



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

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

11 Laurier St./11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet OSGG Printing various items	
Solicitation No. - N° de l'invitation 15015-180073/A	Date 2018-10-16
Client Reference No. - N° de référence du client 15015-18-0073	
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-040-75650	
File No. - N° de dossier cw040.15015-180073	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-10-30	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Goyer-Desrosiers, Caroline	Buyer Id - Id de l'acheteur cw040
Telephone No. - N° de téléphone (613) 998-1960 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See herein / Voir ci-inclus	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Communication Procurement Directorate/Direction de
l'approvisionnement en communication

360 Albert St./ 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Additional Information, and the Evaluation grid.

1.2 Summary

The Office of the Secretary to Governor General (OSGG) requires foil stamping, embossing, engraving and printing services.

The Contractor must, on an "as and when" required basis, print and produce to final format, any requested items and ship, at no additional cost, the items to the OSSG destination address within the National Capital Region (NCR).

The Contract period will be from date of award to October 31, 2019, inclusive with the irrevocable options to extend the term of the Contract by four (4) additional one-year periods under the same conditions.

There are no security requirements associated with this requirement.

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

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

Due to the nature of the Request for Proposal, transmission of offers by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority (TPSGC.pdgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca) no later than eight (8) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

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2.5 Applicable Laws

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

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

2.6 Basis for Canada's Ownership of Intellectual Property

The Office of the Secretary to the Governor General (OSGG) has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts

2.6.1 Where the main purpose of the Crown Procurement Contract, or the deliverables contracted for, is: To generate knowledge and information for public dissemination.

2.6.2 Where the Foreground IP consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

3.1.a Epost Connect service

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

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

If the Bidder is simultaneously providing copies of its bid 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.

3.1.b USB Key

- If the Bidder chooses to submit its bid on a USB Key, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Offer (**1 paper copy and/or 1 electronic copy on a USB Key***)
Section II: Financial Offer (**1 paper copy and 1 electronic copy in Excel format on a USB Key***)
Section III: Certifications (**1 paper copy and/or 1 electronic copy on a USB Key***)
Section IV: Additional Information (**1 paper copy and 1 electronic copy on a USB Key***)

**All the Sections may be saved on the same USB Key as long as each section is a separate file.*

If there is a discrepancy between the wording of the electronic copy on electronic media (on USB Key) and the paper copy, the wording of the paper copy will have priority over the wording of the electronic copy on the USB Key.

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

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

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](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, bidders should:

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

Section I: Technical Bid

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

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

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

Section III: Certifications

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

Section IV: Additional Information

3.1.3 Bidders must submit the additional information required in Annex "D".

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Mandatory technical evaluation criteria are included in Annex "E".

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

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

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

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

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

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

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

4.1.3 Financial Evaluation

The prices requested in the Annex "B" Basis of Payment of this Request for Proposal will be multiplied by the corresponding quantities for evaluation and then added to determine the "Total Evaluated Price".

4.1.3.1 Mandatory Financial Criteria

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

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4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

- a. A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest total evaluated price will be recommended for award of a contract.
- b. In the event of a tie score, the Bidder with the lowest evaluated price for the Period of the Contract (B.1.1) included in the Annex "B" Basis of Payment (B.1.1) will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services. The Bidder certifies that:

() the services offered are Canadian services as defined in paragraph 2 of clause A3050T.

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

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

6.2 Standard Clauses and Conditions

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

6.2.1 General Conditions

[2030](#) (2018-06-21), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

6.2.2 Supplemental General Conditions

[4007](#) (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information apply to and form part of the Contract.

6.3 Security Requirements

6.3.1 There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from **contract award date to October 31, 2019 inclusive**.

6.4.2 Delivery Dates

The deliverables must be received in accordance with the Statement of Work at Annex "A".

6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one-year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

6.4.4 Comprehensive Land Claims Agreements (CLCAs)

The Contract is not subject to Comprehensive Land Claims Agreement(s).

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6.4.5 Delivery Points

Delivery of the requirement will be made to delivery points specified at Annex "A" of the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Caroline Goyer-Desrosiers (or Designated representative)
Public Works and Government Services Canada
Acquisitions Branch
Communication Procurement Directorate
360 Albert Street, Ottawa, Ontario
K1A 0S5

Telephone: 613-998-1960

E-mail address: Caroline.Goyer-Desrosiers@tpsgc-pwgsc.gc.ca and
TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: *(to be identified in any resulting contract).*

Name:	
Title:	
Organization:	
Address:	

Telephone:	
Facsimile:	
E-mail address:	

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

6.5.3 Contractor's Representative

Primary Contact		Replacement	
Name:		Name:	
Telephone:		Telephone:	
Facsimile:		Facsimile:	
E-mail :		E-mail :	

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment (Individual Work Requests)

In consideration of the Contractor satisfactorily completing all of its obligations under each Work Request, the Contractor will be paid firm unit prices, as specified in Annex "B" Basis of Payment, applicable taxes extra.

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

6.7.2 Limitation of Expenditure

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

6.7.3 Method of Payment

Payment by Canada to the Contractor for the Work shall be made in accordance with SACC Manual clause H1001C (2008-05-12) Multiple Payments

6.7.4 SACC Manual Clauses

A9117C (2007-11-30) – T1204 – Direct Request by Customer Department

6.7.5 Electronic Payment of Invoices – Contract

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

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

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. The Contractor must prepay transportation costs. Prepaid transportation costs must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading.
3. Invoices must be distributed as follows:
 - a) One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.

E-mail : *(to be identified in any resulting contract)*.

- b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

E-mail: Caroline.Goyer-Desrosiers@tpsgc-pwgsc.gc.ca and
TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.9.2 SACC Manual Clauses

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [4007](#) (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information
- (c) the general conditions [2030](#) (2018-06-21), General Conditions - Higher Complexity - Goods
- (d) Annex "A", Statement of Work;
- (e) Annex "B", Basis of Payment;
- (f) the Contractor's bid dated _____.

6.12 Insurance

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

6.13 SACC Manual Clauses

6.13.1 Inspection and Acceptance

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

6.13.2 Other Clauses

THE FOLLOWING TERMS AND CONDITIONS ARE INCORPORATED HEREIN:

SACC Reference	Title	Date
P1005C	Packaging and Packing of Printed Products	2010-01-11
P1010C	Quality Levels for Printing	2010-01-11
P1011C	Quality Levels for Colour Reproduction	2010-01-11
P1009C	Author's Alterations	2007-11-30
P1016C	Quality Levels for Binding	2010-01-11
P1013C	Quality Level for Forms	2010-01-11

ANNEX "A"

STATEMENT OF WORK

Title: OSGG foil stamping, embossing, engraving and printing services

A.1 Background:

The Office of the Secretary to Governor General (OSGG) requires foil stamping, embossing, engraving and printing services.

The Contractor must, on an "as and when" required basis, print and produce to final format, any requested items and ship, at no additional cost, the items to the OSSG address within the National Capital Region (NCR).

A.2 Overview

On an "as and when" required basis, the Office of the Secretary to the Governor General (OSGG) requires printing services mostly for foil stamping & embossing from supplied electronic formats (i.e. PDFx1a).

The Contractor must print, emboss and/or foil stamp products, as per the product specification, upon request. The listing of the required products is included in section A.3.5 of this Annex "A" Statement of Work and includes all of the specifications for each of the products.

A.2.1 Scope of Work

In providing this service the Contractor must, in particular:

- a. Supply all materials to produce the OSSG items;
- b. Provide proofs for each of the products to the OSGG Project Authority before the work commences;
- c. Print/emboss/foil stamp finish and produce to final format le required items of each work request and according to the Annex "A" Statement of Work;
- d. Package and deliver complete quantities to the final destination address.

A.3 Requirement

A.3.1 Quality

The quality level is informational, in accordance with the Public Works and Government Services Canada (PWGSC) Publication entitled "Quality Levels for Printing", "Quality Levels for Colour Reproduction", and "Quality Levels for binding" and/or "Quality Levels for Forms", latest issues.

The print quality level must be informational, defined as: *"the standard for producing a visually pleasing printed product using normal industry production practices. Typical jobs may range from single colour line work to process colour illustrations and will have an intended lifespan of less than ten years."*

The contractor is responsible for quality control and inspection of all products. Damaged goods (not well cut, soiled, wrinkled, stained, etc.) will not be accepted and will need to be replaced by new products. If a random sampling of delivered products results in a defect rate of 5% or greater of the total delivered quantity of each product(s) requested, the OSGG reserves the right to return the entire shipment at the Contractor's expense.

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A.3.1 Quantities

As specified in individual Work Requests.

In each Work Request, the required quantity of each item to be produced and delivered will be specified.

The minimum quantity that may be ordered for any item number from 1.1 to 1.32 is of 100 units per item.

A.3.1.1 Overruns / Underruns

No overruns and no underruns will be accepted.

A.4 Supplied Material:

A.4.1 Copper Dies (as available):

The OSGG will provide, upon contract award, the existing and available copper dies.

The Contractor must contact the OSGG immediately if they have concerns working with the supplied dies.

The OSGG may not have all of the copper dies for all of the listed products. The Contractor must produce all required dies, in copper to be approved by the OSGG before the production, foil stamping and/or embossing services commence.

A.4.2 Artwork:

The OSGG will supply the artwork in electronic format, such as PDFx1a.

The Contractor must work with the supplied files and must not alter in any way the artwork without written consent as they are the property of Canada.

The Contractor must not, under any circumstances, use the artwork for any other purposes other than the performance under this contract.

A.4.3 Author's Alterations

Should revisions to the artwork supplied to the Contractor be required to meet the imprint specifications, including file format, the Contractor must advise the OSGG of what is required and create a separate revised file for approval by the OSGG Project Authority.

Revisions to existing artwork will be paid in accordance with the pricing for Author's Alterations included in the Annex "B" Basis of Payment.

