



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

Travaux publics et Services gouvernementaux
Canada
Place Bonaventure, portail Sud-Oue
800, rue de La Gauchetière Ouest
7e étage, suite 7300
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

Title - Sujet OCIR: Service de reproduction	
Solicitation No. - N° de l'invitation W3380-18K011/A	Date 2019-03-21
Client Reference No. - N° de référence du client W3380-18K011	GETS Ref. No. - N° de réf. de SEAG PW-\$MTA-280-15285
File No. - N° de dossier MTA-8-41329 (280)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-04-08	
Time Zone Fuseau horaire Heure Avancée de l'Est HAE	
Delivery Required - Livraison exigée .	
Address Enquiries to: - Adresser toutes questions à: Blanchet, Annie	Buyer Id - Id de l'acheteur mta280
Telephone No. - N° de téléphone (514)605-3664 ()	FAX No. - N° de FAX (514)496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA DEFENSE NATIONALE GARNISON SAINT-JEAN ÉCOLE DE LEADERSHIP ET DE RECRUES DES FORCES CANADIENNES BÂTISSE B-129, LOCAL 122A ATTN: Mme ANNIE QUINTAL ST JEAN RICHELIEU Québec J0J 1R0 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

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

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Oue
800, rue de La Gauchetière Ouest
7e étage, suite 7300
Montréal
Québec
H5A 1L6

Instructions: See Herein

Instructions: Voir aux présentes

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

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

The Annexes include the Statement of Work ,the Basis of Payment, the Electronic Payment Instruments, and the Quaterly period report requirement.

1.2 Summary

Request for regional individual standing offer to provide services including but not limited to: copying, printing, binding, laminating required by The Canadian Forces Leadership and Recruit School (CFLRS), located at the Saint Jean Garrison in Saint-Jean-sur-Richelieu, Qc. The period of the standing offer will be for one firm year with option of 2 additional periods of year each.

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

The requirement is subject to a preference for Canadian services.

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

1.3 Debriefings

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

1.4 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

The 2006 standard instructions is amended as follows:

- Section 08, entitled Submission of offers, is amended as follows:
 - subsection 2. is deleted entirely and replaced with the following:
 2. epost Connect
 - a. Unless specified otherwise in the RFSO, offers may be submitted by using the [epost Connect service](#) provided by Canada Post Corporation.
 - i. PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to RFSOs issued by PWGSC headquarters is:

tpsgc.dgareceptiondessomissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

or if applicable, the email address identified in the RFSO.
 - ii. PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to RFSOs issued by PWGSC regional offices is identified in the RFSO.
 - b. To submit an offer using epost Connect service, the Offeror must either:
 - i. send directly its offer only to the specified PWGSC Bid Receiving Unit using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the RFSO closing date and time, (in order to ensure a response), an email that includes the RFSO number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
 - c. If the Offeror sends an email requesting epost Connect service to the specified Bid Receiving Unit in the RFSO, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Offeror to access and action the message within the conversation. The Offeror will then be able to transmit its offer afterward at any time prior to the RFSO closing date and time.

-
- d. If the Offeror is using its own licensing agreement to send its offer, the Offeror must keep the epost Connect conversation open until at least 30 business days after the RFSO closing date and time.
 - e. The RFSO number should be identified in the epost Connect message field of all electronic transfers.
 - f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should an offeror not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the RFSO in order to register for the epost Connect service.
 - g. For offers transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the offer including, but not limited to, the following:
 - i. receipt of a garbled, corrupted or incomplete offer;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the offer;
 - v. failure of the Offeror to properly identify the offer;
 - vi. illegibility of the offer;
 - vii. security of offer data; or,
 - viii. inability to create an electronic conversation through the epost Connect service.
 - h. The Bid Receiving Unit will send an acknowledgement of the receipt of offer document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of offer document(s) and will not confirm if the attachments may be opened nor if the content is readable.
 - i. Offerors must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
 - j. An offer transmitted by epost Connect service constitutes the formal offer of the Offeror and must be submitted in accordance with section 05.

