor Performance Corrective Measure Policy</li> </ol>
SKU	USB F197 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

**Imprint**

Print Details	1) Imprint Area: +/- 3.37" x 2.13" (8.5cm x 5.4cm)
Method of Imprint and Colour	<ol style="list-style-type: none"> <li>1) Print screen or digital transfer: one colour, two colour or four colour on both sides</li> <li>2) Colour/s specified in each call-up</li> </ol>
Artwork provided	Logo and artwork will be supplied with each call-up

**Specific Packaging Instructions**

Each USB type must be boxed separately in quantities as follows: 500 units per box. Same artwork must be packaged together. Sub-packaged for each storage capacity (8GB, 16GB, 32GB and 64GB) of same artwork. Final packaging details will be discussed between Offeror and Client PA. See Section **A.8 Preparation for Distribution and Packaging Instructions**

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**ITEM 13 – ADHESIVE SILICONE CELL PHONE WALLET**

Description and Specs	<ol style="list-style-type: none"> <li>1) Silicone pocket</li> <li>2) 3M Adhesive or equivalent (adheres securely to the back of a cell phone)</li> <li>3) Can hold credit cards, driver's license, hotel keys, coins or other items</li> <li>4) Must not demagnetize cards</li> <li>5) Fits almost any cell phone</li> </ol>
SKU	CPW275 or 10002316 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

**Imprint**

Print Details	<ol style="list-style-type: none"> <li>1) Logo imprint area: +/- 1.625" x 1.875" (4.1cm x 4.8cm)</li> </ol>
Method of Imprint and Colour	<ol style="list-style-type: none"> <li>1) Screen print: one colour process</li> <li>2) Colour/s specified in each call-up</li> </ol>
Artwork provided	Logo and artwork will be supplied with each call-up

**Specific Packaging Instructions**

See Section <b>A.8 Preparation for Distribution and Packaging Instructions</b>
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**ITEM 14 – UNIVERSAL CELL PHONE CHARGER - 2200 MAH**

Description and Specs	<ol style="list-style-type: none"> <li>1) Includes connecting cable to recharge the battery backup or a mobile device</li> <li>2) 2,200 mAh (enough life to fully charge a phone)</li> <li>3) 5V/1A USB charges at the same rate as most wall chargers</li> <li>4) USB to Micro USB connecting cable for universal connectivity</li> <li>5) Dimensions: 3.75" x 0.75" x 0.75" (9.5cm x 1.9cm x 1.9cm)</li> </ol>
SKU	10001466 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

**Imprint**

Print Details	<ol style="list-style-type: none"> <li>1) Imprint Area: 2.5" x 0.5" (6.4cm x 1.3cm)</li> </ol>
Method of Imprint and Colour	<ol style="list-style-type: none"> <li>1) Screen print: one colour process or laser engraving</li> <li>2) Colour/s specified in each call-up</li> </ol>
Artwork provided	Logo and artwork will be supplied with each call-up

**Specific Packaging Instructions**

See Section <b>A.8 Preparation for Distribution and Packaging Instructions</b>
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**ITEM 15 – SPORTS TOWEL**

Description and Specs	<ol style="list-style-type: none"> <li>1) White sports rally towel</li> <li>2) 100% cotton</li> <li>3) 12" x 18" (30.5cm x 45.7cm) (+/- 10%)</li> <li>4) 1.2 lbs (544.3g)/dz</li> </ol>
SKU	T414 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

**Imprint**

Print Details	1) Imprint Area: +/- 8" x 10" (20.3cm x 25.4cm)
Method of Imprint and Colour	<ol style="list-style-type: none"> <li>1) Screen print: One colour, or four colour process</li> <li>2) Colour/s specified in each call-up</li> </ol>
Artwork provided	Logo and artwork will be supplied with each call-up

**Specific Packaging Instructions**

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

**ITEM 16 – TOTE BAG**

Description and Specs	<ol style="list-style-type: none"> <li>1) Lightweight 6.7oz (190g) taffeta polyester</li> <li>2) Tote folds into a separate pouch for small-sized storage</li> <li>3) Pouch has snap closure and plastic clip to attach to bag or purse</li> <li>4) Assorted colours</li> </ol> <p>Dimensions:</p> <ol style="list-style-type: none"> <li>5) 15.5" x 16" x 5" (39.4cm x 40.6cm x 12.7cm) (+/- 10%) (tote open)</li> <li>6) 2.5" x 5" x 1" (6.4cm x 12.7cm x 2.5cm) (+/- 10%) (pouch closed)</li> </ol>
SKU	F5269 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