A.5 Technical Specifications – Each Item

Item 1.1:	Governor General Letterhead
TYPE OF PRODUCT	Letterhead
PAGE COUNT	1
DIMENSIONS	FLAT: 8.5" W x 11" H
BLEEDS	None
INKS	None
VARNISH	None
SCORING	None
PAPERSTOCK	Mohawk Superfine White Eggshell 80lb text (FSC) digital, No substitute
FOIL STAMPING	Hot Foil Stamping - Satin Gold. Must match shade 450 from CROWN CANADA, a division of Crown roll leaf, Inc. or shade 046 (ITW 318) – shade number are from ITW Foils
FORMAT OF SUPPLIED MATERIAL	- PDFx1a
COPPER DIE	- The Copper Die will be provided in existing format by the OSGG. The Contractor may be required to produce a new die to be compatible with its equipment. - All dies (provided or produced) are the property of Canada and must be returned/delivered to the OSGG Project Authority at the end of Contract.

Item 1.2:	Small Personal Letter Paper
TYPE OF PRODUCT	Letterhead
PAGE COUNT	1
DIMENSIONS	FLAT: 5" W x 8" H
BLEEDS	None
INKS	None
VARNISH	None
SCORING	None
PAPERSTOCK	Mohawk Superfine White Eggshell 80lb text (FSC) digital
FOIL STAMPING	Hot Foil Stamping - Satin Gold, must match shade 450 from CROWN CANADA, a division of Crown roll leaf, Inc. or shade 046 (ITW 318) – shade number are from ITW Foils
FORMAT OF SUPPLIED MATERIAL	- PDFx1a + InDesign CS5.5
COPPER DIE	- The Copper Die will be provided in existing format by the OSGG. The Contractor may be required to produce a new die to be compatible with its equipment. - All dies (provided or produced) are the property of Canada and must be returned/delivered to the OSGG Project Authority at the end of Contract.

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Item 1.3:	Governor General Personal Note Cards
TYPE OF PRODUCT	Card
PAGE COUNT	1
DIMENSIONS	FLAT: 6.75" W x 4.75" H
BLEEDS	None
INKS	None
VARNISH	None
SCORING	None
PAPERSTOCK	Mohawk Superfine White Eggshell 80lb Cover (FSC)
FOIL STAMPING	Hot Foil Stamping - Satin Gold, must match shade 450 from CROWN CANADA, a division of Crown roll leaf, Inc. or shade 046 (ITW 318) – shade number are from ITW Foils
FORMAT OF SUPPLIED MATERIAL	- PDFx1a
COPPER DIE	- The Copper Die will be provided in existing format by the OSGG. The Contractor may be required to produce a new die to be compatible with its equipment. - All dies (provided or produced) are the property of Canada and must be returned/delivered to the OSGG Project Authority at the end of Contract.

Item 1.4:	Governor General Compliment Cards
TYPE OF PRODUCT	Card
PAGE COUNT	1
DIMENSIONS	4" W x 6" H
BLEEDS	None
INKS	1/0 (black – Light-fast)
VARNISH	None
SCORING	None
PAPERSTOCK	Mohawk Superfine White Eggshell 80lb Cover (FSC)
FOIL STAMPING	Hot Foil Stamping - Satin Gold, must match shade 450 from CROWN CANADA, a division of Crown roll leaf, Inc. or shade 046 (ITW 318) – shade number are from ITW Foils
FORMAT OF SUPPLIED MATERIAL	- PDFx1a
COPPER DIE	- The Copper Die will be provided in existing format by the OSGG. The Contractor may be required to produce a new die to be compatible with its equipment. - All dies (provided or produced) are the property of Canada and must be returned/delivered to the OSGG Project Authority at the end of Contract.

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Item 1.5:	#10 Envelopes
TYPE OF PRODUCT	Envelope, Split glue – open side – cross back (standard die)
PAGE COUNT	1
DIMENSIONS	9 1/2" w x 4 1/8" h
BLEEDS	None
INKS	None
VARNISH	None
SCORING	None
PAPERSTOCK	Mohawk Superfine White Eggshell 80lb text (FSC)
FOIL STAMPING	Hot Foil Stamping - Satin Gold, must match shade 450 from CROWN CANADA, a division of Crown roll leaf, Inc. or shade 046 (ITW 318) – shade number are from ITW Foils
FORMAT OF SUPPLIED MATERIAL	PDFx1a
COPPER DIE	<p>- The Copper Die will be provided in existing format by the OSGG. The Contractor may be required to produce a new die to be compatible with its equipment.</p> <p>- All dies (provided or produced) are the property of Canada and must be returned/delivered to the OSGG Project Authority at the end of Contract.</p>

Item 1.6:	Governor General A2 Envelopes
TYPE OF PRODUCT	Envelope A2, Split glue flap – side seam
PAGE COUNT	1
DIMENSIONS	5.75" W x 4.375" H (open side)
BLEEDS	None
INKS	None
VARNISH	None
SCORING	None
PAPERSTOCK	Mohawk Superfine White Eggshell 80lb text (FSC)
FOIL STAMPING	Hot Foil Stamping - Satin Gold, must match shade 450 from CROWN CANADA, a division of Crown roll leaf, Inc. or shade 046 (ITW 318) – shade number are from ITW Foils
FORMAT OF SUPPLIED MATERIAL	PDFx1a
COPPER DIE	<p>- The Copper Die will be provided in existing format by the OSGG. The Contractor may be required to produce a new die to be compatible with its equipment.</p> <p>- All dies (provided or produced) are the property of Canada and must be returned/delivered to the OSGG Project Authority at the end of Contract.</p>

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Item 1.7:	Governor General A6 Envelopes
TYPE OF PRODUCT	Envelope A6 – Split glue flap – side seam
PAGE COUNT	1
DIMENSIONS	6.5" W x 4.75" H (open side)
BLEEDS	None
INKS	None
VARNISH	None
SCORING	None
PAPERSTOCK	Mohawk Superfine White Eggshell 80lb text (FSC)
FOIL STAMPING	Hot Foil Stamping - Satin Gold, must matchshade 450 from CROWN CANADA, a division of Crown roll leaf, Inc. or shade 046 (ITW 318) – shade number are from ITW Foils
FORMAT OF SUPPLIED MATERIAL	- PDFx1a
COPPER DIE	- The Copper Die will be provided in existing format by the OSGG. The Contractor may be required to produce a new die to be compatible with its equipment. - All dies (provided or produced) are the property of Canada and must be returned/delivered to the OSGG Project Authority at the end of Contract.

Item 1.8:	Governor General A7 Envelopes with deckle edge
TYPE OF PRODUCT	Envelope A7 – Split glue flap – side seam
PAGE COUNT	1
DIMENSIONS	5 ¼" W x 7 ¼" H (open side)
BLEEDS	None
INKS	None
VARNISH	None
SCORING	None
PAPERSTOCK	Neenah Teton Felt, Warm White, 80lb text (FSC)
FOIL STAMPING	Hot Foil Stamping - Satin Gold, must match shade 450 from CROWN CANADA, a division of Crown roll leaf, Inc. or shade 046 (ITW 318) – shade number are from ITW Foils
FORMAT OF SUPPLIED MATERIAL	- PDFx1a
COPPER DIE	- The Copper Die will be provided in existing format by the OSGG. The Contractor may be required to produce a new die to be compatible with its equipment. - All dies (provided or produced) are the property of Canada and must be returned/delivered to the OSGG Project Authority at the end of Contract.

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Item 1.9:	Governor General Letter Certificate
TYPE OF PRODUCT	Letter-sized Certificate
PAGE COUNT	1
DIMENSIONS	FLAT: 11" W x 8.5" H
BLEEDS	None
INKS	None
VARNISH	None
SCORING	None
PAPERSTOCK	Mohawk Superfine White Eggshell 80lb text (FSC) digital
FOIL STAMPING	Hot Foil Stamping - Satin Gold, must match shade 450 from CROWN CANADA, a division of Crown roll leaf, Inc. or shade 046 (ITW 318) – shade number are from ITW Foils
FORMAT OF SUPPLIED MATERIAL	- PDFx1a
COPPER DIE	- The Copper Die will be provided in existing format by the OSGG. The Contractor may be required to produce a new die to be compatible with its equipment. - All dies (provided or produced) are the property of Canada and must be returned/delivered to the OSGG Project Authority at the end of Contract.

Item 1.10:	Queen's Anniversary Letter
TYPE OF PRODUCT	Letter size Certificate
PAGE COUNT	1
DIMENSIONS	FLAT: 11" W x 8.5" H
BLEEDS	None
INKS	4/0 (CMYK-Light-Fast)
VARNISH	None
SCORING	None
PAPERSTOCK	Mohawk via Satin Radiant White Cover, 65lb (FSC)
FOIL STAMPING	Hot Foil Stamping - Satin Gold, must match shade 450 from CROWN CANADA, a division of Crown roll leaf, Inc. or shade 046 (ITW 318) – shade number are from ITW Foils
FORMAT OF SUPPLIED MATERIAL	- PDFx1a
COPPER DIE	- The Copper Die will be provided in existing format by the OSGG. The Contractor may be required to produce a new die to be compatible with its equipment. - All dies (provided or produced) are the property of Canada and must be returned/delivered to the OSGG Project Authority at the end of Contract.

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Item 1.11:	Rideau Hall Letterheads
TYPE OF PRODUCT	Letterhead
PAGE COUNT	4
DIMENSIONS	FLAT: 8.5" W x 11" H
BLEEDS	None
VARNISH	None
SCORING	None
PAPERSTOCK	Hammermill 32 lb Text (FSC) White – Smooth Finish
ENGRAVED	Black engraved (raised) – Header and Footer
FORMAT OF SUPPLIED MATERIAL	- PDFx1a + InDesign CS5.5
COPPER DIE	- The Copper Die will be provided in existing format by the OSGG. The Contractor may be required to produce a new die to be compatible with its equipment. - All dies (provided or produced) are the property of Canada and must be returned/delivered to the OSGG Project Authority at the end of Contract.