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

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

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

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

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Buyer ID - Id de l'acheteur
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2.2 Submission of Offers

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

You must submit your offer, **by epost Connect, by mail, by facsimile or in person**, prior to the closing date and time:

By mail or in person, at the following address:

Public Services and Procurement Canada
Acquisitions Directorate - Quebec Region
800, rue de la Gauchetière Ouest, Portal South-west, Suite 7300
Montréal, Quebec H5A 1L6

By facsimile, at the following number: (514) 496-3822

Bids may also be submitted using the epost Connect service as detailed in the Standard Instructions.

The following PWGSC Regional Bid Receiving Unit e-mail address is to be used for epost Connect services:

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca

Bids will not be accepted if emailed directly to this e-mail address. This email address is to initiate an epost Connect conversation, as detailed in the 2003 Standard Instructions – section 08.

PWGSC does not guarantee a response if the email is sent 6 days or less before the closing date of the period.

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, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** () **NO** ()

If so, the Offeror 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 - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 5 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory*).

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

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

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

Section I: Technical Offer (2 hard copies)

Section II: Financial Offer (1 hard copie)

Section III: Certifications (1 hard copie)

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

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Offerors should:

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

Section I: Technical Offer

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

Section II: Financial Offer

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

3.1.1 Electronic Payment of Invoices - Offer

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

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

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

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4.1.1 Financial Evaluation

Total amount for financial evaluation: The sum of all the years of Section I of Annex B + sum of all the years of Section II : List of manuels

Detail of the sum of Section I of Annex B:

For each year :

Sum of the average price under section: (1.1 + 1.2 + 3.1 +3.2 + 4.1 to 4.6) multiplied by the estimated quantity of 10,000 + the average price in section 2.0 multiplied by 100 + average price in Section 5.0 multiplied by 1000

Detail of the sum of Section II of Annex B: List of manuels:

For each year :

Sum of (unit price multiplied by the estimated quantity) for items # 1 to 7 respectively.

4.1.2.1 SACC Manual Clause [M0222T](#) (2016-01-28), Evaluation of Price-Canadian/Foreign Offerors

IMPORTANT: Offers MUST be submitted in Canadian currency only. Failure to comply will render your offer non-responsive.

Conformity with annex B: Basis of payment. All requested prices must be filled on Annex B in order to proceed the complete financial evaluation. Failure to comply will render your offer non-responsive.

Pick-up and delivery fees must not be included in the unit prices for items 1 to 5

4.2 Basis of Selection

4.2.1 SACC Manual Clause [M0069T](#) (2007-05-25), Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Offer

5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the services offered are Canadian services, as defined in clause [A3050T](#), may be considered.

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

The Offeror certifies that:

() the services offered are Canadian services as defined in paragraph 4 of clause [A3050T](#).

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

5.1.2.1.1 SACC Manual clause [A3050T](#) (2018-12-06) Canadian Content Definition

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Buyer ID - Id de l'acheteur
MTA 280
CCC No./N° CCC - FMS No./N° VME

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

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer 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 property 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 Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

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

6.2 Security Requirements

6.2.1 There is no security requirement applicable to the Standing Offer.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled "D " Quaterly period report requirement . If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than 10 calendar days after the end of the reporting period.

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6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of issue for one year.

6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for 2 additional periods of year each, from _____ to _____ under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

6.4.4 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "X" of the Standing Offer.

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: _____
Title: _____
Public Works and Government Services Canada
Acquisitions Branch
Directorate: _____
Address: _____

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

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

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6.5.2 Project Authority

The Project Authority for the Standing Offer is:

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

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

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

6.5.3 Offeror's Representative

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

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: _____.

6.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable Taxes included).

6.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2029 (2016-04-04) General Conditions - Goods or Services (Low Dollar Value)
- f) Annex A, Statement of Work
- g) Annex B, Basis of Payment
- h) Annex C, Electronic payment instruments
- i) Annex D, Quaterly period report requirement
- j) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer. "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable.*)

6.12 Certifications and Additional Information

6.12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

6.12.2 SACC Manual Clauses

SACC Manual clause M3060C (2008-05-12), Canadian Content Certification

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6.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).

6.14 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

B. RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

[2029](#) (2016-04-04), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

Section 12 Interest on Overdue Accounts, of 2029 will not apply to payments made by credit cards.

