



**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 AVIATION DOCUMENT BOOKLET	
Solicitation No. - N° de l'invitation T8518-180035/A	Date 2018-11-08
Client Reference No. - N° de référence du client T8518-18-0035	
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-035-75798	
File No. - N° de dossier cw035.T8518-180035	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-11-30	Time Zone Fuseau horaire Eastern Standard Time EST
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: Buck(CW Div.), Daniel	Buyer Id - Id de l'acheteur cw035
Telephone No. - N° de téléphone (613) 998-8582 ()	FAX No. - N° de FAX (613) 991-5870
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF TRANSPORT SUITE 100 2655 LANCASTER RD OTTAWA Ontario K1B4L5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

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 six (6) 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 and the Evaluation Grid.

1.2 Summary

Transport Canada Civil Aviation (TCCA) has a requirement for a Contractor to print the **Aviation Document Booklet** (ADB) that is similar in appearance to the Canadian Passport.

The period of the Contract is from date of Contract to March 31, 2019 inclusive, with the irrevocable option to extend the period of the Contract by two (2) one (1) year option periods under the same terms and conditions.

Initial Production Run: All deliverables produced for the initial production run must be received at the destination addresses on or before March 13, 2019.

Additional Optional Production Run(s): Completed quantities must be delivered within sixty (60) calendar days after approval of proofs.

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

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>) 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 Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted 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 FPS, 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 FPS 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 no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 8 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

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (one (1) paper copy) and one (1) electronic copy on USB

Section II: Financial Bid (one (1) paper copy) and one (1) electronic copy on USB

Section III: Certifications (one (1) paper copy)

If there is a discrepancy between the wording of the electronic copy and the paper copy, the wording of the paper copy will have priority over the wording of the electronic copy.

- 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.

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>). 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.

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.

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex "D".

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

The Financial Evaluation will be based on the total evaluated price of the financial proposal.

To determine the total evaluated price, the all-inclusive prices and rates submitted in the Annex "B": Basis of Payment will be multiplied by the corresponding quantities for evaluation, and then added together to obtain the total evaluated price as specified in the Annex "B": Basis of Payment.

4.2 Basis of Selection

4.2.1 Basis of Selection – Lowest Price per Point

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of 126 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 180 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point 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 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>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

5.2.3.1.1 SACC Manual clause A3050T (2014-11-27) Canadian Content Definition.

This procurement is limited to Canadian goods.

The Bidder certifies that:

() the good(s) offered are Canadian goods as defined in paragraph 1 of clause A3050T.

Bidders should submit this certification completed with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive.

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>) 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.

6.3 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 date of Contract to March 31, 2019 inclusive.

6.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least seven (7) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.4.3 Delivery Date

Initial Production Run: All deliverables produced for the initial production run must be received at the destination addresses on or before March 13, 2019.

Additional Optional Production Run(s): Completed quantities must be delivered within sixty (60) calendar days after approval of proofs.

6.4.4 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Daniel Buck
Public Works and Government Services Canada
Acquisitions Branch
Communications Procurement Directorate
12th Floor, 360 Albert Street
Ottawa, ON K1R 7X7

Telephone: 613-998-8582
Facsimile: 613-991-5870

E-mail address: Daniel.Buck@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:

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 Transport Canada Procurement Authority

The Procurement Authority for the Contract is:

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

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.4 Contractor's Representative

General Enquiries (Project Manager)

Name: _____

Telephone: ____-____-_____

Fax: ____-____-_____

E-mail _____

Replacement for Project Manager

Name: _____

Telephone: ____-____-_____

Fax: ____-____-_____

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

The Contractor will be paid in accordance with Annex "B" for Work performed pursuant to the Contract.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and 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 Multiple Payments

SACC Manual clause H1001C (2008-05-12) Multiple Payments
SACC Manual clause H1008C (2008-05-12) Monthly Payments

6.7.4 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic and International);
- b. 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. Claims cannot be submitted until all work identified in the claim is completed.

Invoicing will be by electronic means (email) and payment by Transport Canada will be by Direct Deposit. The TCCA Project Authority is responsible for providing the necessary information to the Contractor.

2. Invoices must be distributed as follows:
 - a) The **original and one (1) copy must be forwarded to the Project Authority** identified under the section entitled "Authorities" of the Contract for certification and payment.
 - b) **One (1) copy must be forwarded to the Contracting Authority** identified under the section entitled "Authorities" of the Contract.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.9.2 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 general conditions 2030 (2018-06-21), General Conditions - Higher Complexity - Goods;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____.

6.12 Insurance

SACC Manual clause G1005C (2016-01-28) Insurance – No Specific Requirement

6.13 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.

6.14 SACC Manual Clauses

SACC Manual clause P1005C (2010-01-11) Packaging and Packing of Printed Products

SACC Manual clause P1009C (2007-11-30) Author's Alterations

SACC Manual clause P1010C (2010-01-11) Quality Levels for Printing

SACC Manual clause P1011C (2010-01-11) Quality Levels for Colour Reproduction

SACC Manual clause P1013C (2010-01-11) Quality Levels for Forms

SACC Manual clause P1016C (2010-01-11) Quality Levels for Binding

ANNEX "A"

STATEMENT OF WORK

PRINTING AND FINISHING OF AVIATION DOCUMENT BOOKLETS (ADB)

A void copy of an existing ADB will be provided to the Contractor for reference purposes and must be returned to the Contracting Authority. Unless otherwise stated, the printing is to follow the existing ADB exactly and in all regards.

OVERVIEW

Transport Canada Operational Support Services (OSS) has a requirement for a Contractor to print the **Aviation Document Booklet** (ADB) in the required quantities.

In providing this service to OSS, the Contractor must at a minimum:

1. Review the overall requirement for the purpose of establishing the most efficient and cost effective method of supply of the items covered under the contract;
2. With direction from the TC Procurement Authority, incorporate the necessary product features for the ADB;
3. In consultation with the TC Procurement Authority, develop a production schedule for the initial quantities required plus the forecast quantities for the contract and option periods (if exercised);
4. In consultation with the TC Procurement Authority, ensure complete destruction of any materials that may become spoiled and to maintain records on the items destroyed; and
5. Provide quality control services for the contract, as specified by the TC Procurement Authority.

DETAILED REQUIREMENTS

1. GENERAL SPECIFICATIONS

The ADB will be issued to all Canadian flight crew licence/permit holders and air traffic controllers (ATC) in the specified colour blue (current ADB PMS Codes: 659, 427, 652 and 497).

The design and text will be provided by the TC Procurement Authority. The external cover page will be a heavy wear-resistant jacket, front and back that securely binds and protects the internal pages.