Item 1.12:	Governor General Seasonal Greeting Cards and A.7 Envelopes
TYPE OF PRODUCTS	1.12.1 Governor General Seasonal Greeting Cards pre-signed 1.12.2 Governor General Seasonal Greeting Cards not signed
PAGE COUNT	4
DIMENSIONS	FLAT: 10" W x 7" H Folded: 5" W x 7"H
BLEEDS	All Edges
INKS	4/1 (CMYK - Light - Fast - Black on inside)
VARNISH	Aqueous Gloss on front only
SCORING	Scored and folded along grain
PAPERSTOCK	Productolith C1S 12lb Cover (FSC) White (Coated outside/Uncoated inside)
FOIL STAMPING	Hot Foil Stamping - Satin Gold, must match shade 450 from CROWN CANADA, a division of Crown roll leaf, Inc. or shade 046 (ITW 318) – shade number are from ITW Foils
FORMAT OF SUPPLIED MATERIAL	PDFx1a
COPPER DIE	- The Copper Die will be provided in existing format by the OSGG. The Contractor may be required to produce a new die to be compatible with its equipment. - All dies (provided or produced) are the property of Canada and must be returned/delivered to the OSGG Project Authority at the end of Contract.
TYPE OF PRODUCT	1.12.3 A7 Envelope
PAGE COUNT	1
DIMENSIONS	5 ¼" W x 7 ¼" H
PAPERSTOCK	Natural white stock matching the colour of invitations cards going inside, FSC (10-15% recycled material)

Item 1.13:	OSGG Seasonal Greeting Cards and A7 Envelopes
TYPE OF PRODUCT	1.13.1. Card
PAGE COUNT	4
DIMENSIONS	FLAT: 10" W x 7" H Folded: 5" W x 7"H
BLEEDS	All Edges
INKS	4/1 (CMYK - Light - Fast - Black on inside)
VARNISH	Aqueous Gloss on front only
SCORING	Scored and folded along grain
PAPERSTOCK	Productolith C1S 12lb Cover (FSC) White (Coated outside/Uncoated inside)
FOIL STAMPING	None
FORMAT OF SUPPLIED MATERIAL	- PDFx1a
TYPE OF PRODUCT	1.13.2 A7 Envelope
PAGE COUNT	1
DIMENSIONS	5 ¼" W x 7 ¼" H
PAPERSTOCK	Natural white stock matching the colour of invitations cards going inside, FSC (10-15% recycled material)

Item 1.14:	Blank Invitation Cards
TYPE OF PRODUCT	Card
PAGE COUNT	1
DIMENSIONS	FLAT: 6 ¾" W x 5" H
BLEEDS	None
INKS	None
VARNISH	None
SCORING	None
PAPERSTOCK	Classic Crest Smooth, Avon Brilliant White, 80lb Cover (FSC)
FOIL STAMPING	Hot Foil Stamping - Satin Gold, must match shade 450 from CROWN CANADA, a division of Crown roll leaf, Inc. or shade 046 (ITW 318) – shade number are from ITW Foils.
FORMAT OF SUPPLIED MATERIAL	- PDFx1a
COPPER DIE	- The Copper Die will be provided in existing format by the OSGG. The Contractor may be required to produce a new die to be compatible with its equipment. - All dies (provided or produced) are the property of Canada and must be returned/delivered to the OSGG Project Authority at the end of Contract.

Item 1.15:	Blank Invitation Cards - <i>No Gold Foil</i>
TYPE OF PRODUCT	Card
PAGE COUNT	1
DIMENSIONS	FLAT: 6 ¾" W x 5" H
BLEEDS	None
INKS	None
VARNISH	None
SCORING	None
PAPERSTOCK	Classic Crest Smooth, Avon Brilliant White, 80lb Cover (FSC)
FOIL STAMPING	None

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Item 1.16:	Vertical Blank Invitation Cards
TYPE OF PRODUCT	Card
PAGE COUNT	1
DIMENSIONS	FLAT: 5" w x 6 3/4" h
BLEEDS	None
INKS	None
VARNISH	None
SCORING	None
PAPERSTOCK	Classic Crest Smooth, Avon Brilliant White, 80lb Cover (FSC)
FOIL STAMPING	Hot Foil Stamping - Satin Gold, must match shade 450 from CROWN CANADA, a division of Crown roll leaf, Inc. or shade 046 (ITW 318) – shade number are from ITW Foils
FORMAT OF SUPPLIED MATERIAL	- PDFx1a
COPPER DIE	- The Copper Die will be provided in existing format by the OSGG. The Contractor may be required to produce a new die to be compatible with its equipment. - All dies (provided or produced) are the property of Canada and must be returned/delivered to the OSGG Project Authority at the end of Contract.

Item 1.17:	Blank Plate Cards
TYPE OF PRODUCT	Folded Card
PAGE COUNT	1
DIMENSIONS	FLAT: 4" W x 4' H Folded: 4" W x 2"H
BLEEDS	None
INKS	None
VARNISH	None
SCORING	Across middle (horizontal)
PAPERSTOCK	Classic Crest Smooth, Avon Brilliant White, 80lb Cover (FSC)
FOIL STAMPING	Hot Foil Stamping - Satin Gold, must match shade 450 from CROWN CANADA, a division of Crown roll leaf, Inc. or shade 046 (ITW 318) – shade number are from ITW Foils.
FORMAT OF SUPPLIED MATERIAL	- PDFx1a
COPPER DIE	- The Copper Die will be provided in existing format by the OSGG. The Contractor may be required to produce a new die to be compatible with its equipment. - All dies (provided or produced) are the property of Canada and must be returned/delivered to the OSGG Project Authority at the end of Contract.

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Item 1.18:	Blank Seat Cards
TYPE OF PRODUCT	Card
PAGE COUNT	1
DIMENSIONS	FLAT: 4" W x 2" H
BLEEDS	None
INKS	None
VARNISH	None
SCORING	None
PAPERSTOCK	Classic Crest Smooth, Avon Brilliant White, 80lb Cover (FSC)
FOIL STAMPING	Gold Foil on Front and on square flap Hot Foil Stamping - Satin Gold, shade 450 from CROWN CANADA, a division of Crown roll leaf, Inc. or shade 046 (ITW 318) – shade from number are from ITW Foils
FORMAT OF SUPPLIED MATERIAL	- PDFx1a
COPPER DIE	- The Copper Die will be provided in existing format by the OSGG. The Contractor may be required to produce a new die to be compatible with its equipment. - All dies (provided or produced) are the property of Canada and must be returned/delivered to the OSGG Project Authority at the end of Contract.

Item 1.19:	Gift Bank Biography Cover
TYPE OF PRODUCT	Leaflet
PAGE COUNT	1
DIMENSIONS	FLAT: 10" w x 7" h FOLDED: 5"w x 7" h
BLEEDS	None
INKS	None
VARNISH	None
SCORING	None
PAPERSTOCK	Classic Crest Smooth, Avon Brilliant White, 80lb Cover (FSC)
FOIL STAMPING	Hot Foil Stamping - Satin Gold, must match shade 450 from CROWN CANADA, a division of Crown roll leaf, Inc. or shade 046 (ITW 318) – shade number are from ITW Foils
FORMAT OF SUPPLIED MATERIAL	- PDFx1a
COPPER DIE	- The Copper Die will be provided in existing format by the OSGG. The Contractor may be required to produce a new die to be compatible with its equipment. - All dies (provided or produced) are the property of Canada and must be returned/delivered to the OSGG Project Authority at the end of Contract.

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Item 1.20:	Program/Menu Covers (Folded Cardstock Handouts)
TYPE OF PRODUCT	Blind Embossed graphic with pre-scoring along the grain
PAGE COUNT	1
DIMENSIONS	FLAT: 14¼" w x 8¼" h ONCE FOLDED: 7.125" w x 8.25" h (The Contractor must not fold the Program/Menu Covers)
BLEEDS	None
INKS	None
VARNISH	None
SCORING	No folding, only scoring in middle along the grain
PAPERSTOCK	Mohawk Via Felt, 100lb Cover, Warm White
BLIND EMBOSSING	Blind Embossing
FORMAT OF SUPPLIED MATERIAL	- PDFx1a + InDesign CS5.5
COPPER DIE	- The Copper Die will be provided in existing format by the OSGG. The Contractor may be required to produce a new die to be compatible with its equipment. - All dies (provided or produced) are the property of Canada and must be returned/delivered to the OSGG Project Authority at the end of Contract.

Item 1.21:	Blank Cover Stock
TYPE OF PRODUCT	Letter size Paper
PAGE COUNT	1
DIMENSIONS	FLAT: 8.5" W x 11" H
BLEEDS	None
INKS	None
VARNISH	None
SCORING	None
PAPERSTOCK	Classic Crest Smooth, Avon Brilliant White, 80lb Cover (FSC)
FOIL STAMPING	None

Item 1.22:	Blank Text Stock
TYPE OF PRODUCT	Letter size paper
PAGE COUNT	1
DIMENSIONS	FLAT: 8.5" W x 11" H
BLEEDS	None
INKS	None
VARNISH	None
SCORING	None
PAPERSTOCK	Classic Crest Smooth, Avon Brilliant White, 80lb Cover (FSC)
FOIL STAMPING	None

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Item 1.23:	Food Cards - <u>No Gold Foil</u>
TYPE OF PRODUCT	Card
PAGE COUNT	1
DIMENSIONS	FLAT: 8.5" W x 11 H
BLEEDS	None
INKS	None
VARNISH	None
SCORING	a. Horizontal b. Vertical
PAPERSTOCK	Mohawk Via Satin, Radiant White, Smooth 80lb Cover (FSC)
FOIL STAMPING	None
FORMAT OF SUPPLIED MATERIAL	- PDFx1a + InDesign CS5.5

Item 1.24:	Order of Military Merit Certificate
TYPE OF PRODUCT	Large Certificate
PAGE COUNT	1
DIMENSIONS	FLAT: 17" W x 12 3/4" H
BLEEDS	None
INKS	1/0 (black - Light- Fast)
VARNISH	None
SCORING	None
PAPERSTOCK	Mohawk Superfine Ultrawhite Eggshell (FSC) 100lb Cover - digital
ENGRAVING & FOIL STAMPING & EMBOSSING	Steel Rule Engraving + Foil-Stamping + Emboss Engraving colour must match the medal colour. Must match PMS 1795(red) & PMS 287(blue). Hot Foil Stamping - Satin Gold, must match shade 450 from CROWN CANADA, a division of Crown roll leaf, Inc. or shade 046 (ITW 318) – shade number are from ITW Foils
FORMAT OF SUPPLIED MATERIAL	- PDFx1a + InDesign CS5.5
COPPER DIE	- The Copper Die will be provided in existing format by the OSGG. The Contractor may be required to produce a new die to be compatible with its equipment. - All dies (provided or produced) are the property of Canada and must be returned/delivered to the OSGG Project Authority at the end of Contract.