**Imprint**

Print Details	<p>Imprint Area:</p> <ol style="list-style-type: none"> <li>1) Tote: +/- 8" x 8" (20.3cm x 20.3cm) (front / back when open)</li> <li>2) Pouch: +/- 1.25" x 1.5" (3.2cm x 3.8cm)</li> </ol>
Method of Imprint and Colour	<ol style="list-style-type: none"> <li>1) Screen print: one colour or four colour process</li> <li>2) Colour/s specified in each call-up</li> </ol>
Artwork provided	Logo and artwork will be supplied with each call-up

**Specific Packaging Instructions**

Individually wrapped and Pouch must be attached to the Tote  
 See Section **A.8 Preparation for Distribution and Packaging Instructions**

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<b>ITEM 17A – ADULT T-SHIRT</b>	
Description and Specs	1) T-shirt is made of 9.4-oz (266-g) (+/- 5%) 2) 50/50 preshrunk jersey knit cotton/polyester 3) Assorted colours 4) Shoulder-to-shoulder taping and a taped neck with a 7/8" (2.2cm) collar 5) Tagless label 6) Moisture-wicking technology 7) Size: S to 5XL
SKU	G800 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

**Imprint**

Print Details	Logo : 1) Imprint Size: TBD at time of call-up 2) Screen printed: full size centre 3) Embroidered: Chest
Method of Imprint and Colour	1) Screen print: One colour or Four colour process; or 2) Embroidered: chest 3) Colour/s specified in each call-up
Artwork provided	Logo and artwork will be supplied with each call-up

**Specific Packaging Instructions**

No specific packaging instructions See Section <b>A.8</b> Preparation for distribution and packaging instructions
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<b>ITEM 17B – YOUTH T-SHIRT</b>	
Description and Specs	1) T-shirt is made of 9.4-oz (266.5-g) (+/- 5%) 2) 50/50 preshrunk jersey knit cotton/polyester 3) Assorted colours 4) Shoulder-to-shoulder taping and a taped neck with a 7/8" (2.2cm) collar 5) Tagless label 6) Moisture-wicking technology 7) Youth Size: XS to L
SKU	G800B or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

**Imprint**

Print Details	Logo: 1) Imprint Size: TBD at time of call-up 2) Screen printed: full size centre, 3) Embroidered: chest
Method of Imprint and Colour	1) Screen print: One colour or Four colour process; or 2) Embroidered: chest 3) Colour/s specified in each call-up
Artwork provided	Logo and artwork will be supplied with each call-up

**Specific Packaging Instructions**

No specific packaging instructions See Section <b>A.8</b> Preparation for Distribution and Packaging Instructions
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**ITEM 18 – GOLF SHIRT – POLO STYLE**

Description and Specs	<ol style="list-style-type: none"> <li>1) DryBlend® 6.3 oz (178.6g) double piqué sport shirt, or equivalent</li> <li>2) 65% polyester, 35% preshrunk cotton double piqué</li> <li>3) DryBlend® or equivalent moisture-wicking technology</li> <li>4) Side-seamed</li> <li>5) Contoured welt collar</li> <li>6) Heat transfer label</li> <li>7) Double-needle sleeve and bottom hem</li> <li>8) Clean finished placket with reinforced bottom box</li> <li>9) Three dyed-to-match buttons</li> <li>10) Available in both men (S, M, L, XL, 2XL, 3XL) and women's sizes (S, M, L, XL, 2XL)</li> </ol>
SKU	G728, G728L or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

**Imprint**

Print Details	1) Logo imprint Size: Left Chest
Method of Imprint and Colour	<ol style="list-style-type: none"> <li>1) Screen print: One colour or Four colour process; or</li> <li>2) Embroidered: chest</li> <li>3) Colour/s specified in each call-up</li> </ol>
Artwork provided	Logo and artwork will be supplied with each call-up

**Specific Packaging Instructions**

No specific packaging instructions See Section <b>A.8 Preparation for Distribution and Packaging Instructions</b>
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**ITEM 19 – HOODIE (SWEATER) UNISEX**

Description and Specs	<ol style="list-style-type: none"> <li>1) 13.5 oz. (382.7g) (+/- 10%)</li> <li>2) 50% Cotton / 50% polyester preshrunk fleece knit</li> <li>3) Air jet yarn</li> <li>4) Contrasting jersey lined hood</li> <li>5) Charcoal grey flat draw cord</li> <li>6) Pouch pocket</li> <li>7) Double needle cuffs</li> <li>8) 1 x 1 athletic rib with spandex</li> <li>9) Quarter-turned to eliminate center crease</li> <li>10) Black with red lining</li> <li>11) Sizes: S to 3XL</li> </ol>
SKU	185C00 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

**Imprint**

Print Details	Logo imprint Size:TBD at time of call-up
Method of Imprint and Colour	<ol style="list-style-type: none"> <li>2) Screen print: One colour or four colour process; or</li> <li>3) Embroidered: chest</li> <li>4) Colour/s specified in each call-up</li> </ol>
Artwork provided	Logo and artwork will be supplied with each call-up