6.3 Term of Contract

6.3.1 Delivery Date

Delivery must be made within (see details in section 6 of Appendix A) from receipt of a call-up against the Standing Offer.

6.4 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.

6.5 Payment

6.5.1 Basis of Payment

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

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

6.5.2 SACC Manual Clauses

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

6.5.3 SACC Manual Clauses

SACC Manual clause [C2000C\(2007-11-30\)](#) Taxes - Foreign-based Contractor

SACC Manual clause [C2605C](#) (2008-05-12), Canadian Customs Duties and Sales Tax - Foreign-based Contractor

SACC Manual clause [A9068C](#) (2010-01-11), Government Site Regulations

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 [P1016C](#) (2010-01-11), Quality Levels for Binding

6.5.4 Electronic Payment of Invoices – Call-up

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.6 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:
 1. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.7 Insurance

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

ANNEX "A" STATEMENT OF WORK

OBJECTIVE

A1. This document sets out the general and specific requirements concerning copying services for the Department of National Defence (DND) Leadership and Recruit School set out below.

BACKGROUND

A2. The Canadian Forces Leadership and Recruit School (CFLRS), located at the Saint Jean Garrison in Saint-Jean-sur-Richelieu, is seeking a provider of services including but not limited to: copying, printing, binding, laminating, pick-up and delivery of work.

TECHNICAL SPECIFICATIONS

1. Paper copying

1.1. Black copying/printing

Photocopying, copying and/or printing of documents in black ink, single- or double-sided, on white paper, matte (*20 lb. bond*) or glossy (*28 lb. bond coated on both sides*), or coloured matte paper (*20 lb. bond*), according to the instructions provided in the call-up. The size of the documents to be copied may vary from 3.25" x 5", 4.25" x 5.5", 8.5" x 11", 8.5" x 14", 11" x 17" to any size larger than 11" x 17" (single-sided only). However, most documents to be produced will be 8.5" x 11". The number of pages to be copied may be up to 100 pages per document, with approximately 140 copies. On occasion, the number of pages per document may reach 1,000, with 60 copies.

The documents must be produced by electronic media and supplied via e-mail, compact disc or the provider's FTP (File Transfer Protocol) site. Printed documents must be sorted or grouped according to the instructions provided in the call-up.

1.2 Colour copying/printing

High-quality photocopying, copying and/or printing of documents in colour, single- or double-sided, on white paper, matte (*20 lb. bond*) or glossy (*28 lb. bond coated on both sides*), according to the instructions provided in the call-up. The size of the documents to be copied may vary from 3.25" x 5", 4.25" x 5.5", 8.5" x 11", 8.5" x 14", 11" x 17" to any size larger than 11" x 17" (single-sided only). However, most documents to be produced will be 8.5" x 11". The number of pages to be copied may be up to 100 pages per document, with approximately 140 copies. On occasion, the number of pages per document may reach 1,000, with 60 copies.

The documents must be produced by electronic media and supplied via e-mail, compact disc or the provider's FTP (File Transfer Protocol) site. Printed documents must be sorted or grouped according to the instructions provided in the call-up.

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2. Acetate copying

Copying and/or printing in black or colour ink, single-sided. The size of the documents will be 8.5" x 11" or 8.5" x 14".

The documents must be produced by electronic media and supplied via e-mail, compact disc or the provider's FTP (File Transfer Protocol) site. Printed documents must be sorted or grouped according to the instructions provided in the call-up. These documents must be produced on 10-mil plastic film.

3. Paperboard copying

3.1 Black copying/printing

Photocopying, copying and/or printing of documents in black ink, single- or double-sided, on white paperboard, matte (*80 lb.*) or glossy (*80 lb., coated on one side or both*), or coloured matte paperboard (*80 lb.*), according to the instructions provided in the call-up. The size of the documents to be copied may vary from 4.25" x 5.5", 7" x 7", 8.5" x 11", 8.5" x 14", 11" x 17" to any size larger than 11" x 17" (one-sided only). However, most documents to be produced will be 8.5" x 11". The number of pages to be copied may be up to 10 pages per document, with approximately 140 copies.