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Item 1.25:	Order of Merit Police Forces Certificate
TYPE OF PRODUCT	Large Certificate
PAGE COUNT	1
DIMENSIONS	FLAT: 17" W x 12 3/4" H
BLEEDS	None
INKS	1/0 (black - Light- Fast)
VARNISH	None
SCORING	None
PAPERSTOCK	Mohawk Superfine Ultrawhite Eggshell (FSC) 100lb Cover - digital
ENGRAVING & FOIL STAMPING & EMBOSSING	Steel Rule Engraving + Foil-Stamping + Emboss Engraving colour must match the medal colour. Must match PMS 1795(red) & PMS 287(blue). Hot Foil Stamping - Satin Gold, must match shade 450 from CROWN CANADA, a division of Crown roll leaf, Inc. or shade 046 (ITW 318) – shade number are from ITW Foils
FORMAT OF SUPPLIED MATERIAL	- PDFx1a + InDesign CS5.5
COPPER DIE	- The Copper Die will be provided in existing format by the OSGG. The Contractor may be required to produce a new die to be compatible with its equipment. - All dies (provided or produced) are the property of Canada and must be returned/delivered to the OSGG Project Authority at the end of Contract.

Item 1.26:	Order of Canada Certificate
TYPE OF PRODUCT	Large Certificate
PAGE COUNT	1
DIMENSIONS	FLAT: 17" W x 12 3/4" H
BLEEDS	None
INKS	1/0 (black - Light- Fast)
VARNISH	None
SCORING	None
PAPERSTOCK	Mohawk Superfine Ultrawhite Eggshell (FSC) 100lb Cover - digital
ENGRAVING & FOIL STAMPING & EMBOSSING	Steel Rule Engraving + Foil-Stamping + Emboss Engraving colour must match the medal colour. Must match PMS 1795(red). Hot Foil Stamping - Satin Gold, must match shade 450 from CROWN CANADA, a division of Crown roll leaf, Inc. or shade 046 (ITW 318) – shade number are from ITW Foils
FORMAT OF SUPPLIED MATERIAL	- PDFx1a + InDesign CS5.5
COPPER DIE	- The Copper Die will be provided in existing format by the OSGG. The Contractor may be required to produce a new die to be compatible with its equipment. - All dies (provided or produced) are the property of Canada and must be returned/delivered to the OSGG Project Authority at the end of Contract.

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Item 1.27:	MSD/ Bravery Certificate
TYPE OF PRODUCT	Certificate
PAGE COUNT	1
DIMENSIONS	FLAT: 11" W x 17" H
BLEEDS	None
INKS	None
VARNISH	None
SCORING	None
PAPERSTOCK	Mohawk Superfine White Eggshell 80lb Cover (FSC) - digital
FOIL STAMPING	Hot Foil Stamping - Satin Gold, must match shade 450 from CROWN CANADA, a division of Crown roll leaf, Inc. or shade 046 (ITW 318) – shade number are from ITW Foils
FORMAT OF SUPPLIED MATERIAL	- PDFx1a
COPPER DIE	- The Copper Die will be provided in existing format by the OSGG. The Contractor may be required to produce a new die to be compatible with its equipment. - All dies (provided or produced) are the property of Canada and must be returned/delivered to the OSGG Project Authority at the end of Contract.

Item 1.28:	Academic Medal Certificate
TYPE OF PRODUCT	Certificate
PAGE COUNT	4
DIMENSIONS	FLAT: 11" W x 8.5" H
BLEEDS	None
INKS	2/0 (black – Light-fast and PMS) AND Gold – PMS 873U OR Silver – PMS 877U OR Bronze – PMS 876U
VARNISH	None
SCORING	None
PAPERSTOCK	Mohawk Via Satin Warm White Cover 65lb (FSC)
FOIL STAMPING	Hot Foil Stamping - Satin Gold, must match shade 450 from CROWN CANADA, a division of Crown roll leaf, Inc. or shade 046 (ITW 318) – shade number are from ITW Foils
FORMAT OF SUPPLIED MATERIAL	- PDFx1a + InDesign CS5.5 (layered file – one for each PMS)
COPPER DIE	- The Copper Die will be provided in existing format by the OSGG. The Contractor may be required to produce a new die to be compatible with its equipment. - All dies (provided or produced) are the property of Canada and must be returned/delivered to the OSGG Project Authority at the end of Contract.

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Item 1.29:	Sovereign Medal for Volunteerism Certificate
TYPE OF PRODUCT	Certificate
PAGE COUNT	1
DIMENSIONS	FLAT: 11" W x 8.5" H
BLEEDS	None
INKS	4/0 (CMYK-Light-Fast)
VARNISH	None
SCORING	None
PAPERSTOCK	Mohawk Superfine Ultrawhite Eggshell (FSC) 100 lb Cover -digital
FOIL STAMPING	Hot Foil Stamping - Silver. Must match shade ITW 105– shade number are from ITW Foils Dark Blue engraved (raised) - Title. Colour must match the medal colour PMS 287U.
FORMAT OF SUPPLIED MATERIAL	- PDFx1a + InDesign CS5.5
COPPER DIE	- The Copper Die will be provided in existing format by the OSGG. The Contractor may be required to produce a new die to be compatible with its equipment. - All dies (provided or produced) are the property of Canada and must be returned/delivered to the OSGG Project Authority at the end of Contract.

Item 1.30:	Exemplary Service Medal Certificate
TYPE OF PRODUCT	Certificate
PAGE COUNT	1
DIMENSIONS	FLAT: 11" W x 8.5" H
BLEEDS	None
INKS	None
VARNISH	None
SCORING	None
PAPERSTOCK	Mohawk Via Satin, 65lb Cover, Warm White
FOIL STAMPING	Hot Foil Stamping - Satin Gold, must match shade 450 from CROWN CANADA, a division of Crown roll leaf, Inc. or shade 046 (ITW 318) – shade number are from ITW Foils
FORMAT OF SUPPLIED MATERIAL	- PDFx1a + InDesign CS5.5
COPPER DIE	- The Copper Die will be provided in existing format by the OSGG. The Contractor may be required to produce a new die to be compatible with its equipment. - All dies (provided or produced) are the property of Canada and must be returned/delivered to the OSGG Project Authority at the end of Contract.

Item 1.31:	Kit folder Heraldry
TYPE OF PRODUCT	Kit folder, Two pockets, single score (no spine) – with cuts for business card insert (standard die)
PAGE COUNT	1
DIMENSIONS	9" W x 12" H (folded)
BLEEDS	None
INKS	PMS 200
VARNISH	None
SCORING	Folds
PAPERSTOCK	Carolina Coated Cover C1S 12pt – FSC or equivalent which are one-side coated
FOIL STAMPING	Hot Foil Stamping –Silver, must match ITW 105 – shade numbers are from ITW Foils
FORMAT OF SUPPLIED MATERIAL	- PDFx1a + InDesign CS5.5
COPPER DIE	- The Copper Die will be provided in existing format by the OSGG. The Contractor may be required to produce a new die to be compatible with its equipment. - All dies (provided or produced) are the property of Canada and must be returned/delivered to the OSGG Project Authority at the end of Contract.

Item 1.32:	Gold Foil Embossed Stickers
TYPE OF PRODUCT	Stickers
PAGE COUNT	1
DIMENSIONS	SHEET 3* x 3* with Embossed Stickers 2 ½ Diameter
BLEEDS	None
INKS	None
VARNISH	None
SCORING	None
PAPERSTOCK	The sticker must be made of foil
EMBOSSING	Embossing - Satin Gold, must match shade 450 from CROWN CANADA, a division of Crown roll leaf, Inc. or shade 046 (ITW 318) – shade number are from ITW Foils
FORMAT OF SUPPLIED MATERIAL	- PDFx1a + InDesign CS5.5
COPPER DIE	- The Copper Die will be provided in existing format by the OSGG. The Contractor may be required to produce a new die to be compatible with its equipment. - All dies (provided or produced) are the property of Canada and must be returned/delivered to the OSGG Project Authority at the end of Contract.

A.5.1 Forms Handling

All products will be run through multi-function digital device office printers for personalization purposes. As such all papers, inks, embossing, and foil stamping must be compatible for use in multi functions device office printers.

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A.6 Proofs

Unless otherwise specified by Project Authority proofs are required for every work request. Timeframe for delivery of proof must be agreed to between the Contractor and the Project Authority.

The Contractor must provide proofs for each of the products as specified by the Project Authority as follows:

- a) PDF files to the OSGG Project Authority in a low-resolution colour format for quality level and content verification before the work commences.

OR

- b) Hard copy proofs to the OSGG Project Authority in a low-resolution colour format for quality level and content verification before the work commences.

The Contractor must arrange for the delivery of the proofs. The OSSG Project Authority will retain the proofs for its file. Proofs must be delivered at no additional cost to Canada.

Proofs must be 100% of final size, with all crop marks and folding/score lines indicated. Each proof must include the required graphic elements. All elements must be in position and in accordance with the specifications for each as included in A.5.

Proofs must be provided to the OSSG Project Authority for approval prior to production. The OSSG Project Authority will respond to the Contractor by e-mail to indicate approval or a requirement for revisions within seven (7) business days of receipt of the proofs.

A.6.1 Deliver Proofs To:

Office of the Secretary to the Governor General
Attn: Project Authority
1 Sussex Drive,
Ottawa ON, K1A 0A1
E-mail: Will be identified at contract award

A.7 Packaging and Labeling Instructions

The Contractor must package and address any items being delivered according to the delivery address supplied, including all activities and materials for the output and application of any required labels.

A.7.1 Packaging

Packaging must be recyclable, unless otherwise specified (i.e. shrinkwrap). Packaging must be appropriate for the quantity of the item(s) being shipped. Where size permits, the items must be delivered in cartons suitable for the size of the order.