**Specific Packaging instructions**

Individually wrapped See Section <b>A.8 Preparation for Distribution and Packaging Instructions</b>
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**ITEM 20 – TUQUE**

Description and Specs	<ol style="list-style-type: none"> <li>1) Knit beanie cap</li> <li>2) 100% acrylic</li> <li>3) One-size-fits-all</li> <li>4) Assorted colours</li> </ol>
SKU	1075E or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

**Imprint**

Print Details	1) Logo Imprint Area: +/- 4" x 2" (10.2cm x 5.1cm)
Method of Imprint and Colour	<ol style="list-style-type: none"> <li>1) Embroidered: Full colour</li> <li>2) Screen Print: one colour or four colour process</li> <li>3) Colour/s specified in each call-up</li> </ol>
Artwork provided	Logo and artwork will be supplied with each call-up

**Specific Packaging Instructions**

No specific packaging instructions See Section <b>A.8 Preparation for Distribution and Packaging Instructions</b>
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**ITEM 21 – BASEBALL CAP**

Description and Specs	<ol style="list-style-type: none"> <li>1) Black fine brushed cotton cap with sandwich peak</li> <li>2) Soft buckram 6-panel modified pro-style cap</li> <li>3) Self-cloth back strap with velcro closure</li> <li>4) Contrasting red colour sandwich peak</li> <li>5) 6 matching colour sewn eyelets</li> </ol>
SKU	CT6441 or equivalent
Quantity	TBD - No guarantee of any minimum quantity or orders

**Imprint**

Print Details	Logo Imprint Size: TBD at time of call-up
Method of Imprint and Colour	<ol style="list-style-type: none"> <li>1) Screen Print: Four colour process or</li> <li>2) Embroidered front and/or back side of the cap</li> <li>3) Colour/s specified in each call-up</li> </ol>
Artwork provided	Logo and artwork will be supplied with each call-up

**Specific Packaging Instructions**

No specific packaging instructions See Section <b>A.8 Preparation for Distribution and Packaging Instructions</b>
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## **A.5 Material**

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

### **A.5.1 Material Supplied:**

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

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

### **A.5.2 Components:**

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

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

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

### **A.5.3 Proofs:**

The Offeror upon request must provide the Project Authority samples of all items within 14 days of the request.

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

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

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

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

The pre-production sample must match approved proof as well as all the specifications listed in A.4 Items Description and is subject to approval by the Project Authority. In the event that approval is not granted by the Project Authority, a new pre-production sample must be provided

without additional charges and all quantities must still be delivered by the required delivery date. Production cannot begin until approval of the pre-production sample has been given by the project Authority.

#### **A.5.4 Quality Control:**

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

#### **A.6 Delivery**

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

##### **A.6.1 Production Schedule**

Will be specified in each resulting call-up.

##### **A.6.2 Delivery Addresses**

Will be specified in each resulting call-up.

##### **A.6.3 Delivery Schedule**

Will be specified in each resulting call-up

#### **A.7 Production and Delivery Schedule**

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

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

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

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## A.8 Preparation for Distribution and Packaging Instructions

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

### A.8.1 Packaging:

- All items must be packed in sturdy, appropriately sized packages or cartons, in such a way as not to damage contents. The packages/cartons must be able to sustain considerable handling.
- Cartons are not to exceed 25 lbs (11.34kg) in weight. All packages and cartons must be clearly labelled.
- Note that products that are not packaged and labelled according to the specifications provided will be sent back to the Offeror for repackaging, re-labelling and re-shipping at the offeror's cost.

### A.8.2 Packing Slips:

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

### A.8.3 Environmental Considerations:

- Offerors must ensure that packages are filled to capacity and are made of recycled material.
- Offerors must offer packaging that is recyclable or reusable.
- Offerors must use packages or cartons made from recyclable cardboard.

## A.9 Labelling and Cartons

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

Instructions for product packaging and labelling:

1. Pallet size: 40" x 48" (1m x 1.21m), not higher than 54" (1.37m) from the floor (including the height of the pallet).
2. Within one shipment, all pallets must have the same number of boxes per row and the same amount of rows per skid. Only one skid must bear the odd amount of boxes if need be.
3. All boxes must be properly labelled as follows:

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

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4. All labels must be affixed on the side of boxes, with the labels facing the outside of the skid / pallet (inside boxes must be facing the front of the skid)
  5. All boxes must contain the same quantity of the product, and must be identically packaged and completely filled, except for the odd quantity box. They must all have the same quantity of the same product in each box.
  6. Different products must not be packaged together in the same box and must be separately identified on a skid.
  7. Each shipment to each location must contain a complete packing slip.