Fig. A-1 – Front and Back

The ADB consolidates Canadian Flight Crew and ATC licensing documents and will include the holder's photograph, signature, permit(s)/license(s), and medical certificate labels and product features for positive authentication.

The Booklet will be in the specified colour that will distinguish it from other federal documents of similar proportions, which are currently in circulation.

1.1 Each booklet will look like the sample booklet as described in appendix A: Print-Ready Artwork of the Aviation Document Booklet

Twenty-four (24) page saddle-sewn book plus four (4) additional pages on front and back as reinforced end leaves when inside pages are folded and gathered into signature form with 19 mm strip of cloth laminated at binding margin with a separate cover (24 pages + end-leaves + covers).

The ADB also includes a "sewn-in" laminate before page 1 which is adhered to page 2 after customization.

For Booklet format specifications, refer to the void copy of the ADB provided as an attachment.

1.1.1 Finished Trim Size:

Finished trim size of Booklet is 88mm x 125mm.

1.1.2 Printing Specifications:

Booklet Cover Page (Outside):

The Government of Canada's official wordmark symbol with the English wording "Aviation Document" above the symbol and "Document d'aviation" below the symbol is used. The text and symbols will be centered on the cover page. This design will be embossed on the cover and filled with gold foil.

Booklet inside cover (Front):

The text is to be exactly the same as provided in the print ready PDF.

Booklet inside cover (Back):

The text is to be exactly the same as provided in the print ready PDF.

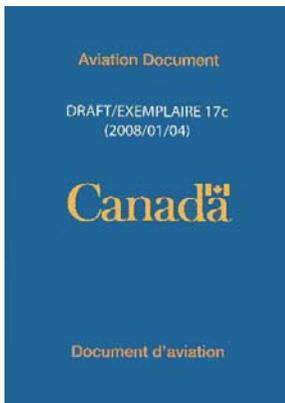
Booklet pages:

The information on each page is to be an exact copy of the information in the print-ready PDF artwork provided unless otherwise requested.

Production Requirements

The Contractor must produce ADBs based on the following:

- a) Lithographic printing on all text pages with background tint provided by ten (10) different coloured inks, as per the specifications,
- b) The text pages and inside back cover are printed in a (PMS 497);
- c) Each booklet blank must be consecutively numbered as per the specification. Numbering instructions will be provided to the Contractor by the TC Procurement Authority, as required;
- d) The Booklet Number must be printed on Page 24. This number is serialized and 1D bar coded to each booklet, in sequence, and provides inventory control. Numbering instructions will be provided to the Contractor by the TC Procurement Authority, as required;
- e) Duplicate or missing serial numbers will not be acceptable; and
- f) Embossing on the front cover is to be the CANADA Wordmark® and filled with gold foil.



Security Printing Techniques

The security printing techniques that are required for the ADBs include:

- a. Two-tone watermark of PMS 652 and PMS 659 at a 5% screen (see visual reference at Appendix 2 to Annex "A" Statement of Work)
- b. Printing of a security seal unique to Transport Canada on page 1. The Seal is printed in PMS 652, 0.47" in diameter, located roughly 0.84" from the top and 2.30" from the spine. (see visual reference at Appendix 3 to Annex "A" Statement of Work)

1.1.3 Materials:

Cover	0.25 mm, cloth-based material able to withstand use and handling for a period not less than ten (10) years, blue
Text pages	Minimum thickness 90gsm, receptive to ink jet printing Resistant to bleed through Label sections in the booklet are required to accept both adhesive for labels as well as printing from an inkjet printer and pen. Synthetic clay-coated two side substrate or equivalent material subject to TC Procurement Authority approval to provide water resistance to text pages
Embossing	Synthetic gold foil on cover
Laminate	Heat activated adhesive coated one side providing a protective cover to the data page (3) following customization by TC.

2. QUANTITIES

2.1 Initial Print Production:

ADB – The Contractor must print and finish an initial quantity of 50,000 ADBs after approval of proofs.

2.2 Optional Print Production as Required by the TC Procurement Authority:

Additional print production, if required, will be confirmed to the Contractor by the TC Procurement Authority. Optional quantities may be required on an “if and when” required basis at any time during the contract period. Optional production runs are at the sole discretion of Transport Canada and will be authorized by the PWGSC Contracting Authority as an amendment to the Contract

2.2.1 Optional Quantities – Option Periods (if exercised)

Optional quantities may be required on an “if and when” required basis at any time during the option periods (if exercised). Optional production runs are at the sole discretion of Transport Canada and will be authorized by the PWGSC Contracting Authority as an amendment to the Contract.

The minimum quantity, if required, for any optional production run will be 10,000 booklets.

It is anticipated that any requirement for optional quantities during the two (2) option periods combined (if exercised) would not exceed 20,000 to 25,000 booklets for the total Option Years, and may not be required at all.

The Contractor must print and finish the required optional quantities as specified by the TC Procurement Authority in writing.

3. PRINT PRODUCTION – SCHEDULE

Initial Production Quantity: All deliverables produced for the initial production run must be received at the destination addresses on or before March 13, 2019.

Additional Optional Production Quantities: Completed quantities must be delivered within forty (40) business days after approval of proofs.

4. PRINT QUALITY ASSURANCE

The Contractor and TC Procurement Authority will establish quality standards for printing, binding and imprinting operations for the ADB. The quality standards will be established before production of the booklets commences.

4.1 Print Quality

Following the TC approved specifications, the Contractor must produce **two (2) sets of identical press proofs of the booklet**. The TC Procurement Authority representative will sign each of the proof sheets to signify their acceptance. The proof sheets will be printed in final bindery imposition and must be produced with the same paper, inks and lay-down sequence as will be used for the actual production. The proof sheets must include colour control bars from which the densities of each colour solid and tint will become the standards for production. The Contractor must store these proof sheets in a manner to protect them from any changes to the ink or paper.

4.2 Press Approval

Press approval will be required prior to production. The TC Procurement Authority requires a minimum of 24-hours advance notice of any upcoming press approval scheduled. Official confirmation will be sent in writing no less than 6-hours prior to press approval start. In the case of cancellation by either party, notification will be sent in writing no less than 3-hours prior to scheduled press approval. Where cancellation occurs after arrival of the TC Procurement Authority representative, travel and expenses in accordance with Treasury Board guidelines will be billed back to the Contractor.

4.3 Bindery Quality

Following the specified TC binding standard, the Contractor must produce two (2) bound Aviation Document Booklets. The TC Procurement Authority representative will sign each of the booklets to signify their acceptance. The Contractor must store these proof booklets in a manner to protect them from change to the binding/finishing.