A.7.1.1 Cartons

Where cartons are suitable for the size of the order:

- Cartons must not exceed 35 lbs in weight;
- Cartons used for the shipping of the printed items must be blank;
- Unit packaging, such as banding, shrink-wrapping or paper wrapping, may be required within cartons; and,
- Unit quantities will be dependent on specific requirements.

A.7.1.2 Labeling

- Labels must be made from recycled paper.
- Each carton or parcel prepared for delivery must be properly identified with labels showing the department name, product, date of printing, language (e.g. French, English or bilingual) and contract number.
- Labels for orders requiring multiple cartons or packages must show the total number of cartons and the number of each carton/parcel in the shipment.

A.8 Work Request Process

The Project Authority will provide each work request to the Contractor by e-mail for all work required in accordance with this Annex "A", Statement of Work

Within one (1) business day of receipt of the Work Request, the Contractor must confirm the following to the Project Authority by e-mail:

- The total cost of performing the specified work in accordance with pricing schedule in the Annex "B" Basis of Payment.
- The delivery date in accordance with the delivery schedule in section A.9.

The Contractor must not undertake any of the specified work unless and until a Work Request is issued by the Project Authority. The total cost stated in the Work Request must not be exceeded without the specific written authorization of the Project Authority.

A.8.1 The Work Request will contain:

1. The Work Request reference number;
2. Item description;
3. Quantity required;
4. Unit price in accordance with the pricing schedule of the Annex "B" Basis of Payment;
5. Delivery address;
6. Delivery date;
7. Special instructions, if required.

A.9 Delivery:

A.9.1 Delivery Schedule (Service Levels) - Regular Service – Work Requests – “If and when” requested:

The required items must be delivered to the destination(s) within the time frame agreed to by the Project Authority.

A.9.1.1 For mill stock paper items:

Once the Project Authority has provided the Contractor with a final approval of the proofs, the Project Authority will provide the Contractor a minimum of thirty (30) business days and not more than thirty-five (35) business days, based on the quantity of each item specified in the Work Request, to complete the production and delivery of the complete quantities at the specified destination address.

A.9.1.2 For standard paper items:

Once the Project Authority has provided the Contractor with a final approval of the proofs, the Project Authority will provide the Contractor a minimum of fifteen (15) business days and not more than twenty (20) business days business days, based on the quantity of each item specified in the Work Request, to complete the production and delivery of the complete quantities at the specified destination address.

A.9.2 Delivery Address(es)

The Contractor must ship, at no additional cost, the products to the following address within the National Capital Region (NCR):

Office of the Secretary to the Governor General
Attn: Material Management
1 Sussex Drive,
Ottawa ON, K1A 0A1

A.9.3 Delivery Process

1. Deliveries must be made between OSGG operating hours of 7:30 a.m. and 4:30 p.m., Monday to Friday (excluding statutory holidays).
2. The Contractor must determine the most economical means of shipping/transport by ground or mail, suitable to meet the specified delivery date.
3. The Contractor is solely responsible for the safe delivery of all products. Any damaged products will be replaced by the contractor at its own expense.
4. The Contractor is responsible for the tracking of shipments up to confirmation of receipt at destination.
5. The Contractor is responsible for the collection and (re)shipping of any returned product.

A.10 Reports

The Contractor must provide quarterly reports in accordance with the reporting requirements detailed below. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted by e-mail on a quarterly basis to the PWGSC Contracting Authority and the Project Authority.

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A.10.1 Reporting Requirement- Details

A detailed and current record of all authorized Work Requests. This record must contain:

A.10.1.1 For each authorized Work Request:

- i. the total amount, exclusive of Applicable Taxes, expended to date against all authorized Work Requests
- ii. the start and completion date for each authorized Work Request.

A.11 Components return:

All components required to complete a project, whether produced, modified, or purchased by the Contractor, or provided to the Contractor by the OSGG are the property of the Government of Canada.

All components must be returned to the OSGG upon completion of the Contract, within five (5) working days of receiving the request and shipped in a manner to ensure safe delivery at the specified destination and at no additional cost to the OSGG.

APPENDIX 1 TO ANNEX "A"

HISTORICAL INFORMATION AND SAMPLES OF ITEMS:

1) HISTORICAL INFORMATION

The information included in this Appendix 1 to Annex "A", is supplied in order to provide a historical perspective of all the types and the quantities of the items/products produced previously. It does not represent a firm commitment that the same level of ordering activity will continue or that all of the items/products will continue to be included or ordered in the same quantities. Items/products may be removed, modified, or added (if the specifications meet the current specifications as priced in the Annex "B" Basis of Payment) over the term of the Contract.

Item No.	Description	Qty. Ordered November 1, 2017- October 31, 2018
1.1	Governor General Letterhead	29,000
1.2	Small Personal Letter Paper	1,500
1.3	Item Governor General Personal Note Cards	5,250
1.4	Governor General Compliment Cards	4,000
1.5	#10 Envelope	7,500
1.6	Governor General A2 Envelopes	1,750
1.7	Governor General A6 Envelopes	4,000
1.8	Governor General A7 Envelopes with deckle edge	1,000
1.9	Governor General Letter Certificate	4,000
1.10	Queen's Anniversary Letter	6,500
1.11	Rideau Hall Letterheads	2,500
1.12	Governor General Seasonal Greeting Cards	7,000
1.13	OSGG Seasonal Greeting Cards	700
1.14	Blank Invitation Cards	5,500
1.15	Blank Invitation Cards-No Gold Foil	1,200
1.16	Vertical Blank Invitation Cards	3,500
1.17	Blank Plate Cards	1,000
1.18	Blank Seat Cards	500
1.19	Gift Bank Biography Cover	200
1.20	Program/Menu Covers (Folded Cardstock Handouts)	5,000
1.21	Blank Cover Stock	600
1.22	Blank Text Stock	600
1.23	Food Cards- No Gold Foil	11,500
1.24	Order of Military Merit Certificate	250
1.25	Order of Merit Police Forces Certificate	250
1.26	Order of Canada Certificate	250
1.27	MSD/ Bravery Certificate	1,000
1.28	Academic Medal Certificate	6,500
1.29	Sovereign Medal for Volunteerism Certificate	5,000
1.30	Exemplary Service Medal Certificate	250
1.31	Kit folder Heraldry	1,500
1.32	Gold Foil Embossed Stickers	1,500

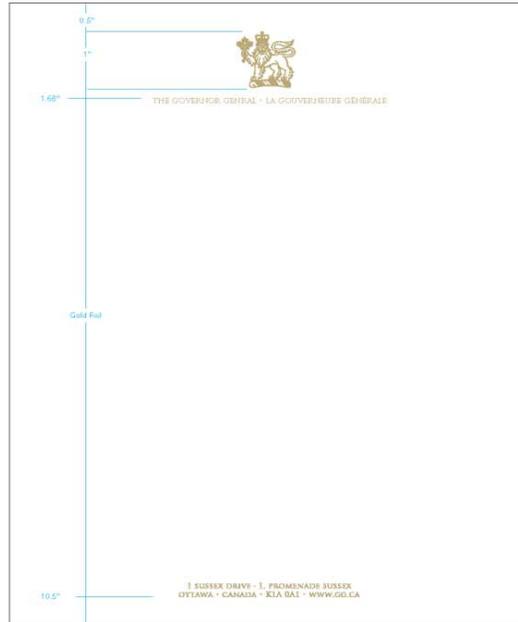
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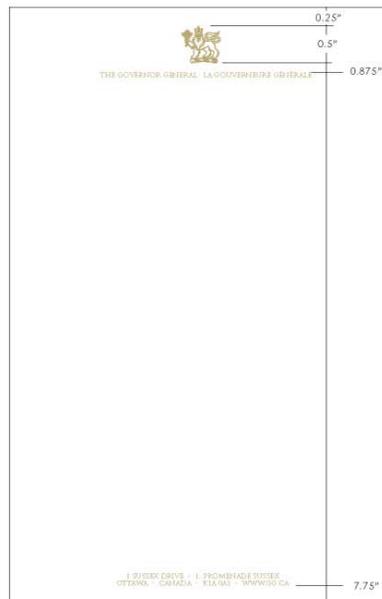
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2) SAMPLES OF ITEMS FOR REFERENCE ONLY

Product 1.1: Gov Gen's Letterhead



Product 1.2: Gov Gen's Small Personal Letterhead



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Product 1.3: Gov Gen's Complimentary Cards



Product 1.4: Gov Gen's Personal Note Cards

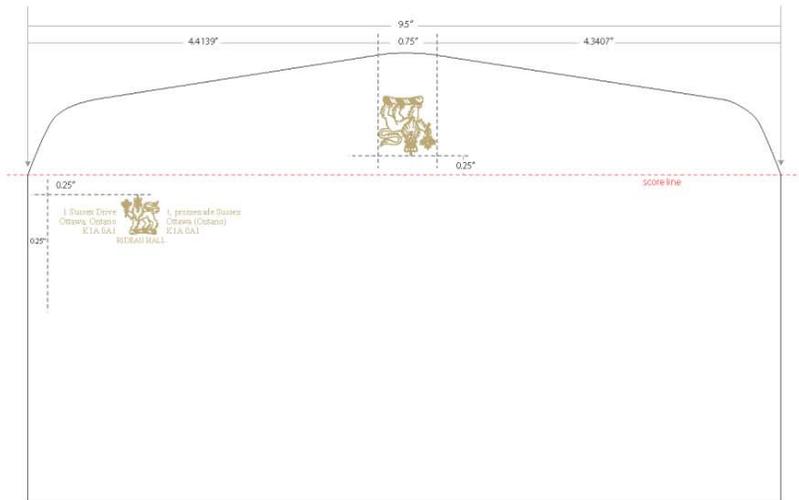


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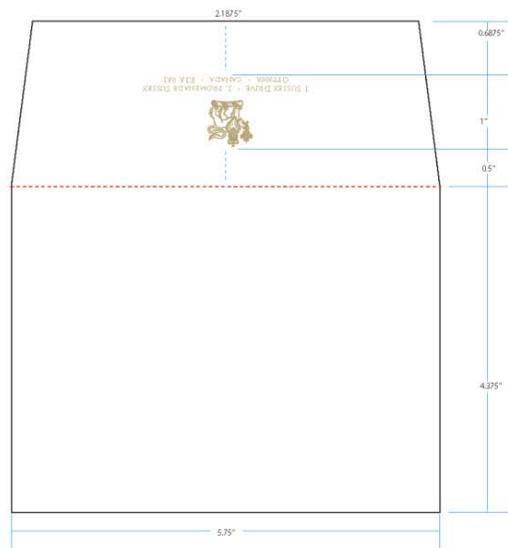
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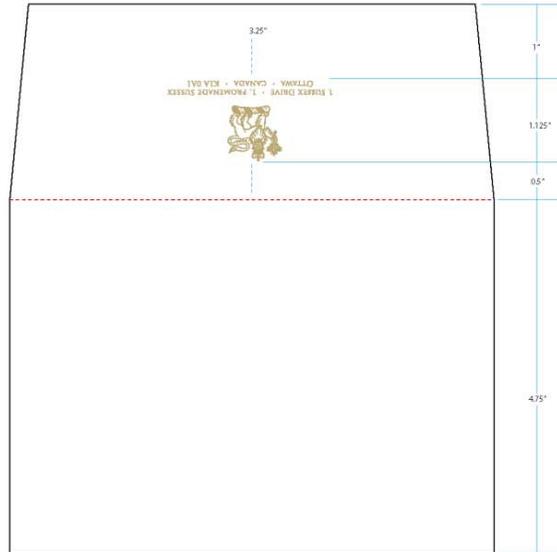
Product 1.5: #10 Envelopes