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## ANNEX B - BASIS OF PAYMENT

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

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

Offerors must submit firm all-inclusive hourly rates for the re-packaging for delivery within Canada outside the National Capital Region (NCR) for the standing offer period and each of the two optional periods.

### Travel and Living Expenses

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

### B1. Promotional Items

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

**OFFERORS MUST ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET SUPPLIED ON BUYANDSELL.GC.CA AND SUBMIT IT IN EXCEL FORMAT AS PART OF THEIR OFFER AS PER PART 3 – OFFER PREPARATION INSTRUCTIONS.**

### B2. Preparation for Delivery

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

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

**OFFERORS MUST ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET SUPPLIED ON BUYANDSELL.GC.CA AND SUBMIT IT AS PART OF THEIR OFFER AS PER PART 3 – OFFER PREPARATION INSTRUCTIONS.**

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

<p><b>Domestic Delivery within Canada Outside the NCR and/or Express Delivery to the final destination(s):</b></p> <p>For each call-up for delivery within Canada outside the NCR, delivery costs incurred must be confirmed with the Project Authority prior to shipment.</p> <p>Domestic delivery costs to the final destination(s) within Canada outside the NCR of completed work orders will be paid at cost with no allowance for profit or overhead and upon receipt of proper cost support documentation.</p> <p>Express Urgent Delivery costs are cost incurred for Rush orders only.</p> <p>Any and all international shipping costs to Canada and shipping to the NCR must be included in the unit price and lot price in <b>B1. Promotional items</b>, and are the responsibility of the Offeror.</p> <p>Once approved, Delivery charges are to be prepaid by the Contractor and shown as a separate item on the invoice, supported by a copy of the prepaid transportation bill.</p>	<p><b>Not required at time of bid</b></p>
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**B4. Total price for Evaluation**

**THE TOTAL PRICE MUST BE CALCULATED USING THE MS EXCEL SPREADHSEET PROVIDED TO OFFERORS ON BUYANDSELL.GC.CA**

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## ANNEX C - TECHNICAL EVALUATION CRITERIA

### 1. MANDATORY REQUIREMENTS:

Offerors must meet all the mandatory requirements of the RFSO. No further consideration will be given to Offerors not meeting all the mandatory criteria.

#### 1.1 MANDATORY REQUIREMENT 1:

The Offeror must demonstrate that they have been in business for at least one (1) full year (prior to the closing date of the RFSO). This can be evidenced by submitting one (1) of the following:

- a photocopy of a business registration form showing the date of registration/incorporation, indicating that the Offeror has been in business for at least one (1) full year before the closing date of the RFSO; or
- a photocopy of a verifiable legal document indicating that the Offeror has been in business for at least one (1) full year before the closing date of the RFSO; or
- a photocopy of a previous Contract or Standing Offer with any department of the Government of Canada, provincial or municipal government or any other organization, indicating that the Offeror has been in business for at least one (1) full year before the closing date of the RFSO; or
- any other acceptable proof that indicates that the Offeror has been in business for at least one (1) full year before the closing date of the RFSO.

#### 1.2 MANDATORY REQUIREMENT 2:

The Offeror must submit a description of two (2) separate contracts or orders completed within the four (4) years prior to the Request for Standing Offer closing date. Each contract or order must include the provision and the responsibility of imprint of one or more promotional products with the delivery of a minimum of 25,000 total units and a minimum contract or order value of \$15,000.00 for each order (before applicable taxes and excluding shipping).

For each order the Offeror must provide:

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

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**1.3 MANDATORY REQUIREMENT 3:**

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 it meets and will continue to meet throughout the duration of the Standing Offer period (including option periods) a minimum of four (4) out of six (6) criteria identified in the table below.

<b>Green Practices within the Offeror's organization</b>	<b>Insert a checkmark for each criterion that is met</b>
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

**1.4 MANDATORY REQUIREMENT 4:**

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

- A. The SKU (stock keeping unit) proposed (if there is no SKU, write "Custom" in the box);
- B. The description of the Offeror's proposed item which demonstrates that it meets the requirements. Simply copying and pasting the item descriptions is not considered demonstrating that it meets the requirement;
- C. A high-definition photo of each item proposed by the Offeror. Offerors must not re-submit the photos provided by Canada at Annex E – Sample Photos. In the event an Offeror submits the sample photos provided by Canada, the Offer will be deemed non-compliant; and
- D. The delivery time for each item.