4.4 Random Sampling

TC has formal quality assurance procedures for printed products. As such, there will be a requirement for random sampling of ADB and a certification process that will be required of the vendor. During the life of the Contract, TC Procurement Authority may direct random sampling and certification at any time. When samples are requested, the Contractor must follow the required steps that TC Procurement Authority has specified.

Unless otherwise indicated by the TC Procurement Authority, the Contractor provides TC with random samples in accordance with ISO 9000 standards.

The costs of these random sampling copies are to be included in the unit pricing for ADBs. TC will provide the Contractor with three (3) documents in this regard:

- 1) Contractor's Production and Quality Assurance Obligations;

- 2) Certificate of Selection of Random Copies (99-0004); and
- 3) Confirmation of Random Verification Label (MPS-306).

5. COMPLETED – PRINTED AND FINISHED BLANK ADBs AND LABELS, READY FOR CUSTOMIZATION

The Contractor must ship all printed ADBs and to the Transport Canada Distribution Centre at the following address:

Chief, Operational Support Services Transport Canada (AAFBD)
2655 Lancaster Road
Ottawa, ON K1B 4L5

6. CHANGES TO FILE

Changes to the ADB may be required due to changes in policies and procedures of TCCA. However, there will be discussion and advance notice of any change that may be initiated.

Design changes will not change the final size included in the ADBs.

When changes are required to the ADB, TC Procurement Authority will supply the Contractor with a new PDF file of the product and any changes in the sequence of assembling, serial numbers or special instructions for production via e-mail. Within twenty-four (24) hours of receiving a new file, the Contractor will print a proof of the complete file and will send the proof by courier to the TC Procurement Authority.

TC Procurement Authority will advise the Contractor of any problems in the construction of the proof by e-mail. The Contractor will make adjustments as required and provide a new proof within twenty-four (24) hours of receiving any instructions to do so. TC Procurement Authority representative will approve the proof (preferred method if to use e-mail, but this is open for discussion with the Contractor).

After TC Procurement Authority representative has approved the proof, the Contractor will replace the version of the file in their document management system with the new approved file provided. New files will be installed and ready for print production within forth-eight (48) hours after approval has been given. The TCCA account will only contain the latest version of any of the document files. The Contractor is responsible for ensuring that only the latest version of any of the documents are produced and delivered at all times.

If production is to take place at more than one site, with separate databases, the sites must be networked with processes in place to ensure that all databases are updated simultaneously and reliably.

If a second proof is required due to more changes requested by TC Procurement Authority representative, it will be considered as two (2) document changes. If a change is required as a result of a Contractor error, it will be at the contractor's expense.

7. INVOICING

The Contractor will invoice TC upon the completion and shipping of each print run of ADBs.

Invoicing will be by electronic means (email) and payment by Transport Canada will be by Direct Deposit. The TC Procurement Authority is responsible for providing the necessary information to the Contractor.

8. TC PROCUREMENT AUTHORITY

The TC Procurement Authority, for the duration of the contract, is the Chief, Operational Support Services (AAFBD), 2655 Lancaster Road, Ottawa, ON and is responsible for the management of this contract and any communication with the Contractor and/or PWGSC Contracting Officer.

Each production run under this contract will be subject to an initial inspection and sign-off for acceptance by the TC Procurement Authority. Sign-off will be at the Contractor's facility before any items are entered into the Contractor's vaults for storage and recording against the inventory of Transport Canada.

This sign-off has the sole purpose of accepting a production run of goods into the Transport Canada recorded inventory. This sign-off will not reduce the Contractor's responsibility to replace any faulty goods, or credit Transport Canada the cost of any defective goods found during production. The Contractor remains responsible for ensuring the security of all Transport Canada items during storage in their facility and for the shipping of any items. The Contractor's responsibility for the security of any shipment of Transport Canada items will end once the shipment has been signed for and accepted at the destination.

The TC Procurement Authority (or delegated representative) is the authority for the printing, technical specifications, quality assurance and the overall management of this contract on the part of Transport Canada with the Contractor and the Public Services and Procurement Canada (PSPC) Contracting Officer.

All questions regarding this contract, including technical specifications and quality assurance will be referred to the TC Procurement Authority.

9. BUSINESS CONTINUITY PLAN

The Contractor must have a business continuity plan to ensure service delivery as per the specified service levels of the contract. The business continuity plan must include all the services listed in this document. The Contractor's Business Continuity Plan will form a part of the Contract.

The Contractor must provide the TC Procurement Authority with a monthly report as to the status of any work being produced under the Business Continuity Plan.

The Contractor must notify the TC Procurement Authority on the progress of restoring normal operations back to the primary site of operations.

The TC Procurement Authority will coordinate with the Contractor and the PWGSC Contracting Authority on any costs incurred by Transport Canada to recover data lost by the Contractor (failure to maintain a stable computer server and database, as per the Contractor's CCP) during the period of this contract.