The documents must be produced by electronic media and supplied via e-mail, compact disc or the provider's FTP (File Transfer Protocol) site. Printed documents must be sorted or grouped according to the instructions provided in the call-up. These documents must be produced on 10 pt or 12 pt paperboard, depending on the instructions in the call-up.

3.2 Colour copying/printing

High-quality photocopying, copying and/or printing of documents in colour, single- or double-sided, on white paperboard, matte (*80 lb.*) or glossy (*80 lb., coated on one side or both*), according to the instructions provided in the call-up. The size of the documents to be copied may vary from 4.25" x 5.5", 7" x 7", 8.5" x 11", 8.5" x 14", 11" x 17" to any size larger than 11" x 17" (single-sided only). However, most documents to be produced will be 8.5" x 11". The number of pages to be copied may be up to 10 pages per document, with approximately 140 copies.

The documents must be produced by electronic media and supplied via e-mail, compact disc or the provider's FTP (File Transfer Protocol) site. Printed documents must be sorted or grouped according to the instructions provided in the call-up. These documents must be produced on 10 pt or 12 pt paperboard, depending on the instructions in the call-up.

4. Binding

4.1 Folding

Some sheets must require folding in accordance with the specifications provided in the call-up instructions.

4.2 Insertion

Some sheets must require folding and insertion into the documents to be produced. These sheets must be 8.5" x 11", 8.5" x 14" or 11" x 17", according to the specifications provided in the call-up instructions.

4.3 Insertion into binders

Some documents must require insertion into binders. Binders must be supplied by either the client (CFLRS) or the provider, according to the instructions provided in the call-up. Binders with outside pockets may contain a cover page, a spine and dividers in black or colour ink, according to the instructions provided in the call-up. Binders must be ½", 1", 2", ou 3". Binders must be black vinyl, three-ringed, with round or D rings.

4.4 Document binding

Some documents must be bound using one of the following methods, according to the instructions provided in the call-up.

- a. Cerlox;
- b. Plastic spiral (hole punching included);
- c. Single staple or wire stitch in 1 corner;
- d. Two staples or lateral wire stitches;
- e. Three staples or lateral wire stitches;
- f. Staples or wire stitches, saddle stitched (leaflets, brochures, etc.);
- g. Acco lever (hole punching included).

The number of sheets to be bound may vary as follows:

- a. 1 to 25 sheets;
- b. 26 to 75 sheets;
- c. 76 to 100 sheets;
- ** On rare occasions, the number of sheets to be bound may reach:
- d. 101 to 200 sheets
- e. 201 sheets or more.

4.5 Punching

Some documents must require 1, 2 or 3 standard holes punched according to the instructions provided in the call-up.

4.6 Padding

Padding may include cutting, paperboard and assembly (paper and printing are covered in section 1 of Annex A). Pads must be assembled with rubber glue on one side and rigid paperboard on the other. Pads must be made up of 50 or 100 pages. Sizes may be 3.25" x 5", 4.25" x 5.5", 8.5" x 11" ou 8.5" x 14".

5. Laminating

Some items will require lamination on one side or both. Documents to be laminated may vary from 3.25" x 5", 4.25" x 5.5", 8.5" x 11", 8.5" x 14", 11" x 17", to any size up to 36" height x any length (in these cases, prices will be determined by square foot). The laminate must be 1.7 mil, 3.0 mil, 5.0 mil, or 10 mil, according to the instructions provided in the call-up.

6. Pick-up and delivery

6.1 Pick-up and delivery

6.1.1 By ground transport (by the provider or a courier service)

Pick-up/delivery by ground transport involves picking up the call-up form and related materials from our premises and returning completed work thereto, including the invoice, a copy of the original call-up form and any excess material, by the provider or a courier service with whom the provider does business.

A call-up comprising a pick-up/delivery by ground transport must be placed by the client via a service call or an e-mail to the provider. The documents to be copied and the related materials must be packaged appropriately by the client (CFLRS), and the completed work, including the invoice, a copy of the original call-up and any excess material must be packaged appropriately and returned by the provider. Any orders delivered by the contractor in poor condition and/or damaged must be rejected and returned at the contractor's expense.

