



**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**

<b>Title - Sujet</b> Envelopes - Statistics Canada	
<b>Solicitation No. - N° de l'invitation</b> 45045-180068/A	<b>Date</b> 2019-01-11
<b>Client Reference No. - N° de référence du client</b> 45045-18-0068	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CW-010-76197	
<b>File No. - N° de dossier</b> cw010.45045-180068	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-01-25</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Gagné, Kathleen	<b>Buyer Id - Id de l'acheteur</b> cw010
<b>Telephone No. - N° de téléphone</b> (613) 990-9189 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> See herein	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Communication Procurement Directorate/Direction de  
l'approvisionnement en communication

360 Albert St./ 360, rue Albert  
12th Floor / 12ième étage  
Ottawa  
Ontario  
K1A 0S5

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

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 DEBRIEFINGS .....	3
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF BIDS.....	4
2.3 FORMER PUBLIC SERVANT.....	4
2.4 ENQUIRIES - BID SOLICITATION.....	5
2.5 APPLICABLE LAWS.....	5
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>6</b>
3.1 BID PREPARATION INSTRUCTIONS .....	6
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>8</b>
4.1 EVALUATION PROCEDURES.....	8
4.2 BASIS OF SELECTION.....	8
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>9</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	9
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	9
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>11</b>
6.1 STATEMENT OF WORK.....	11
6.2 STANDARD CLAUSES AND CONDITIONS.....	11
6.3 SECURITY REQUIREMENTS .....	11
6.4 TERM OF CONTRACT .....	11
6.5 AUTHORITIES .....	11
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	12
6.7 PAYMENT .....	13
6.8 INVOICING INSTRUCTIONS .....	13
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	14
6.10 APPLICABLE LAWS.....	14
6.11 PRIORITY OF DOCUMENTS .....	14
6.12 INSURANCE .....	14
6.13 SACC MANUAL CLAUSES.....	14
<b>ANNEX “A” .....</b>	<b>15</b>
STATEMENT OF WORK .....	15
<b>ANNEX “B” .....</b>	<b>21</b>
BASIS OF PAYMENT .....	21
<b>ANNEX “C” TO PART 3 OF THE BID SOLICITATION .....</b>	<b>23</b>
ELECTRONIC PAYMENT INSTRUMENTS.....	23
<b>ANNEX “D” .....</b>	<b>24</b>

Solicitation No. - N° de l'invitation  
45045-180068/A  
Client Ref. No. - N° de réf. du client  
45045-180068

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CW010. 45045-180068

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

---

ADDITIONAL INFORMATION.....	24
<b>ANNEX "E" .....</b>	<b>26</b>
EVALUATION GRID .....	26

## **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;
- 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 Mandatory Criteria and Evaluation Grid.

### **1.2 Summary**

Statistics Canada requires the printing, fabrication to final format, and delivery of four (4) different types of envelopes.

The Contractor must print, produce to final format, and deliver the four (4) different types of envelopes to Ottawa, Ontario as per the delivery schedule in Annex "A" Statement of Work.

The period of the Contract is from contract award date to February 28, 2019 inclusive.

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

The requirement is limited to Canadian goods and 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 may be in writing or by telephone.

## **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 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.

### **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 ([Kathleen.gagne@tpsgc-pwgsc.gc.ca](mailto:Kathleen.gagne@tpsgc-pwgsc.gc.ca) and [TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca)) no later than six (6) 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**

#### **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 1 electronic copy on a USB Key\*)

Section II: Financial Offer (1 paper copy and 1 electronic copy 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.

#### **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 the paper copy of their bid:

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). 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**

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.

#### **4.1.1 Technical Evaluation**

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.

#### **Definitions for the purposes of the mandatory technical criteria.**

**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.

##### **4.1.1.1 Mandatory Technical Criteria**

The mandatory technical evaluation criteria is included in Annex "E".

### **PROPOSALS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL BE CONSIDERED NON RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION.**

### **4.1.2 Financial Evaluation**

The prices requested in the Annex "B" Basis of Payment of this Request for Proposal will be added to determine the "Total Evaluated Price", as specified in the Annex "B" Basis of Payment.

#### **4.1.2.1 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.

### **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 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.

Solicitation No. - N° de l'invitation  
45045-180068/A  
Client Ref. No. - N° de réf. du client  
45045-180068

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CW010. 45045-180068

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

---

### **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>) 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 contract award date to February 28, 2019, inclusive.