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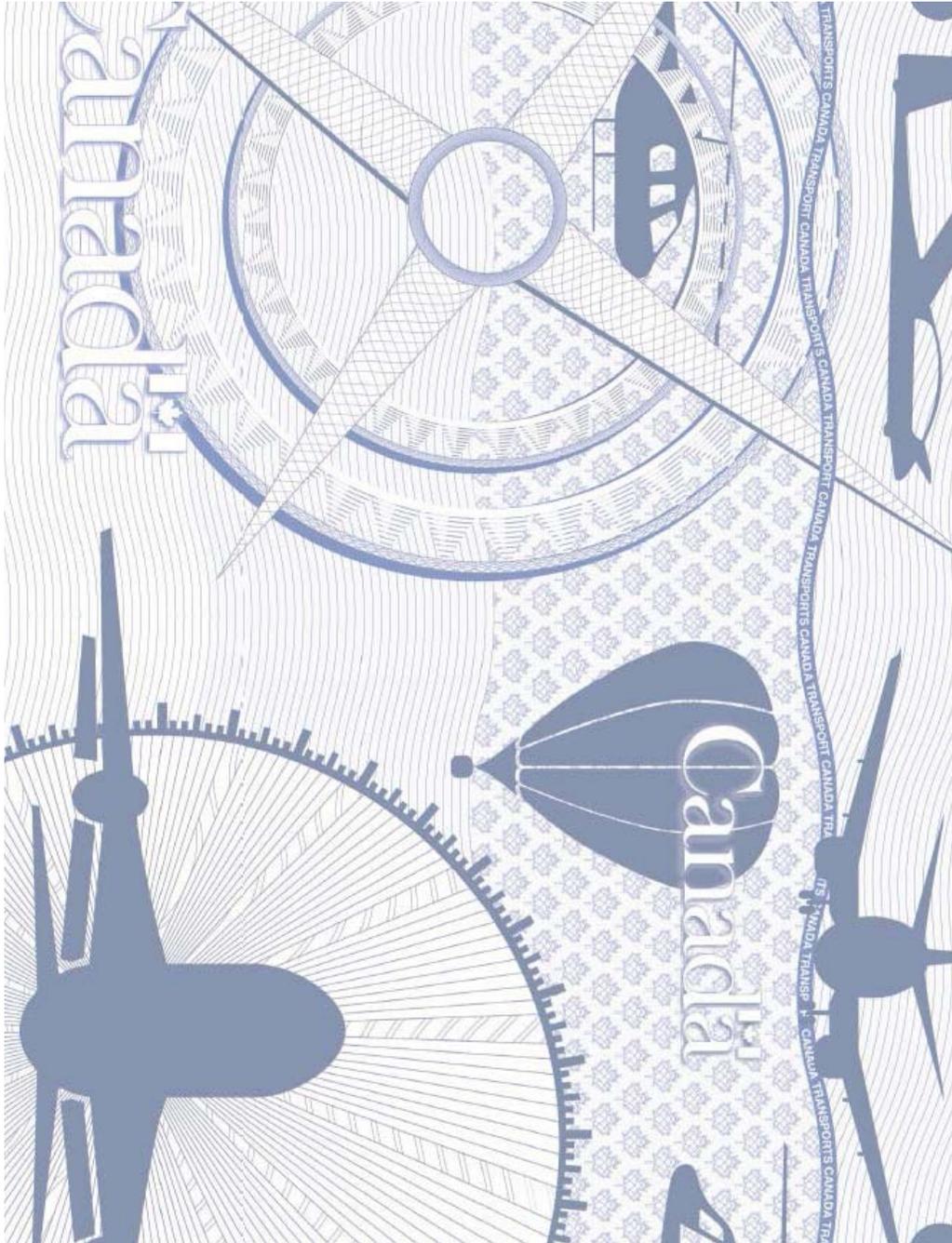
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File No. - N° du dossier
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Buyer ID - Id de l'acheteur
cw035
CCC No./N° CCC - FMS No./N° VME

APPENDIX 1 TO ANNEX "A" STATEMENT OF WORK
PRINT-READY ARTWORK OF THE AVIATION DOCUMENT BOOKLET
(See Attached)

APPENDIX 2 TO ANNEX "A" STATEMENT OF WORK

VISUAL REFERENCE FOR TWO-TONE WATERMARK



APPENDIX 3 TO ANNEX "A" STATEMENT OF WORK

VISUAL REFERENCE FOR SECURITY SEAL



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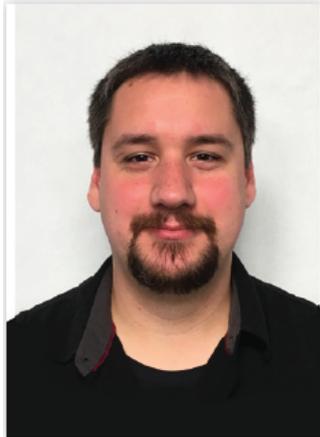
Amd. No. - N° de la modif.
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VISUAL REFERENCE FOR SEAL SEAL LOCATION AND CUSTOMIZATION



AVIATION DOCUMENT/DOCUMENT D'AVIATION



(VII) Signature of Holder/
Signature du titulaire

Signature Sample

(III) File Number/Numéro de dossier
20

(IV) Surname, Given Name/Nom, prénom
BOOKLET, SAMPLE

(IVa) Date of Birth/Date de naissance
1960 MAY/MAI 15

(VI) Citizen of/Citoyen(ne) du pays suivant
CANADA

(VIII) Issuing Authority/Autorité de délivrance
TRANSPORT CANADA/TRANSPORTS CANADA

(X) Date of Issue/Date de délivrance Date of Expiry/Date d'expiration
2013 SEP/SEPT 11 2018 OCT/OCT 01

Issuing Officer/Agent(e) de délivrance

(XI)

Signature Sample



ANNEX "B"

BASIS OF PAYMENT

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.

Annex "B" Basis of Payment can be downloaded from the Buy and Sell website directly.

Bidders must provide pricing in the format specified, for each component identified in this ANNEX "B", Basis of Payment in accordance with the stream(s) identified in the submitted bid. Failure to price one of the components in the format specified will render the proposal non-responsive.

The quantities for evaluation purposes only in the Pricing Schedules of the Annex "B", Basis of Payment for the "Additional Optional Production Run(s)" are **quantities for evaluation purposes only to evaluate the Bids and do not represent a firm commitment that these same quantities will be produced during the period of the Contract and/or the option periods.**

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 bid will be found non-compliant and no further evaluation will be done.

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

TRAVEL AND LIVING EXPENSES

The Crown will not accept any travel and living expenses incurred by any Contractor to satisfy the terms of any resulting contract.

B.1 PRICING SCHEDULE AND FINANCIAL EVALUATION

B.1.a.1 The Bidder must submit firm all-inclusive prices for the production to final format of Aviation Document Booklets and the provision of as described in Annex "A", Statement of Work. The prices include all operations and materials for the completion of the final printed products as specified in the Annex A Statement of Work, creation and delivery of proofs, equipment set ups, printing operations, security features, bindery operations, project management, preparation for shipping and shipping to the TC destination address as specified in the Annex A Statement of Work.

All prices must be FOB desitination, in Canadian funds, duty and excise taxes included, any and all applicable taxes extra.

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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):

- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);

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ANNEX "D"

EVALUATION GRID

Title: **PRINTING OF AVIATION DOCUMENT BOOKLETS**

Bidder: _____

Date: _____

EVALUATION SUMMARY - MANDATORY CRITERIA

MET

NOT MET

EVALUATION SUMMARY - POINT RATED CRITERIA

POINT RATED CRITERIA	Maximum Points	SCORE ACHIEVED
R.1 Bidder Capability	50	/50
R.2 Implementation of the Work	80	/80
R.3 Quality Assurance and Quality Control	34	/34
R.4 Environmental Practices	16	/16
Minimum points – 126	180	/180

PART 1 - TECHNICAL EVALUATION - MANDATORY TECHNICAL CRITERIA

Bidders MUST meet all the mandatory requirements of the RFP. No further consideration will be given to Bidders not meeting all 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 external clients. During the evaluation no corporate experience gained through internal clients will be accepted or reviewed. 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.

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.

Definitions for the purposes of evaluation:

"**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.

"**Multiple**" means two (2) or more.