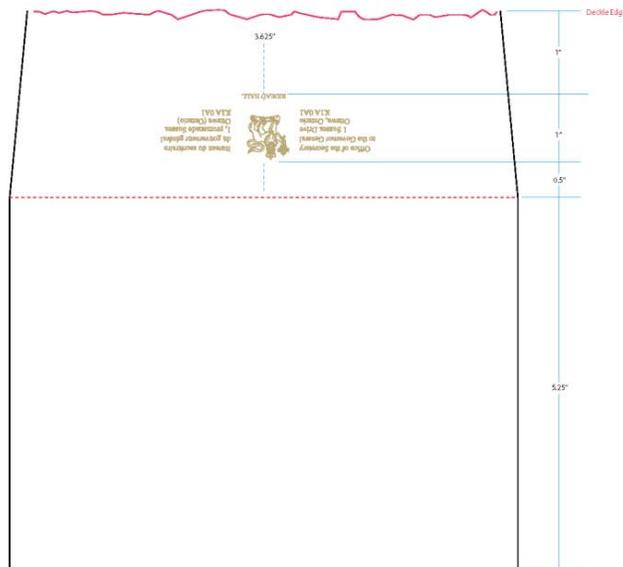
Product 1.6: Gov Gen's A-2 Envelopes



Product 1.7: Gov Gen's A-6 Envelopes



Product 1.8: Gov Gen's A-7 Envelopes with deckle edge

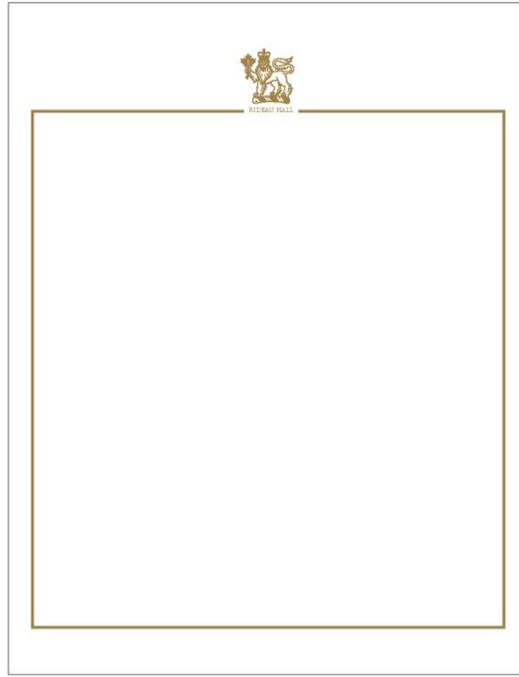


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Product 1.9: Gov Gen's Letter Certificate



Product 1.10: Queen's Anniversary Letter

Congratulatory Messages from Her Majesty The Queen
Her Majesty The Queen personally approved this message, which was specially designed for the transmission of Her Majesty's love and to Canadians. The photograph was taken during The Queen's Royal Tour from June 28 to July 6, 2010. Her Majesty visited Halifax, Ottawa, Winnipeg, Toronto and Waterloo.

Message de félicitations de Sa Majesté la Reine
Sa Majesté la Reine a personnellement approuvé l'utilisation de ce message pour transmettre ses amitiés envers ses Canadiens. La photo a été prise durant la Tourée royale de la Reine qui s'est déroulée du 28 juin au 6 juillet 2010. Sa Majesté avait alors visité Halifax, Ottawa, Winnipeg, Toronto et Waterloo.

© Her Majesty The Queen in Right of Canada represented by the Office of the Secretary to the Governor General (2011)
© Sa Majesté la Reine en chef du Canada représentée par l'Office du secrétaire du gouverneur général (2011)

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Product 1.11: OSGG Letterhead (Rideau Hall + Secretary's, etc)

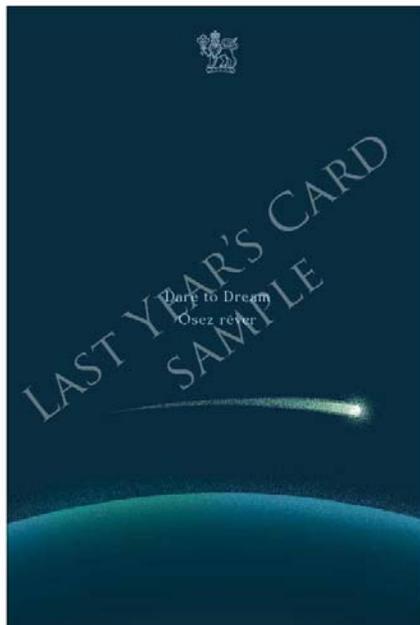


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Product 1.12: Gov Gen's Seasonal Greetings Cards



Product 1.13: OSGG's Seasonal Greetings Cards

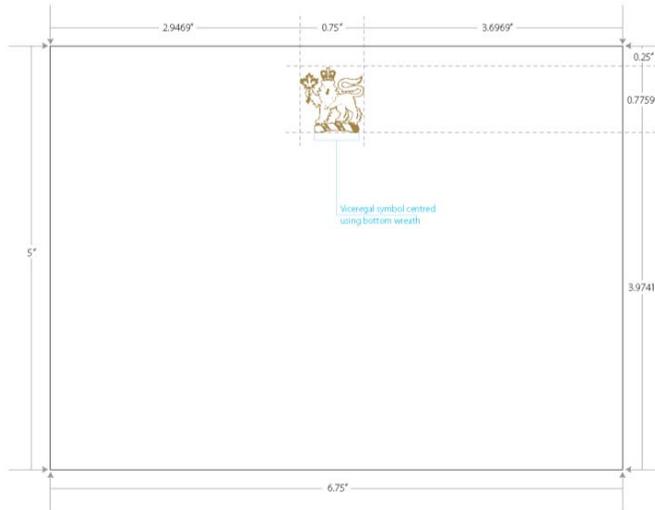


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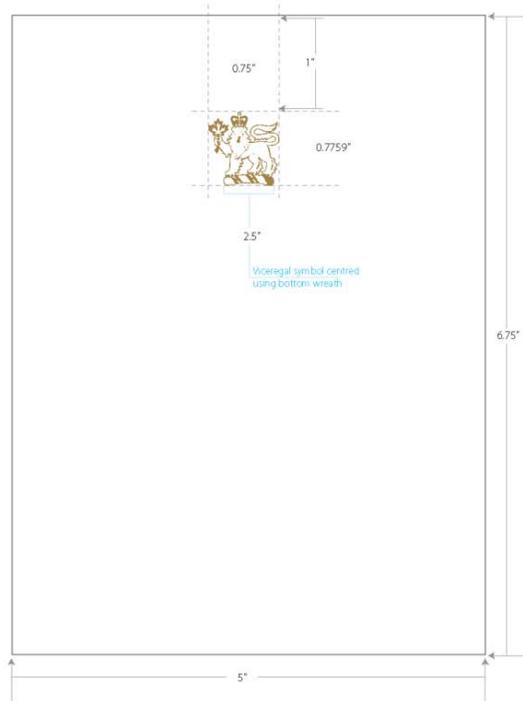
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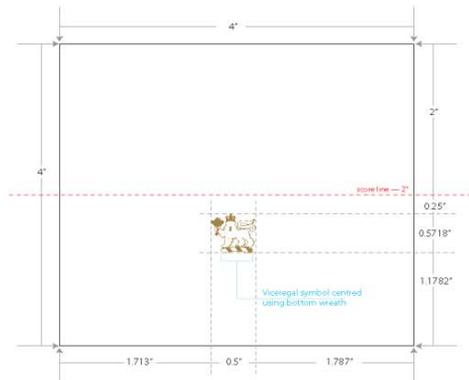
Product 1.14: Blank Invitation Cards



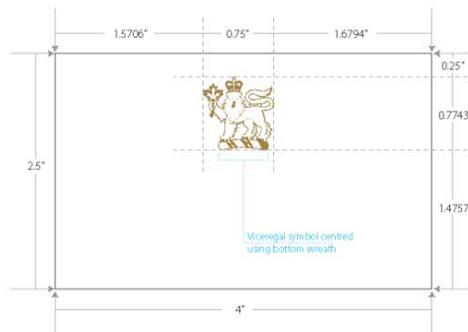
Product 1.16: Vertical Blank Invitation Cards