#### **6.4.2 Delivery Dates**

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

#### **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:

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

Telephone: 613-990-9189

Email address: [Kathleen.gagne@tpsgc-pwgsc.gc.ca](mailto:Kathleen.gagne@tpsgc-pwgsc.gc.ca)  
and [TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca)

Solicitation No. - N° de l'invitation  
45045-180068/A  
Client Ref. No. - N° de réf. du client  
45045-180068

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CW010. 45045-180068

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

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:	
Email address:	

In its absence, the Project Authority is:

Name:	
Title:	
Organization:	
Address:	

Telephone:	
Facsimile:	
Email 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:	
Email :		Email :	

### 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**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex "B" for a cost of \$\_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

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

### **6.7.3 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. 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.  
Email : *(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.

Email address: [Kathleen.gagne@tpsgc-pwgsc.gc.ca](mailto:Kathleen.gagne@tpsgc-pwgsc.gc.ca)  
and [TPSGC.pdgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.pdgamiace-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 general conditions 2030 General Conditions (2018-06-21) - 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 SACC Manual Clauses

### 6.13.1 Inspection and Acceptance

The Technical 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
P1012C	Quality Levels for Envelopes	2010-01-11
B7500C	Excess Goods	2006-06-16

## ANNEX "A"

### STATEMENT OF WORK

#### A.1 TITLE:

E1W - (Indicia) #10 Outgoing Window Envelope  
E1W - Outgoing Window Envelope  
E113 - Outgoing (#10 E113 – Outgoing (#10) Business Standard Size Envelope (4-1/8" x 9-1/2")  
E4W - Open Side Window Envelope (9" x 12")

#### A.2 REQUIREMENT:

Statistics Canada requires the printing, fabrication to final format, and delivery of four (4) different envelopes.

The Contractor must print, produce to final format, and deliver the four (4) different envelopes to Ottawa, Ontario as per the delivery schedule in Annex "A" Statement of Work.

#### A.3 PRINT QUALITY:

**Informational**, to be in accordance with the Public Works and Government Services Canada (PWGSC) publication entitled "Quality Levels for Envelopes" (P1012C), latest issue.

#### A.4 QUANTITIES:

Envelope	Quantity
E1W - (Indicia) #10 Outgoing Window Envelope	850,000 + 3 samples to the Technical Authority
E1W - Outgoing Window Envelope	100,000 + 3 samples to the Technical Authority
E113 - Outgoing (#10) Business Standard Size Envelope (4-1/8" x 9-1/2")	100,000 + 3 samples to the Technical Authority
E4W - Open Side Window Envelope (9" x 12")	50,000 + 3 samples to the Technical Authority

#### A.4.1 Overruns / Underruns:

No overrun and no underrun will be accepted.

#### A.5 SPECIFICATIONS:

A.5.1 Envelope - E1W - (Indicia) #10 Outgoing Window Envelope	
<b>Description:</b> Two (2) side seam, open side, window envelope	
<b>Size:</b>	<b>Envelope:</b> 4-1/8" x 9-1/2" <b>Flap Size:</b> no less than 1-1/4" height and no more than 1-5/8" height <b>Window size:</b> Window: 1-2" height x 4-1/2" width
<b>Paper Stock:</b>	24 lb Natural kraft, recycled envelope paper, FSC
<b>Window Material:</b>	Avpexine
<b>Ink:</b>	Black. No bleeds.

	Face and flap of envelope + FSC logo on back
<b>Envelope Construction:</b>	
<b>Flap:</b>	Full glue flap
<b>Seams:</b>	2 outside seams. The outside side-seams must be glued down well on both sides of the envelope from top to bottom
<b>Window:</b>	Rounded corners  The avpexine material must be glued around all of the edges of the window.  <b>Window Position:</b> At 3/4" from left edge of envelope and 3/4" from bottom edge of envelope to bottom edge of window
<b>Boxes:</b>	2,000 – 2,500 envelopes per box
<b>Forms Handling:</b>	The envelopes will be used for automatic insertion and processed on automated equipment throughout the insertion and distribution processes.