"**Multi-page licence/passport style booklets with printed security features**" means a multi-page saddle wire booklet bound with a separate cover. The printing requirements must include printed security features such as simulated printed watermarks, and/or micro printing, and/or holography, and/or intaglio printing, and/or optically variable color-changing inks, etc..

M.1 BIDDER'S EXPERIENCE - PRODUCING MULTI-PAGE LICENCE/PASSPORT STYLE BOOKLETS WITH PRINTED SECURITY FEATURES AS DESCRIBED IN THE STATEMENT OF WORK

To demonstrate that the Bidder has experience producing multi-page licence/passport style booklets with printed security features as described in the Statement of Work, the Bidder must provide a detailed description of two (2) previous contracts for which the Bidder was under contract to one (1) or two (2) external clients to provide the printing and finishing/binding of multi-page licence/passport style booklets with printed security features to be used for customization after printing.

M.1.1 The detailed description of the two (2) contracts must demonstrate <u>that each of the printed multi-page licence/passport style booklets</u> required printing using multiple ink colours.	Contract 1 Yes (✓) or No (X)	Contract 2 Yes (✓) or No (X)

M.1.2	The detailed description of the two (2) contracts (combined) must demonstrate that the printed multi-page licence/passport style booklets included the following additional security features:	Contract 1 Yes (√) or No (X)	Contract 2 Yes (√) or No (X)
a)	printing of a security seal or other security design element		
b)	printing of a unique document number on selected text pages		
c)	security printing features such as simulated printed watermarks, and/or microprinting, and/or holography, and/or intaglio printing, and/or optically variable color-changing inks, etc..		

M.1.3	For at least one (1) of the two (2) described contracts the quantity of multi-page licence/passport style booklets supplied by the Bidder was a minimum of 50,000 booklets/bound documents.	Contract 1 quantity	Contract 2 quantity

M.1.4	For at least one (1) of the two (2) described contracts, the printed multi-page licence/passport style booklets required the inclusion of a laminate bound in the finished booklet.	Contract 1 Yes (√) or No (X)	Contract 2 Yes (√) or No (X)

For <u>each</u> of the two (2) described contracts the Bidder must provide the following information:		Contract 1 Information Provided Yes (√) or No (X)	Contract 2 Information Provided Yes (√) or No (X)
a	the client information;		
b	the quantity of printed and bound multi-page licence/passport style booklets produced by the Bidder;		
c	the paper for the cover and text pages;		
d	The number of pages of the multi-page licence/passport style booklets		
e	the printed security features included in the bound multi-page licence/passport style booklets including the printing of a security seal or other security design element ;		
f	A description of the requirement for the printing of a unique document number on selected text pages		
g	the number of ink colours;		
h	the laminate substrate used and bound in the bound multi-page licence/passport style booklets (as applicable to the contract);		
i	the size of the multi-page licence/passport style booklets;		
k	the binding/finishing requirements of the multi-page licence/passport style booklet;		
l	the customization requirements of the multi-page licence/passport style booklets after printing.		

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M.1.	MET	NOT MET
BIDDER'S EXPERIENCE - PRODUCING MULTI-PAGE LICENCE/PASSPORT STYLE BOOKLETS WITH PRINTED SECURITY FEATURES AS DESCRIBED IN THE STATEMENT OF WORK		

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PART 2 - TECHNICAL EVALUATION - POINT RATED TECHNICAL CRITERIA

Only those proposals which first meet the Mandatory Requirements will be considered in the second stage of the evaluation, the Technical Evaluation.

To be considered responsive, a proposal must obtain a minimum passing mark of 75% overall for the point rated criteria of the Technical Evaluation. Proposals scoring less than 75% overall for the point rated criteria of the Technical Evaluation will not be given further consideration.

Bidders are instructed to address each requirement in sufficient depth to permit a complete analysis and assessment by the Evaluation Team.

Proposals will be evaluated on the completeness and level of detail by which they address the rated requirements. For example, if a description of a process or procedure is requested the various steps which the Bidder will perform in order to complete the requirement, as detailed in the Annex A Statement of Work, should be described.

General statements should be avoided. These do not provide details which can be compared to the description of the requirement, and therefore evaluated as to their relevancy in fulfilling the requirement, as detailed in the statement of work.

Assessment of proposals will be based solely on the information in the Proposal. Canada may seek further information or clarification from the bidder.

The points allocated for selected criteria will be multiplied by the specified weighting factor (w.f.).

R.1 CORPORATE CAPABILITY (Maximum 50 Points R.1.1 – R.1.4)

The Bidder should provide a corporate description demonstrating their experience and current capacity for producing the Aviation Document Booklets in the quantities and in the time periods described in the Annex “A” Statement of Work.

R.1.1 The Bidder should provide the number of years it has been producing multi-page licence/passport style booklets.

The Bidder has less than 2 years' experience or less producing multi-page licence/passport style booklets OR Information not provided 0 points _____	The Bidder has more than 2 years but less than 3 years' experience producing multi-page licence/passport style booklets. 1 points _____	The Bidder has 3 or more years' experience producing multi-page licence/passport style booklets. 2 points _____
---	--	--

Points Allocated for R1.1: _____/2 multiplied by w.f. 3 = : _____/6

R.1.2 The Bidder should clearly describe its manufacturing infrastructures and capability for producing multi-page licence/passport style booklets with printed security features as described in the Annex “A” Statement of Work.

R.1.2.1 The Bidder should clearly describe its manufacturing infrastructures and capability for producing multi-page licence/passport style booklets that, at a minimum include the following security printing techniques:

- a. Variable line width relief pattern;
- b. Variable size wavy text;
- c. Unique document number/Barcode;
- d. Printing of a security seal unique to Transport Canada on specified pages.

0 points	Information required was not provided OR not enough details are provided to assess the Bidder's capability for producing multi-page licence/passport style booklets.
1 point	The description of the Bidder's manufacturing infrastructures provided. Does not demonstrate the Bidder's capability for producing multi-page licence/passport style booklets with at least 1 of the identified printing techniques. Does not demonstrate capability to meet the requirements of the Annex A Statement of Work.
2 points	The description of the Bidder's manufacturing infrastructures provided. The description demonstrates capability for producing multi-page licence/passport style booklets that include 2 of the identified printing techniques (a – d). Demonstrates some capability to meet the requirements of the Annex A Statement of Work.
3 points	The description of the Bidder's manufacturing infrastructures provided. The description demonstrates capability for producing multi-page licence/passport style booklets that include 3 of the identified printing techniques (a – d). Demonstrates some capability to meet the requirements of the Annex A Statement of Work.
4 points	The description of the Bidder's manufacturing infrastructures provided. All elements present. Most elements well described. The description demonstrates capability for producing multi-

	page licence/passport style booklets that include all of the identified printing techniques (a – d). Demonstrates capability to meet the requirements of the Annex “A” Statement of Work