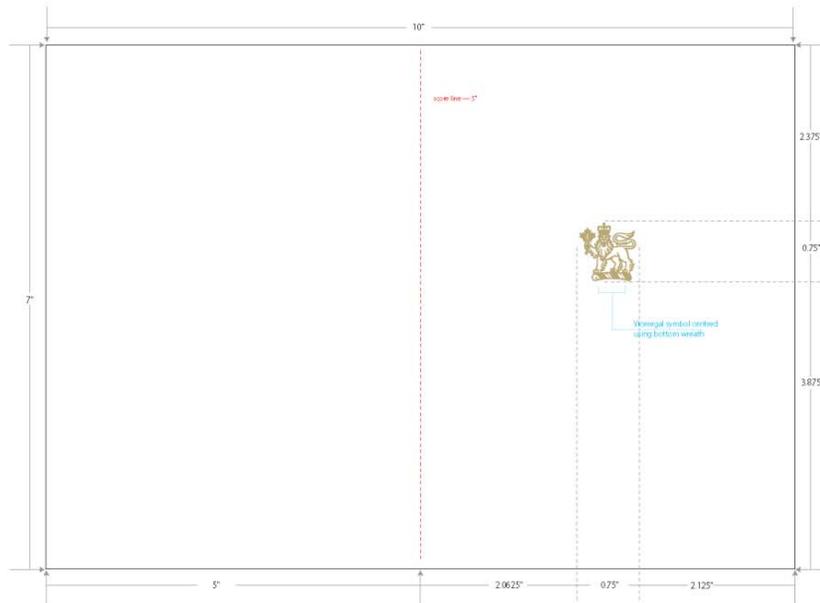
Product 1.17: Blank Plate Cards



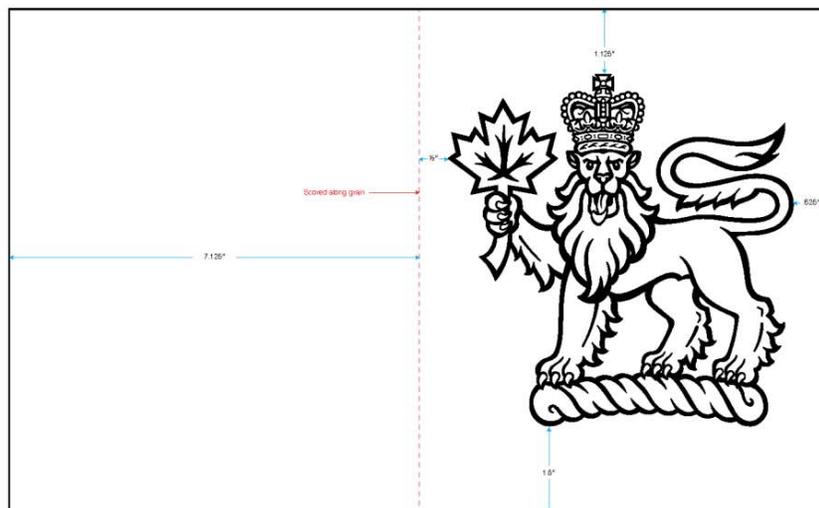
Product 1.18: Blank Seat Cards



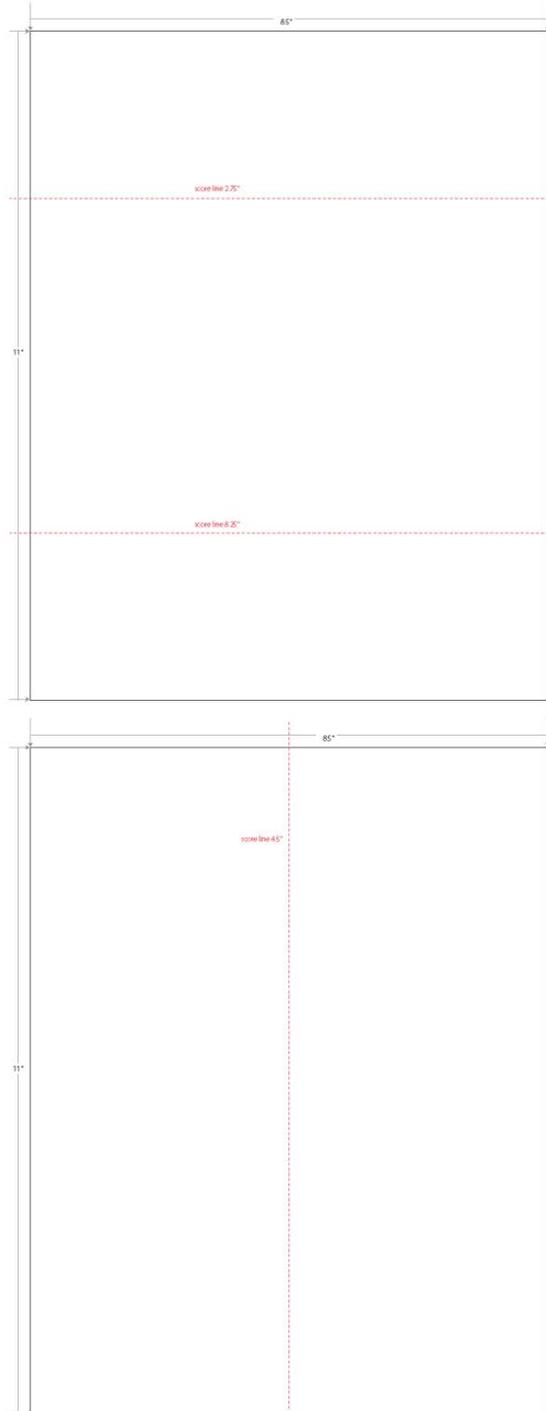
Product 1.19: Gift Bank Biography Cover



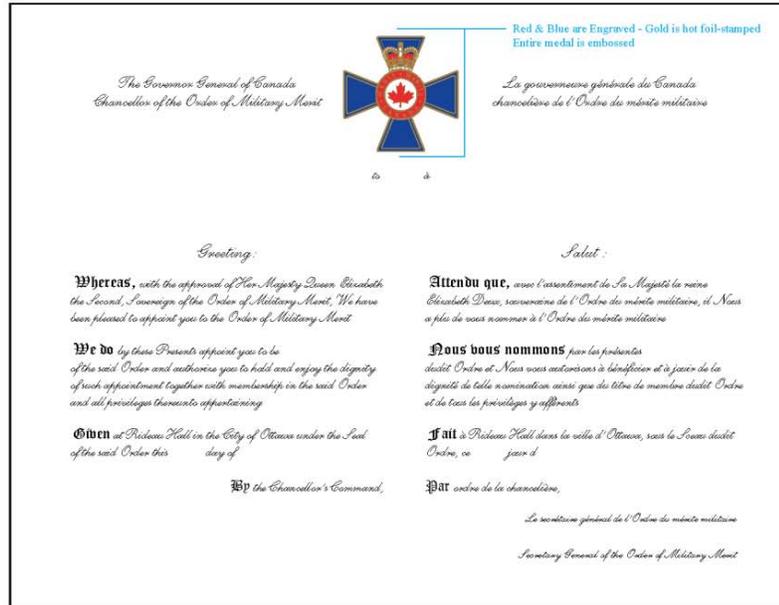
Product 1.20: Menu/Programme Cover



Product 1.23: Food Cards



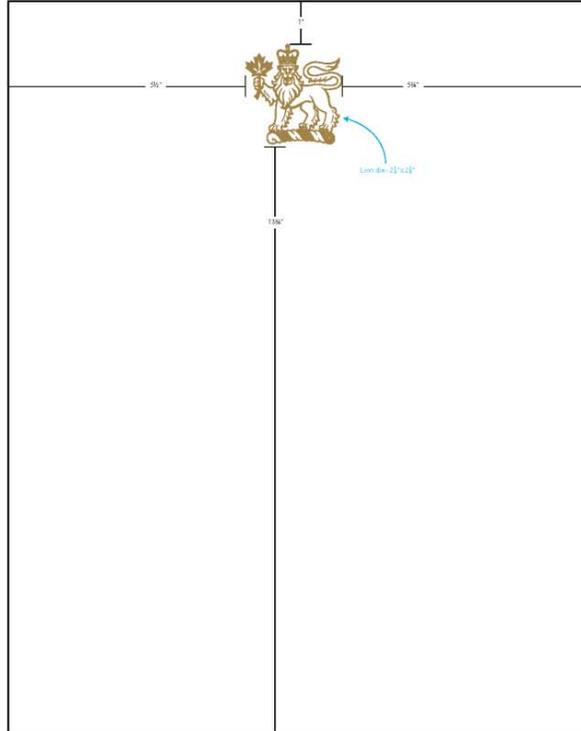
Product 1.24 + 1.25: OMP/OMM Certificates



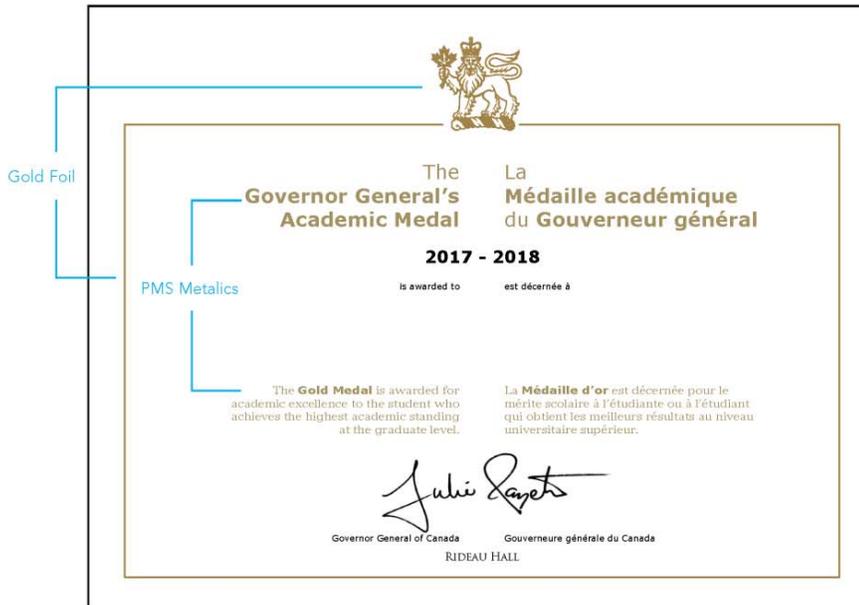
Product 1.26: Order of Canada Certificates