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

**ITEM 1 – Waterless Tattoos**

<b>Mandatory requirements</b>	<b>SKU proposed:</b>
A) 1) Print Image (actual tattoo): 1.5" x 1.5" (3.8cm x 3.8cm); 2) Tattoo transfer (backing): 1.75" x 1.75" (4.4cm x 4.4cm) B) 1) Print Image (actual tattoo): 1.75" x 1.75" (4.4cm x 4.4cm); 2) Tattoo transfer (backing): 2" x 2" (5.1cm x 5.1cm) Inks: 1) Inks must be non-toxic and FDA certified & safety tested 2) Temporary tattoos must meet the requirements of the Food and Drugs Act and the Cosmetic Regulations. 3) Stock: must be Ecological paper or equivalent	<b>Description of item proposed:</b>
<b>Estimated Delivery time for each order:</b>	

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**ITEM 2 – VIP Die Struck Pin**

<b>Mandatory requirements</b>	<b>SKU proposed:</b>
<ol style="list-style-type: none"><li>1) ½" x ½" (1.3cm x 1.3cm), and ¾" x ¾" (1.9cm x 1.9cm), and 1" x 1" (2.5cm x 2.5cm) Die struck VIP pin on card</li><li>2) Individually wrapped in a reusable plastic cello envelope</li><li>3) Gold or silver colour metal</li><li>4) Brushed background</li><li>5) Polished raised metal logo and border</li><li>6) Standard Clutch type fastener</li><li>7) Card 2" X 3" (5.1cm x 7.6cm) (+/- 20%) and made from recycled paper</li></ol>	<b>Description of item proposed:</b>
<b>Estimated Delivery time for each order:</b>	

**ITEM 3 – Soft Enamel Metal pin**

<b>Mandatory requirements</b>	<b>SKU proposed:</b>
<ol style="list-style-type: none"><li>1) ½" x ½" (1.3cm x 1.3cm), and ¾" x ¾" (1.9cm x 1.9cm), and 1" x 1" (2.5cm x 2.5cm) coloured metal pin</li><li>2) Silver or gold colour metal</li><li>3) Soft enamel colour fill</li><li>4) Epoxy finish</li><li>5) Standard Clutch type fastener</li></ol>	<b>Description of item proposed:</b>
<b>Estimated Delivery time for each order:</b>	

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**ITEM 4 – Removable Sticker**

Mandatory requirements	SKU proposed:
<ol style="list-style-type: none"><li>1) One-sided bilingual reusable sticker (French first or English first)</li><li>2) Reusable, self-adhesive, removable, repositionable, and can be used on any surface</li><li>3) Stick securely and remove easily and cleanly</li><li>4) Trim size: 2" X 3" (5.1cm x 7.6cm)</li><li>5) Meets printing specifications</li></ol>	Description of item proposed:
<b>Estimated Delivery time for each order:</b>	

**ITEM 5 – Cell Phone Cleaning Cloth**

Mandatory requirements	SKU proposed:
<ol style="list-style-type: none"><li>1) Ultra-soft microfiber cell phone cleaning cloth on card with instructions</li><li>2) Plastic-wrapped separately with reusable plastic cello envelope</li><li>3) Non-abrasive, reusable adhesive backing sticks to the back of phone or device</li><li>4) Cloth Size: 1.5" X 1.5" (3.8cm x 3.8cm)</li><li>5) Card Size: 3.25" x 2" (8.3cm x 5.1cm) (+/- 20%) and made from recycled paper</li><li>6) Meets printing specifications</li></ol>	Description of item proposed:
<b>Estimated Delivery time for each order:</b>	

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**ITEM 6 – Silicone Bracelet**

Mandatory requirements	SKU proposed:
1) Debossed bracelets with fill 2) Recycled Silicone 3) Junior size: 7" x 0.5"(17.8cm x 1.3cm) (+/- 5%) 4) Adult size: 8" x 0.5 (20.3cm x 1.3cm) (+/- 5%) 5) Assorted colours 6) Meets printing specifications	<b>Description of item proposed:</b>
<b>Estimated Delivery time for each order:</b>	

**ITEM 7 – Ceramic Coffee Mug 12oz**

Mandatory requirements	SKU proposed:
1) 12oz Tapered Ceramic Mug 2) C Handle 3) Microwave safe 4) 3.5" X 4" (8.9cm x 10.2cm) (+/-10%) 5) Polished finish look 6) Available in multiple colours (Black, Blue, Lime, Midnight Blue, Orange, Red, White, Yellow) 7) Material: Ceramic 8) Capacity: 12 oz (355ml) 9) Meets printing specifications	<b>Description of item proposed:</b>
<b>Estimated Delivery time for each order:</b>	

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

Mandatory requirements	SKU proposed:
<ol style="list-style-type: none"> <li>1) 14oz BPA-free double wall tumbler</li> <li>2) Two-tone stainless steel exterior and black polypropylene plastic liner</li> <li>3) Features a black polypropylene plastic screw-on slide lock lid</li> <li>4) Exterior features glossy chrome top panel and main panel with metallic colour finish</li> <li>5) Fits most automobile cup holders</li> <li>6) Item size : 8 ¼" height X 2 ¾" diameter (with lid) (20.1cm x 7cm)</li> <li>7) Available in multiple colours</li> <li>8) Capacity: 14 oz (414ml)</li> <li>9) Meets printing specifications</li> </ol>	<p><b>Description of item proposed:</b></p>
<p><b>Estimated Delivery time for each order:</b></p>	