6.1.2 Pick-up by e-mail and delivery by ground transport

Pick-up by e-mail involves an e-mail sent by the client (CFLRS), comprising the call-up form and electronic documents, to the provider. The completed work, including the invoice, a copy of the original call-up form and any excess material, must be packaged appropriately by the provider and delivered to our premises by ground transport. Any orders delivered by the contractor in poor condition and/or damaged must be rejected and returned at the contractor's expense.

6.1.3 Pick-up by provider FTP (File Transfer Protocol) site and delivery by ground transport

Pick-up by FTP (File Transfer Protocol) site involves an e-mail sent by the client (CFLRS), including the call-up form and electronic documents sent via the provider's FTP (File Transfer Protocol) site. The completed work, including the invoice, a copy of the original call-up form and any excess material, must be packaged appropriately by the provider and delivered to our premises by ground transport. Any orders delivered by the contractor in poor condition and/or damaged must be rejected and returned at the contractor's expense.

6.2 Deadlines

Our business hours are from Monday to Friday, 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m., except for holidays and weekends.

6.2.1 Pick-up

The provider (or a courier service) must pick up call-ups placed by service call/e-mail within four (4) hours of receiving the service call/e-mail requesting a pick-up when placed between 8:00 a.m. and 12:00 p.m., or by 12:00 p.m. the following morning for a service call/e-mail placed between 1:00 p.m. and 4:00 p.m.

In the case of call-ups placed by e-mail (call-up form and electronic documents), the provider must acknowledge receipt within two (2) hours of the e-mail being sent for e-mails sent between 8:00 a.m. and 12:00 p.m. and between 1:00 p.m. and 2:00 p.m., or before 10:00 a.m. the following morning for an e-mail sent after 2:00 p.m. and before 4:00 p.m.

6.2.2 Delivery

For call-ups placed via a service call or e-mail, the work must be delivered within **24 hours to the room in the building and at the time requested** following pick-up or receipt of the e-mail by the provider for **graduation ceremony programs** (weekly order).

For all other documents, the work must be delivered within **48 hours to the room in the building and at the time requested** following pick-up or receipt of the e-mail by the provider.

6.3 Cost of pick-up and delivery

The provider must provide pick-up and delivery services. The cost of pick-up and delivery must be included in the unit prices submitted by the provider.

7. Important notice

CFLRS manuals are subject to change regularly. The provider may not produce (or invoice) the manuals in advance.

Updated digital documents must be attached to the e-mails for each call-up, along with the call-up form.

A sample (proof) may be required prior to each printing job.

Changes to the manuals must be invoiced in accordance with the unit prices set out in the agreement.

The quantities for each manual are estimates only and may change without notice.

8. Materials

All materials required for completion of a call-up, supplied by the client (CFLRS) or supplied or purchased by the provider for the purposes of the call-up, must be considered the property of the Crown and must be returned to the client with all transportation costs paid when the work is complete.

ANNEX "B" -BASIS OF PAYMENT

Section I

Note : Pick-up and delivery fees must be included in the unit prices for items 1 to 5.

1. Paper copying

1.1 Black copying/printing

Item	Medium	Description	Unit of measurement	Unit price First firm year	Unit price 1 st optional year	Unit price 2 nd optional year
1.1.1	White bond paper, 20 lb.	Black printing, single-sided, 3.25 x 5, white matte paper	Per sheet			
1.1.2		Black printing, single-sided, 4.25 x 5.5, white matte paper	Per sheet			
1.1.3		Black printing, single-sided, 8.5 x 11, white matte paper	Per sheet			
1.1.4		Black printing, single-sided, 8.5 x 14, white matte paper	Per sheet			
1.1.5		Black printing, single-sided, 11 x 17, white matte paper	Per sheet			
1.1.6		Black printing, single-sided, larger than 11 x 17, white matte paper	Per square foot			
1.1.7		Black printing, double-sided, 3.25 x 5, white matte paper	Per sheet			
1.1.8		Black printing, double-sided, 4.25 x 5.5, white matte paper	Per sheet			
1.1.9		Black printing, double-sided, 8.5 x 11, white matte paper	Per sheet			
1.1.10		Black printing, double-sided, 8.5 x 14, white matte paper	Per sheet			
1.1.11		Black printing, double-sided, 11 x 17, white matte paper	Per sheet			