<b>A.5.2 Envelope - E1W Outgoing Window Envelope</b>	
<b>Description:</b> Two (2) side seam, open side, window envelope	
<b>Size:</b>	<b>Envelope:</b> 4-1/8" x 9-1/2"  <b>Flap Size:</b> no less than 1-1/4" height and no more than 1-5/8" height  <b>Window size:</b> Window: 1-2" height x 4-1/2" width
<b>Paper Stock:</b>	24 lb Natural kraft, recycled envelope paper, FSC
<b>Window Material:</b>	Avpexine
<b>Ink:</b>	Black. No bleeds. Face and flap of envelope + FSC logo on back
<b>Envelope Construction:</b>	
<b>Flap:</b>	Full glue flap
<b>Seams:</b>	2 outside seams. The outside side-seams must be glued down well on both sides of the envelope from top to bottom
<b>Window:</b>	Rounded corners  The avpexine material must be glued around all of the edges of the window.  <b>Window Position:</b> At 3/4" from left edge of envelope and 3/4" from bottom edge of envelope to bottom edge of window
<b>Boxes:</b>	2,000 – 2,500 envelopes per box

<b>Forms Handling:</b>	The envelopes will be used for automatic insertion and processed on automated equipment throughout the insertion and distribution processes.
------------------------	--

<b>A.5.3 Envelope - E113 - Outgoing (#10) Business Standard Size Envelope (4-1/8" x 9-1/2")</b>	
<b>Description:</b> Two (2) side seam, open side, envelope	
<b>Size:</b>	<b>Envelope:</b> 4-1/8" x 9-1/2" <b>Flap Size:</b> no less than 1-1/4" height and no more than 1-5/8" height
<b>Paper Stock:</b>	24 lb Natural kraft, recycled envelope paper, FSC
<b>Window Material:</b>	Avpexine
<b>Ink:</b>	Black. No bleeds. Face, back, and flap of envelope + FSC logo on back
<b>Envelope Construction:</b>	
<b>Flap:</b>	Full glue flap
<b>Seams:</b>	The seams must be glued down from top edge to bottom edge
<b>Boxes:</b>	500 envelopes per box
<b>Forms Handling:</b>	The envelopes will be used for automatic insertion and processed on automated equipment throughout the insertion and distribution processes.

<b>A.5.4 Envelope – E4-W Outgoing Window Envelope</b>	
<b>Description:</b> Two (2) side seam, open side, window envelope (9" x 12")	
<b>Size:</b>	<b>Envelope:</b> 9" x 12" <b>Flap Size:</b> no less than 1-1/4" height and no more than 1-5/8" height <b>Window size:</b> 1-1/2" height x 4-1/2" width
<b>Paper Stock:</b>	24 lb Natural kraft, recycled envelope paper, FSC
<b>Window Material:</b>	Avpexine
<b>Ink:</b>	Black. No bleeds. Face, back, and flap of envelope + FSC logo on back
<b>Envelope Construction:</b>	
<b>Flap:</b>	Full glue flap
<b>Seams:</b>	The seams must be glued down from top edge to bottom edge
<b>Window:</b>	Rounded corners  The avpexine material must be glued around all of the edges of the window.

	<b>Window Position:</b> At 2-1/2" from left edge of envelope and 3/4" from bottom edge of envelope to bottom edge of window
<b>Boxes:</b>	500 envelopes per box
<b>Forms Handling:</b>	The envelopes will be used for automatic insertion and processed on automated equipment throughout the insertion and distribution processes.

## A.6 SUPPLIED MATERIAL

Once the contract is awarded, files will be supplied by the Technical Authority.

High-resolution (press-ready) PDF files press ready and a laser copy print out for reference.

Artwork files will be supplied to the Contractor within one (1) week following contract award.

Artwork files will be supplied by e-mail and/or FTP site for download.

The Contractor must allow time in their estimate for the verification of the files on the supplied media. The Contractor must contact the Contracting officer immediately if the media varies from the description of the material supplied as stated in the specifications or the laser proof.

The Contractor must contact the Technical Authority immediately if there are problems accessing or processing the files, outputting film/imaging plates or printing from the supplied files..

## A.7 PROOFS

**A.7.1** The Contractor must provide proofs as PDF files to the Technical Authority for approval prior to production.

PDF proofs must reflect the final printed image of the envelopes at 100% of actual size. The PDF proofs must indicate the position and outline of the windows. The PDF proofs must indicate all crop marks and score lines. All dimensions must be 100% of actual size.

The Technical Authority, or designated representative, will return the signed proofs four (4) business days after receipt of documents.

Proofs must be accounted for in the delivery schedule and must be approved by the Technical Authority prior to production.

### A.7.2 Corrections to Proofs Resulting from Contractor Error

When corrections are required, the Contractor must provide a complete set of corrected proofs to the PSPC Project/Technical Authority for approval in accordance with the schedule. The final delivery date at destination will not be changed.