**ITEM 9a – Water Bottles –Stainless Steel with Carabiner**

Mandatory requirements	SKU proposed:
<ol style="list-style-type: none"> <li>1) Stainless Steel Water Bottle with Carabiner</li> <li>2) Available in multiple colours</li> <li>3) 7.5" Height x 2.0875" Diameter (19cm x 5.3cm) (+/- 5%)</li> <li>4) 18/0 stainless steel with 0.02" (0.4mm) single wall</li> <li>5) Holds up to 500 ml</li> <li>6) Matching coloured aluminum carabiner</li> <li>7) Black plastic twist-off cap</li> <li>8) BPA (Bisphenol A) free and FDA approved</li> <li>9) Meets printing specifications</li> </ol>	<p><b>Description of item proposed:</b></p>
<p><b>Estimated Delivery time for each order:</b></p>	

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**ITEM 9b – Water Bottles (Cola Style)**

<b>Mandatory requirements</b>	<b>SKU proposed:</b>
<ol style="list-style-type: none"> <li>1) Stainless steel</li> <li>2) Inner copper insulated liner</li> <li>3) Glossy exterior</li> <li>4) Double walled vacuum insulation to prevent condensation from hot and cold beverages</li> <li>5) Matching coloured screw-on stainless steel leak-proof lid to avoid spills and leaks</li> <li>6) Keeps hot beverages hot</li> <li>7) Keeps cold beverages cold for up to 24 hours</li> <li>8) Use for cold water, tea, coffee or other beverages</li> <li>9) Holds up to 17oz (500 ml)</li> <li>10) BPA free and FDA approved</li> <li>11) Individually retail packaged</li> <li>12) Size: 10" height x 2.75" diameter (25.4cm x 7cm)</li> <li>13) Meets printing specifications</li> </ol>	<b>Description of item proposed:</b>
<b>Estimated Delivery time for each order:</b>	

**ITEM 10 - Lanyards**

<b>Mandatory requirements</b>	<b>SKU proposed:</b>
<ol style="list-style-type: none"> <li>1) Sublimated polyester lanyard</li> <li>2) Size: ½" x 36" (1.3cm x 91.4cm) and ¾" x 36" (1.9cm x 91.4cm)</li> <li>3) Artwork/design in one colour or full colour on both sides</li> <li>4) Breakaway clip</li> <li>5) Metal crimp with a silver swivel thumb trigger attachment</li> <li>6) Meets printing specifications</li> </ol>	<b>Description of item proposed:</b>
<b>Estimated Delivery time for each order:</b>	

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**ITEM 11a – Glacio Pen/Stylus**

<b>Mandatory requirements</b>	<b>SKU proposed:</b>
<ol style="list-style-type: none"><li>1) Aluminum pen/stylus combo with push-action pen</li><li>2) Matte metallic finish</li><li>3) Chrome tip</li><li>4) Soft capacitive stylus</li><li>5) Etched rings on lower barrel provide a comfortable grip</li><li>6) Individually cello wrapped</li><li>7) Medium point black ink</li><li>8) Available in multiple colours:</li><li>9) Meets printing specifications</li></ol>	<b>Description of item proposed:</b>
<b>Estimated Delivery time for each order:</b>	

**ITEM 11b – Preston Ballpoint Pen**

<b>Mandatory requirements</b>	<b>SKU proposed:</b>
<ol style="list-style-type: none"><li>1) Ballpoint pen</li><li>2) Coloured barrel</li><li>3) White clip</li><li>4) Click pen</li><li>5) Available in multiple colours: Purple, Blue, Green, Black, Yellow, Light Blue, Red</li><li>6) Meets printing specifications</li></ol>	<b>Description of item proposed:</b>
<b>Estimated Delivery time for each order:</b>	

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**ITEM 12a – USB Twist Flash Drive**

<b>Mandatory requirements</b>	<b>SKU proposed:</b>
<ol style="list-style-type: none"> <li>1) Twist Flash Drives</li> <li>2) Must use the newest “Chip On Board” technology</li> <li>3) Must have top grade A-tier 1 flash chips</li> <li>4) Minimum standard of Hi-Speed USB, USB 2.0 Certified:               <ol style="list-style-type: none"> <li>a) Hi-Speed with maximum signalling rate of 480 Mbit/s (effective throughput up to 35 MB/s)</li> <li>b) When loaded with data, document read/write speed must be USB 2.0 compliant</li> </ol> </li> <li>5) Compatible: 98 / SE / ME / 2000 / XP / 7 / 8 / 10, Linux, Mac</li> <li>6) RoHS / WEEE Compliant</li> <li>7) Dimensions: 2.3” x 0.75” x 0.35” (58mm x 19mm x 9mm) (+/- 5%)</li> <li>8) Weight: approximately 0.5oz (14g)</li> <li>9) Data Retention: minimum 5 years.</li> <li>10) Memory sizes: 2GB, 4GB, 8GB, 16GB, 32GB and 64GB memory</li> <li>11) Meets printing specifications</li> </ol>	<p><b>Description of item proposed:</b></p>
<p><b>Estimated Delivery time for each order:</b></p>	