Points Allocated for R1.2.1: ____/4 multiplied by w.f. 5 = : ____/20

R.1.2.2 The Bidder should clearly describe its manufacturing infrastructures and capability for producing multi-page licence/passport style booklets that, at a minimum include materials as described in the Annex “A” Statement of Work with the following features:

- a. Text pages - minimum thickness 90gsm, receptive to ink jet printing, resistant to bleed through and water resistant

0 points	Information required was not provided OR not enough details are provided to assess the Bidder’s capability for producing multi-page licence/passport style booklets that include text pages with minimum thickness 90gsm, receptive to ink jet printing, resistant to bleed through and water resistant.
1 point	The description of the Bidder’s manufacturing infrastructures provided. The description demonstrates the Bidder’s capability for producing multi-page licence/passport style booklets that include text pages with any one (1) of the following features: - minimum thickness 90gsm - receptive to ink jet printing, - resistant to bleed through and water resistant. Does not demonstrate capability to meet the requirements of the Annex “A” Statement of Work.
2 points	The description of the Bidder’s manufacturing infrastructures provided. The description demonstrates the Bidder’s capability for producing multi-page licence/passport style booklets that include text pages with any two (2) of the following features: - minimum thickness 90gsm - receptive to ink jet printing, - resistant to bleed through and water resistant. Demonstrates some capability to meet the requirements of the Annex “A” Statement of Work.
3 points	The description of the Bidder’s manufacturing infrastructures clear. All elements present. All elements fully described. Details provided lead to a complete and thorough understanding of the Bidder’s capability for producing multi-page licence/passport style booklets that include text pages with minimum thickness 90gsm, receptive to ink jet printing, resistant to bleed through and water resistant. Clearly demonstrates capability to meet the requirements of the Annex “A” Statement of Work.

Points Allocated for R1.2.2.a: ____/3 multiplied by w.f. 2 = : ____/6

b. "Sewn-In" laminate, heat activated adhesive coated one side providing a protective cover to the data page (3) following customization, as specified in the Annex A Statement of Work

0 points	Information required was not provided OR not enough details are provided to assess the Bidder's capability for producing multi-page licence/passport style booklets that include a "sewn-in" laminate.
1 point	The description of the Bidder's manufacturing infrastructures provided. Does not demonstrate the Bidder's capability for producing multi-page licence/passport style booklets that include a "sewn-in" laminate.
2 points	The description of the Bidder's manufacturing infrastructures provided. The description demonstrates capability for producing multi-page licence/passport style booklets that include a "sewn-in" laminate Demonstrates some capability to meet the requirements of the Annex "A" Statement of Work.
3 points	The description of the Bidder's manufacturing infrastructures clear. All elements present. All elements fully described. Details provided lead to a complete and thorough understanding of the Bidder's capability for producing multi-page licence/passport style booklets that include a "sewn-in" laminate that is heat activated adhesive coated one side. Clearly demonstrates capability to meet the requirements of the Annex "A" Statement of Work.

Points Allocated for R1.2.2.b: ____/3 multiplied by w.f. 2 = : ____/6

Points Allocated for R1.2.2: ____/12

R.1.2.3 The Bidder should clearly describe its manufacturing infrastructures and capability for finishing/binding multi-page licence/passport style booklets as described in the Annex "A" Statement of Work.

0 points	Information required was not provided OR not enough details are provided to assess the Bidder's manufacturing infrastructures and current capability.
1 point	The description of the Bidder's manufacturing infrastructures provided. Details provided lead to an understanding of the Bidder's current capability. Does not demonstrate capability to meet the requirements of the Annex "A" Statement of Work.
2 points	The description of the Bidder's manufacturing infrastructures provided. All elements present. Most elements well described. Details provided lead to a good understanding of the Bidder's current capability. Demonstrates capability to meet the requirements of the Annex "A" Statement of Work.
3 points	The description of the Bidder's manufacturing infrastructures clear. All elements present. All elements fully described. Details provided lead to a complete and thorough understanding of the Bidder's current capability. Clearly demonstrates capability to meet the requirements of the Annex "A" Statement Work.

Points Allocated for R1.2.3: ____/3 multiplied by w.f. 2 = : ____/6

R.1.3 The Bidder should provide the quantity of the types of multi-page licence/passport style booklets described in the Annex A Statement of Work that the Bidder is currently capable of producing per week in its facility or facilities identified for this requirement.

0 points	Information required was not provided.
1 point	The quantity of the types of multi-page licence/passport style booklets described in the Annex A Statement of Work that the Bidder is currently capable of producing in its facility or facilities is provided. Does not demonstrate capability to meet the requirements of the Annex A Statement of Work.
2 points	The quantity of the types of multi-page licence/passport style booklets described in the Annex A Statement of Work that the Bidder is currently capable of producing in its facility or facilities is provided. Demonstrates capability to meet the requirements of the Annex A Statement of Work.
3 points	The quantity of the types of multi-page licence/passport style booklets described in the Annex A Statement of Work that the Bidder is currently capable of producing in its facility or facilities is provided. Clearly demonstrates capability to exceed the requirements of the Annex A Statement Work.

Points Allocated for R1.3: ____/3 multiplied by w.f. 2 = : ____/6

R.1 TOTAL POINTS = _____ / 50

R.2. IMPLEMENTATION OF WORK (Maximum 80 Points R.2.1 – R.2.8)

Bidders should provide a separate detailed work plan (including schedule for the initial production) for the production of Aviation Document Booklets.

The plan should clearly describe how the Bidder proposes to implement and manage the complete process of printing, finishing, preparation for shipping, shipping of Aviation Document Booklets and reporting of activity for this requirement as described in the Statement of Work for Stream A.

The plan should clearly describe how the Bidder proposes to work with client representatives to meet the operational and management requirements in all areas related to this requirement over the term of the Contract. In doing this, the plan should give a comprehensive description of all procedures and activities which will be carried out or managed by the Bidder for the production of Aviation Document Booklets, as well as, how all of the activities are integrated in order to provide the required service.

The plan should clearly explain the processes occurring in each area and how they interact both within the area and with other areas necessary to complete the requirement.

R.2.1 The plan should explain how the Bidder proposes to complete the stages of consultation and set-up for the initial production of Aviation Document Booklets.