1.1.12	White bond paper, coated, 28 lb.	Black printing, single-sided, 3.25 x 5, white glossy paper	Per sheet			
1.1.13		Black printing, single-sided, 4.25 x 5.5, white glossy paper	Per sheet			
1.1.14		Black printing, single-sided, 8.5 x 11, white glossy paper	Per sheet			
1.1.15		Black printing, single-sided, 8.5 x 14, white glossy paper	Per sheet			
1.1.16		Black printing, single-sided, 11 x 17, white glossy paper	Per sheet			
1.1.17		Black printing, single-sided, larger than 11 x 17, white glossy paper	Per square foot			
1.1.18		Black printing, double-sided, 3.25 x 5, white glossy paper	Per sheet			
1.1.19		Black printing, double-sided, 4.25 x 5.5, white glossy paper	Per sheet			
1.1.20		Black printing, double-sided, 8.5 x 11, white glossy paper	Per sheet			
1.1.21		Black printing, double-sided, 8.5 x 14, white glossy paper	Per sheet			
1.1.22		Black printing, double-sided, 11 x 17, white glossy paper	Per sheet			
1.1.23		Papier Bond couleur 20 lbs	Black printing, single-sided, 3.25 x 5, coloured matte paper	Per sheet		
1.1.24	Black printing, single-sided, 4.25 x 5.5, coloured matte paper		Per sheet			
1.1.25	Black printing, single-sided, 8.5 x 11, coloured matte paper		Per sheet			
1.1.26	Black printing, single-sided, 8.5 x 14, coloured matte paper		Per sheet			
1.1.27	Black printing, single-sided, 11 x 17, coloured matte paper		Per sheet			
1.1.28	Black printing, single-sided, larger than 11 x 17, coloured matte paper		Per square foot			

1.1.29		Black printing, double-sided, 3.25 x 5, coloured matte paper	Per sheet			
1.1.30		Black printing, double-sided, 4.25 x 5.5, coloured matte paper	Per sheet			
1.1.31		Black printing, double-sided, 4.5 x 7.5, coloured matte paper	Per sheet			
1.1.32		Black printing, double-sided, 8.5 x 11, coloured matte paper	Per sheet			
1.1.33		Black printing, double-sided, 8.5 x 14, coloured matte paper	Per sheet			
1.1.34		Black printing, double-sided, 11 x 17, coloured matte paper	Per sheet			
Subtotal 1.1.1 à 1.1.34 (except for 1.1.6, 1.1.17 et 1.1.28)						

1.2 Colour copying/printing

Item	Medium	Description	Unit of measurement	Unit price First firm year	Unit price 1 st optional year	Unit price 2 nd optional year
1.2.1	White bond paper, 20 lb. lbs	Colour printing, single-sided, 3.25 x 5, white matte paper	Per sheet			
1.2.2		Colour printing, single-sided, 4.25 x 5.5, white matte paper	Per sheet			
1.2.3		Colour printing, single-sided, 8.5 x 11, white matte paper	Per sheet			
1.2.4		Colour printing, single-sided, 8.5 x 14, white matte paper	Per sheet			
1.2.5		Colour printing, single-sided, 11 x 17, white matte paper	Per sheet			
1.2.6		Colour printing, single-sided, larger than 11 x 17, white matte paper	Per square foot			
1.2.7		Colour printing, double-sided, 3.25 x 5, white matte paper	Per sheet			