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**ITEM 12b – Credit card style USB Flash Drive**

<b>Mandatory requirements</b>  <ol style="list-style-type: none"><li>1) Uses the newest "Chip On Board" technology</li><li>2) USB flash drives must have grade A, tier-1 flash chips</li><li>3) USB flash drive chip must have a unique VID (vendor id) and PID (product id) number and internally serialized to identify the manufacturer</li><li>4) 3.37" x 2.13" x 0.125" (8.5cm x 5.4cm x 0.3cm) (±5%)</li><li>5) Card is 0.125 (3mm) thick</li><li>6) Minimum standard of USB 2.0:<ol style="list-style-type: none"><li>a) Hi-Speed with maximum signalling rate of 480 Mbit/s (effective throughput up to 35 MB/s)</li><li>b) When loaded with data, document read /write speed must be USB 2.0 compliant</li></ol></li><li>7) Serialization to be imprinted directly on USB Stick (chip) portion of card, such that if USB portion is removed or breaks away from the card, the serial number will remain with electronic chip portion of USB stick</li><li>8) USB cards with integrated connector and chip that can flip out or snap off. In the event of detachment, the integrated USB flash drive must be able to still function and be able flip or snap back into original place</li><li>9) Data retention: minimum 5 years</li><li>10) Memory sizes: 8GB, 16GB, 32GB and 64GB</li><li>11) Meets printing specifications</li></ol>	<b>SKU proposed:</b>  <b>Description of item proposed:</b>
<b>Estimated Delivery time for each order:</b>	

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**ITEM 13 – Adhesive Silicone Cell Phone Wallet**

<b>Mandatory requirements</b>	<b>SKU proposed:</b>
<ol style="list-style-type: none"> <li>1) Silicone pocket</li> <li>2) 3M Adhesive or equivalent (adheres securely to the back of a cell phone)</li> <li>3) Can hold credit cards, driver's license, hotel keys, coins or other items</li> <li>4) Must not demagnetize cards</li> <li>5) Fits almost any cell phone</li> <li>6) Meets printing specifications</li> </ol>	<b>Description of item proposed:</b>
<b>Estimated Delivery time for each order:</b>	

**ITEM 14 - Universal Cell Phone Charger**

<b>Mandatory requirements</b>	<b>SKU proposed:</b>
<ol style="list-style-type: none"> <li>1) Includes connecting cable to recharge the battery backup or a mobile device</li> <li>2) 2,200 mAh (enough life to fully charge a phone)</li> <li>3) 5V/1A USB charges at the same rate as most wall chargers</li> <li>4) USB to Micro USB connecting cable for universal connectivity</li> <li>5) Dimensions: 3.75" x 0.75" x 0.75" (9.5cm x 1.9cm x 1.9cm)</li> <li>6) Meets printing specifications</li> </ol>	<b>Description of item proposed:</b>
<b>Estimated Delivery time for each order:</b>	

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**ITEM 15 – Sports Towel**

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none"><li>1) White sports rally towel</li><li>2) 100% cotton</li><li>3) 12" x 18" (30.5cm x 45.7cm) (+/- 10%)</li><li>4) Meets printing specifications</li></ul>	Description of item proposed:
<b>Estimated Delivery time for each order:</b>	

**ITEM 16 – Tote Bag**

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none"><li>1) Lightweight 6.7oz (190g) taffeta polyester</li><li>2) Tote folds into a separate pouch for small-sized storage</li><li>3) Pouch has snap closure and plastic clip to attach to bag or purse</li><li>4) Assorted colours</li></ul> <p>Dimensions:</p> <ul style="list-style-type: none"><li>5) 15.5" x 16" x 5" (39.4cm x 40.6cm x 12.7cm) (+/- 10%) (tote open)</li><li>6) 2.5" x 5" x 1" (6.4cm x 12.7cm x 2.5cm) (+/- 10%) (pouch closed)</li><li>7) Meets printing specifications</li></ul>	Description of item proposed:
<b>Estimated Delivery time for each order:</b>	

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**ITEM 17a – Adult T-Shirt**