## **A.8 PACKAGING SPECIFICATIONS**

### **A.8.1 Packaging**

The Contractor must provide all packaging and shipping materials such as boxes and skids

1. The Contractor must package the envelopes uniformly in boxes as specified in A.5.1 – A.5.4. Boxes must contain the same quantity in each box.
2. Different products must not be packaged together in the same box.
3. Boxes must be shipped on skids measuring 40" x 48", with four-way entry; the height, including the skid, should not exceed 54".
4. Within one order all pallets should have the same number of boxes per row and the same amount of rows per skid. Only one skid will bear the odd amount of boxes if need be:
5. Cartons must be interlocked between rows.
6. Heavy-gauge cardboard corners for protection.
7. Skids must not to be double-stacked in the truck.
8. Packed skids must be firmly wrapped with stretch wrap ensuring that the skid and the boxes are sealed and held together as a single unit.

### **A.8.2 Labelling**

The Contractor is responsible for addressing any items being delivered according to the delivery address supplied, including output and application of any required labels.

All boxes must have labels indicating the envelope form number, envelope title, the reference number, quantity enclosed (in each box), and the destination address.

“NE PAS SUPERPOSER/ DO NOT DOUBLE STACK” signs must be placed on all four (4) sides and the top of each skid.

## **A.9 DELIVERY SCHEDULE and DELIVERY INSTRUCTIONS**

Shipping must be FOB destination. The Contractor must deliver the completed quantities to the specified delivery addresses as specified in this section.

### **A.9.1 Delivery Schedule**

The Contractor must deliver all finished products to the destination address on or before February 15, 2019.

### **A.9.2 Delivery/Destination Address**

Deliver to:  
Statistics Canada  
Shipping and Receiving,  
Jean Talon Building (B1W21)  
Parkdale Avenue Loading Dock  
Ottawa, Ontario K1A 0T6

Name: (To be completed upon Contract award)

Telephone: (To be completed upon Contract award)

**Please Note:**

**Item: A.5.1** Envelope - E1W - (Indicia) #10 Outgoing Window Envelope:

The delivery person will need to reference "J022855 for Patricia Larocque" at the intercom. Dock Access will then be granted by security.

**Item: A.5.2** Envelope - E1W Outgoing Window Envelope

The delivery person will need to reference "J022856 for Patricia Larocque" at the intercom. Dock Access will then be granted by security.

**Item: A.5.3** Envelope - E113 - Outgoing (#10) Business Standard Size Envelope (4-1/8" x 9-1/2"):

The delivery person will need to reference "J022861 for Patricia Larocque" at the intercom. Dock Access will then be granted by security.

**Item: A.5.4** Envelope – E4-W Outgoing Window Envelope

The delivery person will need to reference "J022860 for Patricia Larocque" at the intercom. Dock Access will then be granted by security.

**A.10 COMPONENTS**

All original material supplied (artwork, electronic media) or created during production (negatives, separations, proofs) for any printing requirement is deemed to be property of Canada and must be returned at no cost with five (5) completed envelopes (A.5.1 – A.5.4) after completion of the work. The Contractor is responsible for the delivery of components to the designated location which may differ from the delivery address or destination(s).

Components must be packaged appropriately and shipped in a manner to ensure safe delivery at the specified destination

**A.10.1 Final Files:**

The Contractor must provide a copy of the final electronic file used to print the requirement. Invoices will not be paid until final electronic file(s) is (are) received.

The Contractor must download the files to appropriate media, CD, DVD, etc. as requested by the Project Authority.

**A.11 QUALITY ASSURANCE**

Quality assurance by Contractor: The Contractor must perform all necessary quality assurance procedures to ensure the product meets the specified quality levels and specifications of the Annex "A" Statement of Work.

**ANNEX "B"**

**BASIS OF PAYMENT**

Bidders must provide pricing in the format specified, for each component identified in this ANNEX "B", Basis of Payment / Financial Proposal. Failure to price one of the components in the format specified will render the proposal non-responsive.

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.

**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.

All payments are subject to government audit.

**B.1 PRICING SCHEDULE - ENVELOPES**

Bidders must submit firm all-inclusive prices for the printing and production to final format of the envelopes as described in the Annex "A" Statement of Work. The firm all-inclusive prices must include all materials, activities, setup charges, creation of proofs, printing and finishing operations, to produce the envelopes to final format, ready the items for shipping, and transportation charges to the destination addresses specified in the Annex "A" Statement of Work. All prices must be FOB Destination\*, in Canadian funds, duty and excise taxes included, any and all applicable taxes extra. **Delivery/Freight included.**

\*Lot = Total Quantity

**B.1.1: A.5.1 - E1W - (Indicia) #10 Outgoing Window Envelope**  
Envelopes as described in the Annex "A" Statement of Work