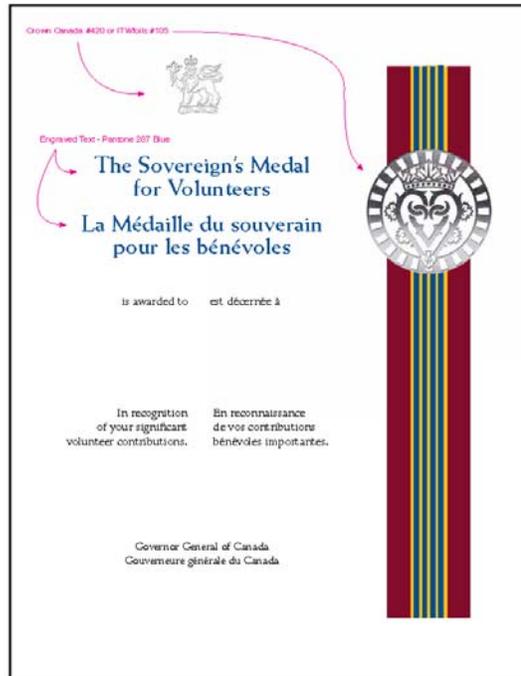
Product 1.27: MSD/Bravery Medal Certificate



Product 1.28: Academic Medal Certificate



Product 1.29: Sovereign Medal for Volunteerism Certificate



Product 1.30: Exemplary Service Medal Certificate



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Product 1.31: Heraldry Kit Folder



Product 1.32: Gold Foil Embossed Stickers (Certificate Seals)



ANNEX "B"

BASIS OF PAYMENT

B.1 PRICING SCHEDULE AND FINANCIAL EVALUATION

B.1.a Bidders must provide pricing in the format specified in this Annex "B" Basis of Payment. Failure to provide prices in the format specified will render the proposal non-responsive.

Bidders must submit firm, all-inclusive prices in Canadian dollars, the applicable Sales Tax excluded, **FOB destination***, Canadian customs duties and excise taxes included. **Shipping costs included.**

Prices must include all materials and operations (including but not limited to all set-up charges, printing and finishing to final format, provision of proofs, packaging materials, labels and their application as specified in Annex "A" Statement of Work, etc..) to supply the final products, to ready the items for delivery, and shipping to the final destination address or addresses in the National Capital Region.

*FOB DESTINATION

For this requirement, FOB destination indicates that the title to the shipment will pass from the Contractor to the recipient at the destination address. The Contractor is responsible for each shipment until it arrives at the final destination address. The Work Request will not be completed until the shipment arrives at the destination address.

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

The "*Quantity for Evaluation*" shown in the MS Excel spreadsheet, Annex "B" Basis of Payment and Pricing Schedule are estimates for evaluation purposes only and are not indicative nor a guarantee of the actual number of items to be ordered.

BIDDERS ARE RESPONSIBLE TO ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET SUPPLIED TO THEM AND RETURN IT, COMPLETED, WITH THEIR PROPOSAL, IN ACCORDANCE WITH THE BID PREPARATION INSTRUCTIONS IN PART 3, SECTION 3.1.

B.1.b MS Excel spreadsheet, Annex "B" Basis of Payment and Pricing Schedule

- a) Refer to the excel spreadsheet distributed as an electronic attachment on www.buyandsell.gc.ca.
- b) Bidders are responsible for entering their prices on the MS Excel spreadsheet, **Annex "B" Basis of Payment and Pricing Schedule**, distributed as an electronic attachment on the government electronic tendering site (www.buyandsell.gc.ca) and returning the filled out spreadsheet, along with their proposal in Excel and as a PDF file.
- c) If there is a discrepancy between the wording of the Excel file and the PDF file, the wording of the PDF file will have priority over the wording of the Excel file.

B.2 PAPER ADJUSTMENT CLAUSES (SOLICITATION AND CONTRACT)

Bidders must complete the B.2.A *P2010 - T - Paper Adjustment* Clause and include it with their Bid. If the Bidder does not complete and provide the B.2.A *P2010 - T - Paper Adjustment* Clause with the Bid, no *Paper Adjustment* Clause will be included in the Contract and no price escalation/adjustment will be granted based on increased paper costs during the period of the Contract.

B.2.a P2010 - T - Paper – Adjustment (Bid)

1. The resulting contract will contain a provision for price adjustment (increase or decrease) of the portion of the price directly related to the base transaction cost of paper. Price adjustment will apply only to increase or decrease of the base transaction cost of paper that may occur at any time during the resulting contract period but not before thirty (30) days after contract award.
2. Bidders must provide their base transaction cost(s) and the quantity of the paper on which the base transaction cost is established in their bid as follows:
 - a. **Refer to the excel spreadsheet distributed as an electronic attachment on www.buyandsell.gc.ca.**
3. Upon request from the Contracting Authority, bidders must provide supporting documentation to confirm the base transaction cost. Such documentation may consist of copy of quotation from the paper supplier(s).

B.2.b P2010 - C - Paper – Adjustment (Contract)

4. The portion of the price directly related to the base transaction cost of paper is subject to price adjustment (increase or decrease) at any time during the contract period but not before (*insert the date corresponding to the end of the 30-day period after contract award*). The price will be adjusted using the percentage of the announced increase or decrease that came into effect by applying it to the applicable base transaction cost.
5. To request a price adjustment, the Contractor must provide the Contracting Authority with a notice indicating the increase or decrease in the base transaction cost of the paper necessary to complete the requirement of the Contract, if applicable. Such notice must contain the price as publicly announced by at least three (3) paper supplier who supply the grade specified in the Contract and the date the price came into effect.
6. The base transaction cost of paper subject to price adjustment is as follows:
 - a. **Refer to the excel spreadsheet distributed as an electronic attachment on www.buyandsell.gc.ca.**
7. The Contractor must provide a copy of the quotation from the paper supplier(s) to support the above base transaction cost and a copy of the invoice(s) from the paper supplier(s) to support the adjusted base transaction cost.
8. Any price adjustment must be approved by the Contracting Authority and will be evidenced through a contract

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ANNEX "C" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);

ANNEX "D"

ADDITIONAL INFORMATION

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

D.1 LIST OF NAMES - INTEGRITY VERIFICATION FORM (*Excerpt from the Government of Canada's Integrity Regime site*)

Requirements

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

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors
- Privately owned corporations must provide a list of the owners' names
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners
- Suppliers that are a partnership do not need to provide a list of names

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

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

D.2 PROCUREMENT BUSINESS NUMBER:

The Bidder must provide its Procurement Business Number.

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

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D.3 BIDDER'S PROPOSED SITE(S)

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

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

D.3.2 List of Subcontractor(s)

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

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

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

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ANNEX "E"

MANDATORY CRITERIA AND EVALUATION GRID

REQUEST FOR PROPOSAL: 15015-180073A

TITLE:

BIDDER: _____

EVALUATION SUMMARY		
MANDATORY REQUIREMENTS	COMPLIANT	NOT COMPLIANT

Mandatory Technical Criteria

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

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

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

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

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

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

M.1 CORPORATE EXPERIENCE AND CAPABILITY

Bidders must demonstrate experience in completing work as described in Annex "A" Statement of Work

M.1.1 The Bidder must demonstrate that it has been contractually bound to an external client or to external clients (outside of the Bidder's own company) for a contract or contracts to supply foil stamping, embossing, and printing services. This contract or these contracts must have been started or completed after January 01, 2015.

When combined the described contract or contracts must include or must have included all of the following services (i – iv):

- i. Printing in black and four (4) colour process;
- ii. Foil stamping;
- iii. Embossing;
- iv. Preparation and Delivery to destination(s).

M.1.1.1 The Bidder must provide the following information for each of the described contracts:

- a) a description of the required services (i - iv) provided to the client or clients as specified to meet M.1.1
- b) the start date or completion date of the contract or contracts for which the services were provided
- c) the client information for the contract or contracts

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

Evaluation criteria			
<p>M.1.1. For each described contract the Bidder must provide a description of the required services (i - iv) provided to the client(s) as specified to meet M.1.1</p> <p>Combined, the described contract or contracts must include or must have included all of the following services:</p>	Compliant	Not Compliant	Reference to Bidder's Proposal
i. Printing in black and four (4) colour process.			
i. Foil stamping;			
ii. Embossing;			
iii. Preparation and Delivery to destination(s).			
<p>M.1.1.1 b) For <u>each</u> described contract the Bidder must provide the start date or completion date of the contract for which the services were provided (example: March 2013 – December 2017 or April 10, 2015 to present)</p>	Compliant	Not Compliant	Reference to Bidder's Proposal
The Start date or completion date of the contract is after January 1, 2015			

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M.1.1.1 c) For <u>each</u> described contract the Bidder must provide the client information for the contract.	Compliant	Not Compliant	Reference to Bidder's Proposal
The client information for the contract or contracts demonstrates an external client or external clients			
Comments			

M.2 PRIMARY POINT OF CONTACT (PROJECT MANAGER)

The Bidder must provide the name, title, telephone number, facsimile number and e-mail for a single point of contact for all contract related issues, including problem resolution and receiving requests.

Evaluation criteria			
The Bidder must identify the single point of contact and provides the following information for the single point of contact:	Compliant	Not Compliant	Reference to Bidder's Proposal
a. The telephone number			
b. The facsimile number			
c. The e-mail address			

M.3 BIDDER'S CAPABILITY TO RECEIVE FILES, AND PRINT FROM ELECTRONIC FILES FORMATS

The Bidder must provide a statement confirming its capability to receive files, and print from electronic files formats such as PDF, MS Office and Adobe products.

Evaluation criteria			
The Bidder must provide a statement confirming its capability to receive files, and print from electronic files the following formats:	Compliant	Not Compliant	Reference to Bidder's Proposal
a. PDF			
b. MS Office			
c. Adobe products			

M.4 BIDDER'S CONFIRMATION THAT ALL REQUIRED STOCK IS READILY AVAILABLE

The Bidder must provide a written statement confirming that all required stock is readily available to it in the event that a contract would be awarded to it.

Evaluation criteria			
The statement provided by the Bidder must provide a statement to confirm the following:	Compliant	Not Compliant	Reference to Bidder's Proposal
All required stock is readily available to the Bidder in the event that a contract would be awarded to it.			

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