<b>Mandatory requirements</b>	<b>SKU proposed:</b>
<ol style="list-style-type: none"><li>1) Assorted colours</li><li>2) T-shirt is made of 9.4-oz (266.5-g)</li><li>3) 50/50 preshrunk jersey knit cotton/polyester</li><li>4) Shoulder-to-shoulder taping and a taped neck with a 7/8" collar</li><li>5) Tagless label</li><li>6) Moisture-wicking technology</li><li>7) Size: S to 5XL</li><li>8) Meets printing specifications</li></ol>	<b>Description of item proposed:</b>
<b>Estimated Delivery time for each order:</b>	

**ITEM 17b – Youth T-Shirt**

<b>Mandatory requirements</b>	<b>SKU proposed:</b>
<ol style="list-style-type: none"><li>1) Assorted colours</li><li>2) T-shirt is made of 9.4-oz (266.5-g)</li><li>3) 50/50 preshrunk jersey knit cotton/polyester</li><li>4) Shoulder-to-shoulder taping and a taped neck with a 7/8" collar</li><li>5) Moisture-wicking technology</li><li>6) Tagless label</li><li>7) Youth sizes XS to L</li><li>8) Meets printing specifications</li></ol>	<b>Description of item proposed:</b>
<b>Estimated Delivery time for each order:</b>	

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**ITEM 18 – Golf Shirt – polo style**

Mandatory requirements	SKU proposed:
<ol style="list-style-type: none"> <li>1) DryBlend® 6.3 oz. double piqué sport shirt, or equivalent</li> <li>2) 65% polyester, 35% preshrunk cotton double piqué</li> <li>3) DryBlend® or equivalent moisture-wicking technology</li> <li>4) Side-seamed</li> <li>5) Contoured welt collar</li> <li>6) Heat transfer label</li> <li>7) Double-needle sleeve and bottom hem</li> <li>8) Clean finished placket with reinforced bottom box</li> <li>9) Three dyed-to-match buttons</li> <li>10) Available in both men (S, M, L, XL, 2XL, 3XL) and women's sizes (S, M, L, XL, 2XL)</li> <li>11) Meets printing specifications</li> </ol>	<p data-bbox="732 331 1097 361"><b>Description of item proposed:</b></p>
<p data-bbox="240 974 716 1003"><b>Estimated Delivery time for each order:</b></p>	

**ITEM 19 – Hoodie (Sweater) Unisex**

Mandatory requirements	SKU proposed:
<ol style="list-style-type: none"> <li>1) 13.5 oz. (382.7g) (+/- 10 %)</li> <li>2) 50% Cotton / 50% polyester preshrunk fleece knit</li> <li>3) Air jet yarn</li> <li>4) Contrasting jersey lined hood</li> <li>5) Charcoal grey flat draw cord</li> <li>6) Pouch pocket</li> <li>7) Double needle cuffs</li> <li>8) 1X1 athletic rib with spandex</li> <li>9) Quarter-turned to eliminate center crease</li> <li>10) Black with red lining</li> <li>11) Sizes: S to 3XL</li> <li>12) Meets printing specifications</li> </ol>	<p data-bbox="732 1155 1097 1184"><b>Description of item proposed:</b></p>
<p data-bbox="240 1684 716 1713"><b>Estimated Delivery time for each order:</b></p>	

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**ITEM 20 – Tuque**

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none"><li>1) Knit beanie cap</li><li>2) 100% acrylic</li><li>3) One-size-fits-all</li><li>4) Assorted colours</li><li>5) Meets printing specifications</li></ul>	<b>Description of item proposed:</b>
<b>Estimated Delivery time for each order:</b>	

**ITEM 21 – Baseball Cap**

Mandatory requirements	SKU proposed:
<ul style="list-style-type: none"><li>1) Black fine brushed cotton cap with sandwich peak</li><li>2) Soft buckram 6-panel modified pro-style cap</li><li>3) Self-cloth back strap with velcro closure</li><li>4) Contrasting red colour sandwich peak</li><li>5) 6 matching colour sewn eyelets</li><li>6) Meets printing specifications</li></ul>	<b>Description of item proposed:</b>
<b>Estimated Delivery time for each order:</b>	

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#### **ANNEX D - ELECTRONIC PAYMENT INSTRUMENTS**

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

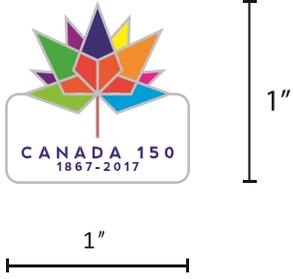
- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);

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**ANNEX E - SAMPLE PHOTOS OF ITEMS**

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

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

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

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**ANNEX F - STANDING OFFERS REPORTING**

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

The quarterly report must include the following information on all call-ups issued under this standing offer during the reporting period<sup>2</sup>:

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

Compiled by the quantity required. The quarterly reporting periods are defined as follows

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