1.2.8	White bond paper, coated, 28 lb.	Colour printing, double-sided, 4.25 x 5.5, white matte paper	Per sheet			
1.2.9		Colour printing, double-sided, 8.5 x 11, white matte paper	Per sheet			
1.2.10		Colour printing, double-sided, 8.5 x 14, white matte paper	Per sheet			
1.2.11		Colour printing, double-sided, 11 x 17, white matte paper	Per sheet			
1.2.12		Colour printing, single-sided, 3.25 x 5, white glossy paper	Per sheet			
1.2.13		Colour printing, single-sided, 4.25 x 5.5, white glossy paper	Per sheet			
1.2.14		Colour printing, single-sided, 8.5 x 11, white glossy paper	Per sheet			
1.2.15		Colour printing, single-sided, 8.5 x 14, white glossy paper	Per sheet			
1.2.16		Colour printing, single-sided, 11 x 17, white glossy paper	Per sheet			
1.2.17		Colour printing, single-sided, larger than 11 x 17, white glossy paper	Per square foot			
1.2.18		Colour printing, double-sided, 3.25 x 5, white glossy paper	Per sheet			
1.2.19		Colour printing, double-sided, 4.25 x 5.5, white glossy paper	Per sheet			
1.2.20		Colour printing, double-sided, 8.5 x 11, white glossy paper	Per sheet			
1.2.21		Colour printing, double-sided, 8.5 x 14, white glossy paper	Per sheet			
1.2.22	Colour printing, double-sided, 11 x 17, white glossy paper	Per sheet				
Subtotal 1.2.1 à 1.2.22 (except for 1.2.6 et 1.2.17)						

2. Acetate copying

Item	Description	Unit of measurement	Unit price First firm year	Unit price 1 st optional year	Unit price 2 nd optional year
2.0.1	Black printing, 8.5 x 11, acetate	Per sheet			
2.0.2	Black printing, 8.5 x 14, acetate	Per sheet			
2.0.3	Colour printing, 8.5 x 11, acetate	Per sheet			
2.0.4	Colour printing, 8.5 x 14, acetate	Per sheet			
Subtotal 2.0.1 à 2.0.4					

3. Paperboard copying

3.1 Black copying/printing

Item	Medium	Description	Unit of measurement	Unit price First firm year	Unit price 1 st optional year	Unit price 2 nd optional year
3.1.1	White matte paperboard, 80 lb.	Black printing, single-sided, 4.25 x 5.5, white matte paperboard	Per sheet			
3.1.2		Black printing, single-sided, 7 x 7, white matte paperboard	Per sheet			
3.1.3		Black printing, single-sided, 8.5 x 11, white matte paperboard	Per sheet			
3.1.4		Black printing, single-sided, 8.5 x 14, white matte paperboard	Per sheet			
3.1.5		Black printing, single-sided, 11 x 17, white matte paperboard	Per sheet			
3.1.6		Black printing, single-sided, larger than 11 x 17, white matte paperboard	Per square foot			
3.1.7		Black printing, double-sided, 4.25 x 5.5, white matte paperboard	Per sheet			
3.1.8		Black printing, double-sided, 7 x 7, white matte paperboard	Per sheet			
3.1.9		Black printing, double-sided, 8.5 x 11, white matte paperboard	Per sheet			
3.1.10		Black printing, double-sided, 8.5 x 14, white matte paperboard	Per sheet			
3.1.11		Black printing, double-sided, 11 x 17, white matte paperboard	Per sheet			

3.1.12	White paperboard, coated on one side, 80 lb.	Black printing, single-sided, 4.25 x 5.5, white glossy paperboard	Per sheet			
3.1.13		Black printing, single-sided, 7 x 7, white glossy paperboard	Per sheet			
3.1.14		Black printing, single-sided, 8.5 x 11, white glossy paperboard	Per sheet			
3.1.15		Black printing, single-sided, 8.5 x 14, white glossy paperboard	Per sheet			
3.1.16		Black printing, single-sided, 11 x 17, white glossy paperboard	Per sheet			
3.1.17		Black printing, single-sided, larger than 11 x 17, white glossy paperboard	Per square foot			
3.1.18	White paperboard coated on both sides, 80 lb.	Black printing, double-sided, 4.25 x 5.5, white glossy paperboard	Per sheet			
3.1.19		Black printing, double-sided, 8.5 x 11, white glossy paperboard	Per sheet			
3.1.20		Black printing, double-sided, 8.5 x 14, white glossy paperboard	Per sheet			
3.1.21		Black printing, double-sided, 11 x 17, white glossy paperboard	Per sheet			
3.1.22	Coloured matte paperboard, 80 lb.	Black printing, single-sided, 4.25 x 5.5, coloured matte paperboard	Per sheet			
3.1.23		Black printing, single-sided, 7 x 7, coloured matte paperboard	Per sheet			
3.1.24		Black printing, single-sided, 8.5 x 11, coloured matte paperboard	Per sheet			
3.1.25		Black printing, single-sided, 8.5 x 14, coloured matte paperboard	Per sheet			
3.1.26		Black printing, single-sided, 11 x 17, coloured matte paperboard	Per sheet			
3.1.27		Black printing, single-sided, larger than 11 x 17, coloured matte paperboard	Per square foot			