Firm all-inclusive <b>Lot price*</b> for 850,000 + 8 envelopes	\$ _____ / Lot
--	----------------

**B.1.2: A.5.2 - E1W - Outgoing Window Envelope**  
Envelopes as described in the Annex "A" Statement of Work

Firm all-inclusive <b>Lot price*</b> for 100,000 + 8 envelopes	\$ _____ / Lot
--	----------------

Solicitation No. - N° de l'invitation  
 45045-180068/A  
 Client Ref. No. - N° de réf. du client  
 45045-180068

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 CW010. 45045-180068

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

**B.1.3 A.5.3 - E113 - Outgoing (#10) Business Standard Size Envelope (4-1/8" x 9-1/2")**

Envelopes as described in the Annex "A" Statement of Work

Firm all-inclusive <b>Lot price*</b> for 100,000 + 8 envelopes	\$ _____ / Lot
--	----------------

**B.1.4 A.5.4 - E4W - Open Side Window Envelope (9" x 12")**

Envelopes as described in the Annex "A" Statement of Work

Firm all-inclusive <b>Lot price*</b> for 50,000 + 8 envelopes	\$ _____ / Lot
---	----------------

**B.1. FINANCIAL EVALUATION**

<b>A.5.1 - E1W - (Indicia) #10 Outgoing Window Envelope (Qty: 850,000 + 8)</b>	<b>B.1.1 Lot Price</b>	\$ _____
<b>A.5.2 - E1W - Outgoing Window Envelope (Qty: 100,000 + 8)</b>	<b>B.1.2 Lot Price</b>	\$ _____
<b>A.5.3 - E113 - Outgoing (#10) Business Standard Size Envelope (4-1/8" x 9-1/2") (Qty: 100,000 + 8)</b>	<b>B.1.3 Lot Price</b>	\$ _____
<b>A.5.4 - E4W - Open Side Window Envelope (9" x 12") Envelope (Qty: 50,000 + 8)</b>	<b>B.1.4 Lot Price</b>	\$ _____

**TOTAL EVALUATED PRICE =**

<b>B.1.1 Lot Price + B.1.2 Lot Price + B.1.3 Lot Price + B.1.4 Lot Price =          B.1 TOTAL EVALUATED PRICE=</b>	<b>\$</b>
--	-----------

Solicitation No. - N° de l'invitation  
45045-180068/A  
Client Ref. No. - N° de réf. du client  
45045-180068

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CW010. 45045-180068

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

---

## **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.

Solicitation No. - N° de l'invitation  
45045-180068/A  
Client Ref. No. - N° de réf. du client  
45045-180068

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CW010. 45045-180068

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

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

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

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

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

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

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

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

Solicitation No. - N° de l'invitation  
45045-180068/A  
Client Ref. No. - N° de réf. du client  
45045-180068

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CW010. 45045-180068

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

---

## ANNEX "E"

### EVALUATION GRID

Title: **ENVELOPES**

Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

### EVALUATION SUMMARY - MANDATORY CRITERIA

**MET**

**NOT MET**

### 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.

#### Definitions for the purposes of the mandatory technical criteria.

**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

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

<b>M.1.1 Evaluation criteria</b>	<b>Met</b>	<b>Not Met</b>
<b>M.1.1:</b> The Bidder must demonstrate that it has been contractually bound to an external* client (outside of the Bidder's own company) to provide printing and fabrication to final format of a minimum quantity of 500,000 window envelopes, produced and delivered to the destination address or addresses specified by the Client.		
<b>M.1.1.a</b> The Bidder must provide the quantity of window envelopes provided by the Bidder.	<b>Met</b>	<b>Not Met</b>
Contract 1		
<b>M.1.1.b</b> The Bidder must provide a description of the window envelopes provided by the Bidder including the finished size of the envelope.	<b>Met</b>	<b>Not Met</b>
Contract 1		
<b>M.1.1.c</b> The Bidder must provide a description of the printing requirements of the window envelopes.	<b>Met</b>	<b>Not Met</b>
Contract 1		
<b>M.1.1.d</b> The Bidder must provide the Client Information for the Contract.	<b>Met</b>	<b>Not Met</b>
Contract 1		
<b>M.1.2 Evaluation criteria</b>		
<b>M.1.2:</b> The Contract identified for M.1.1 must have been started or completed on or after February 1, 2013.  The Bidder must provide the start or completion date of the Contract.	<b>Met</b>	<b>Not Met</b>
Contract 1		
<b>Comments</b>		

**PROPOSALS NOT MEETING ALL OF THE MANDATORY CRITERIA WILL BE CONSIDERED NON RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION.**