R.2.1.1 Consultation and set-up

0 points	Information required was not provided OR not enough details are provided to assess the how the Bidder proposes to complete the stages of consultation and set-up for the initial production of Aviation Document Booklets and labels
1 point	Details provided lead to an understanding of the how the Bidder proposes to complete the stages of consultation and set-up for the initial production of Aviation Document Booklets. The plan does not identify any interaction between the Bidder and Transport Canada.
2 points	Details provided lead to a good understanding of the how the Bidder proposes to complete the stages of consultation and set-up for the initial production of Aviation Document Booklets. The plan demonstrates the interaction between the Bidder and Transport Canada All elements present. Most elements well described.

Points Allocated for R.2.1.1: ____/2 multiplied by w.f. 3 = : ____/6

R.2.1.2 Schedule

0 points	Information required was not provided OR the plan does not provide a schedule with timelines.
1 point	Schedule provided. Does not demonstrate capability to meet the requirements of the Annex A Statement Work.
2 points	Schedule provided. All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex "A" Statement Work.

Points Allocated for R.2.1.2.: ____/2 multiplied by w.f. 3 = : ____/6

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Points Allocated for R.2.1: ____/12

R.2.2 The plan should provide a clear and detailed description of the procedures followed for the production of the required Aviation Document Booklets starting from acquisition of materials to the shipping area (a – f listed below).

The plan should separate each required area of activity and production phase. The plan should include but not necessarily be limited to the areas detailed below:

- a. material acquisition;
- b. reception of document files and transfer of files to the production area;
- c. proofing and pre-press;
- d. press;
- e. finishing/bindery; and
- f. preparation for shipping and shipping

R.2.2 Aviation Document Booklets as described in the Statement of Work

0 points	Information required was not provided OR not enough details are provided to assess the procedures to be followed for the production of Aviation Document Booklets.
1 point	Details provided lead to an understanding of the procedures to be followed for the production of Aviation Document Booklets. The plan provides details to describe less than 4 required areas of activity (a – f). Does not demonstrate capability to meet the requirements of the Annex "A" Statement Work.
2 points	Details provided lead to an understanding of the procedures to be followed for the production of Aviation Document Booklets. The plan provides details to describe at least 4 required areas of activity (a – f). Most present. Most elements well described. Does not clearly demonstrate capability to meet the requirements of the Annex "A" Statement Work.
3 points	Details provided lead to an understanding of the procedures to be followed for the production of Aviation Document Booklets. The plan provides details to describe at least 5 required areas of activity (a – f). Most present. Most elements well described. Demonstrates some capability to meet the requirements of the Annex "A" Statement Work.
4 points	Details provided lead to a good understanding of the procedures to be followed for the production of Aviation Document Booklets. The plan provides details to describe each required area of activity (a – f). All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex "A" Statement Work.

Points Allocated for R.2.2: ____/5 multiplied by w.f. 4 = : ____/20

R.2.3 The plan should provide a clear and detailed description of how the Bidder will verify that all required quantities of the required Aviation Document Booklets have been produced.

0 points	Information required was not provided OR not enough details are provided to assess how the will verify that all required quantities of the required Aviation Document Booklets have been produced.
1 point	Details provided lead to an understanding of how the will verify that all required quantities of the required Aviation Document Booklets have been produced. Does not demonstrate capability to meet the requirements of the Annex "A" Statement Work.
2 points	Details provided lead to a good understanding of how the will verify that all required quantities of the required Aviation Document Booklets have been produced. All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex "A" Statement Work.
3 points	Substantial details provided lead to a complete and thorough understanding of how the will verify that all required quantities of the required Aviation Document Booklets have been produced. All elements present. All elements fully described. Clearly demonstrates capability to meet the requirements of the Annex A Statement Work.

Points Allocated for R.2.3: ____/3 multiplied by w.f. 3 = : ____/9

R.2.4 The plan should provide a clear and detailed description of how the Bidder will verify the quality of the printing the printing of the security features of the required Aviation Document Booklets.

R.2.4 Aviation Document Booklets

0 points	Information required was not provided OR not enough details are provided to assess how the Bidder will verify the quality of the printing and gold foil embossing, of Aviation Document Booklets.
1 point	Details provided lead to an understanding of how the Bidder will verify the quality of the printing and gold foil embossing, of Aviation Document Booklets. Does not demonstrate capability to meet the requirements of the Annex "A" Statement Work.
2 points	Details provided lead to a good understanding of how the Bidder will verify the quality of the printing and gold foil embossing, of Aviation Document Booklets. All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex A Statement Work.
3 points	Substantial details provided lead to a complete and thorough understanding of how the Bidder will verify the quality of the printing including the security printing features and gold foil embossing, of Aviation Document Booklets. All elements present. All elements fully described. Clearly demonstrates capability to meet the requirements of the Annex A Statement Work.

Points Allocated for R.2.4: ____/3 multiplied by w.f. 4 : ____/12

R.2.5 The plan should provide a clear and detailed description of how the Bidder will verify the accuracy of the contents of the Aviation Document Booklets.

0 points	Information required was not provided OR not enough details are provided to assess how the Bidder will verify the accuracy of the contents of the Aviation Document Booklets.
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1 point	Details provided lead to an understanding of how the Bidder will verify the accuracy of the contents of the Aviation Document Booklets. Does not demonstrate capability to meet the requirements of the Annex "A" Statement Work.
2 points	Details provided lead to a good understanding of how the Bidder will verify the accuracy of the contents of the Aviation Document Booklets. All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex A Statement Work.

Points Allocated for R.2.5: ____/2 multiplied by w.f. 3 = : ____/6

R.2.6 The plan should provide a clear and detailed description of how the Bidder will verify the quality of binding/finishing of the required Aviation Document Booklets.

0 points	Information required was not provided OR not enough details are provided to assess how the Bidder will verify the quality of the binding/finishing of Aviation Document Booklets.
1 point	Details provided lead to an understanding of how the Bidder will verify the quality of the binding/finishing of Aviation Document Booklets. Does not demonstrate capability to meet the requirements of the Annex "A" Statement Work
2 points	Details provided lead to a good understanding of how the Bidder will verify the quality of the binding/finishing of Aviation Document Booklets. All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex A Statement Work.

Points Allocated for R.2.6: ____/2 multiplied by w.f. 3 = : ____/6

R.2.7 The plan should demonstrate how the Bidder will manage and keep track of the spoiled or defective Aviation Document Booklets and how replacement product will be introduced and managed during production.

0 points	Information required was not provided OR not enough details are provided to assess how the Bidder will manage and keep track of the spoiled or defective during production of Aviation Document Booklets.
1 point	Details provided lead to an understanding of how the Bidder will manage and keep track of the spoiled or defective products during production of Aviation Document Booklets. Does not demonstrate capability to meet the requirements of the Annex "A" Statement Work
2 points	Details provided lead to a good understanding of how the Bidder will manage and keep track of the spoiled or defective products and how replacement product will be introduced during production of Aviation Document Booklets. All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex "A" Statement Work.
3 points	Substantial details provided lead to a complete and thorough understanding of how the Bidder will manage and keep track of the spoiled or defective products and how replacement product will be introduced and managed during production of Aviation Document Booklets. All elements present. All elements fully described. Clearly demonstrates capability to meet the requirements of the Annex "A" Statement Work.

Points Allocated for R.2.7: ____/3 multiplied by w.f. 3 = : ____/9

R.2.8 The plan should detail how the continuity and quality level of services will be maintained during production.

0 points	Information required was not provided OR not enough details are provided to assess how the continuity and quality level of services will be maintained during production of Aviation Document Booklets.
1 point	Details provided lead to an understanding of how the continuity and quality level of services will be maintained during production of Aviation Document Booklets. Does not demonstrate capability to meet the requirements of the Annex "A" Statement Work.
2 points	Details provided lead to a good understanding of how the continuity and quality level of services will be maintained during production of Aviation Document Booklets. All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex "A" Statement Work.

Points Allocated for R.2.3: ____/2 multiplied by w.f. 3 = : ____/6

R.2 TOTAL POINTS = _____/80

R.3. QUALITY ASSURANCE AND QUALITY CONTROL (Maximum 34 Points)

The Bidder should provide a detailed description of the Quality Assurance Program and quality control procedures it has in place and how this program and these procedures meet the requirements for the production of Aviation Document Booklets as specified in the Statement of Work.

The Bidder should identify all facilities where work will be carried out and the work completed in each.

R.3.1 Quality Assurance Program and quality control procedures

The Bidder should describe the quality control procedures that the Bidder proposes to utilize in all relevant facilities identified to complete the work for the following activities (a – e):

- a. the print quality control procedures for acceptance and verification of the print files and monitoring of production;
- b. the print quality control procedures for printing processes including the printing of security features;
- c. the quality control procedures for finishing/binding of documents;
- d. the quality control procedures for the supply of materials; and
- e. the quality control procedures for the preparation for shipping and shipping of material.

0 points	Information required was not provided OR not enough details are provided to assess the quality control procedures that the Bidder proposes to utilize in all relevant facilities identified to complete the work.
1 point	Details provided lead to a good understanding of the quality control procedures that the Bidder proposes to utilize in all relevant facilities identified to complete the work. All elements present. Most elements well described. Demonstrates capability to complete Quality Assurance requirements.
2 points	Substantial details provided lead to a complete and thorough understanding of the quality control procedures that the Bidder proposes to utilize in all relevant facilities identified to complete the work. How the Bidder will manage the quality control procedures between all facilities identified as necessary to complete the requirement. All elements present. All elements fully described. Demonstrates capability to fully complete Quality Assurance requirements.

a.	The print quality control procedures for acceptance and verification of the print files and monitoring of production.	Points Allocated for R.3.1 ____/2
b.	print quality control procedures for printing processes.	Points Allocated for R.3.1 ____/2
c.	quality control procedures for finishing/binding of documents.	Points Allocated for R.3.1 ____/2
d.	quality control procedures for the supply of materials.	Points Allocated for R.3.1 ____/2
e.	quality control procedures for the preparation for shipping and shipping of material.	Points Allocated for R.3.1 ____/2

Points Allocated for R.3.1: ____/10 multiplied by w.f. 3 = : ____/30

R.3.2 The Bidder should describe the degree to which the Bidder's Quality Assurance Program has been formalized as corporate policy and communicated to employees.

0 points	Information required was not provided.
1 point	The description does not demonstrate that the Bidder's Quality Assurance Program has been formalized as corporate policy.
2 points	The description demonstrates that the Bidder's Quality Assurance Program has been formalized as corporate policy.
3 points	The description demonstrates that the Bidder's Quality Assurance Program has been formalized as corporate policy and is communicated to employees. All elements present. Most elements described.
4 points	Substantial details provided. The description demonstrates that the Bidder's Quality Assurance Program has been formalized as corporate policy and how the Quality Assurance Program is communicated to employees. All elements present. All elements fully described.

Points Allocated for R.3.2: ____/4

R.3 TOTAL POINTS = ____/34

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R.4. ENVIRONMENTAL PRACTICES (Maximum 16 Points R.4.a OR R.4.b)

The Bidder should respond to R.4 by providing the information required **for either R.4.a OR for R.4.b.**

R.4.a Environmental program(s) under which the Bidder is certified.

Should the Bidder hold certification from recognized Environmental programs, they should provide a copy of any current, relevant certifications that are claimed as part of their proposal.

Should the Bidder hold either Environmental Choice Program certification for Lithographic or Digital Printing Services, Chain of Custody certification from a Forest Management Program (FSC, SFI, CSA/SFMS) or ISO 14001 certification **they are not required to respond to R.4.b.**

Bidders claiming certification and failing to provide a copy of the certification will receive 0 points for R.4.

R.4.a The Environmental program(s) under which the Bidder is certified :	
Environmental Choice Program, certification for Lithographic Printing Services And/Or Chain of Custody certification from a Forest Management Program (FSC, SFI, CSA/SFMS) And/Or ISO 140001	 _____ 16 Points
Points Allocated for R.4.1.a _____ / 16	

OR

R.4.b Environmental Practices

Bidders should describe the environmental practices implemented within the Bidder's organization related to purchasing of materials, production, recycling and waste disposal.

Bidders must incorporate all formal environmental practices that are being followed and all current certifications held by the Bidder's suppliers.

The description demonstrates the following elements of the evaluation:

The Bidder recycles all scrap packaging and shipping material.	_____ 1 Point
The Bidder recycles or uses environmentally safe methods of disposing of all scrap plastic and metal binding material.	_____ 1 Point
The Bidder recycles or uses environmentally safe methods of disposal of metal plates whenever possible.	_____ 1 Point
The Bidder recycles or uses environmentally safe methods of disposal of waste printing and finishing inks.	_____ 1 Point
The Bidder recycles or uses environmentally safe methods of disposal of waste chemicals and binding adhesives.	_____ 1 Point
The Bidder uses vegetable based inks whenever possible.	_____ 1 Point
The Bidder uses packaging material containing recycled content.	_____ 1 Point
The Bidder has automated equipment that enters standby mode after one hour.	_____ 1 Point
The Bidder has a company policy requires that non-automated equipment to be turned off when not in use.	_____ 1 Point
The Bidder captures potentially harmful VOCs or dust from production processes.	_____ 1 Point
Points Allocated for R.4.b: _____/10 multiplied by a weighting factor of 1.6 = _____/16	

R.4 (R.4.a OR R.4.b) TOTAL POINTS = _____/16