3.1.28		Black printing, double-sided, 4.25 x 5.5, coloured matte paperboard	Per sheet			
3.1.29		Black printing, double-sided, 7 x 7, coloured matte paperboard	Per sheet			
3.1.30		Black printing, double-sided, 8.5 x 11, coloured matte paperboard	Per sheet			
3.1.31		Black printing, double-sided, 8.5 x 14, coloured matte paperboard	Per sheet			
3.1.32		Black printing, double-sided, 11 x 17, coloured matte paperboard	Per sheet			
Subtotal 3.1.1 à 3.1.32 (except for 3.1.6, 3.1.17 et 3.1.27)						

3.2 Colour copying/printing

Item	Medium	Description	Unit of measurement	Unit price First firm year	Unit price 1 st optional year	Unit price 2 nd optional year
3.2.1	White matte paperboard, 80 lb.	Colour printing, single-sided, 4.25 x 5.5, white matte paperboard	Per sheet			
3.2.2		Colour printing, single-sided, 7 x 7, white matte paperboard	Per sheet			
3.2.3		Colour printing, single-sided, 8.5 x 11, white matte paperboard	Per sheet			
3.2.4		Colour printing, single-sided, 8.5 x 14, white matte paperboard	Per sheet			
3.2.5		Colour printing, single-sided, 11 x 17, white matte paperboard	Per sheet			
3.2.6		Colour printing, single-sided, larger than 11 x 17, white matte paperboard	Per square foot			
3.2.7		Colour printing, double-sided, 4.25 x 5.5, white matte paperboard	Per sheet			
3.2.8		Colour printing, double-sided, 7 x 7, white matte paperboard	Per sheet			
3.2.9		Colour printing, double-sided, 8.5 x 11, white matte paperboard	Per sheet			

3.2.10		Colour printing, double-sided, 8.5 x 14, white matte paperboard	Per sheet			
3.2.11		Colour printing, double-sided, 11 x 17, white matte paperboard	Per sheet			
3.2.12	White paperboard coated on one side 80 lb.	Colour printing, single-sided, 4.25 x 5.5, white glossy paperboard	Per sheet			
3.2.13		Colour printing, single-sided, 7 x 7, white glossy paperboard	Per sheet			
3.2.14		Colour printing, single-sided, 8.5 x 11, white glossy paperboard	Per sheet			
3.2.15		Colour printing, single-sided, 8.5 x 14, white glossy paperboard	Per sheet			
3.2.16		Colour printing, single-sided, 11 x 17, white glossy paperboard	Per sheet			
3.2.17		Colour printing, single-sided, larger than 11 x 17, white glossy paperboard	Per square foot			
3.2.18		White paperboard coated on both sides, 80 lb	Colour printing, double-sided, 4.25 x 5.5, white glossy paperboard	Per sheet		
3.2.19	Colour printing, double-sided, 7 x 7, white glossy paperboard		Per sheet			
3.2.20	Colour printing, double-sided, 8.5 x 11, white glossy paperboard		Per sheet			
3.2.21	Colour printing, double-sided, 8.5 x 14, white glossy paperboard		Per sheet			
3.2.22	Colour printing, double-sided, 11 x 17, white glossy paperboard		Per sheet			
Subtotal 3.2.1 à 3.2.22 (except for 3.2.6 et 3.2.17)						

4. Binding

4.1 Folding

Item	Description	Unit of measurement	Unit price First firm year	Unit price 1 st optional year	Unit price 2 nd optional year
4.1.1	1 fold	Per sheet			
4.1.2	2 folds	Per sheet			
4.1.3	3 folds	Per sheet			
Subtotal 4.1.1 à 4.1.3					

4.2 Insertion

Item	Description	Unit of measurement	Unit price First firm year	Unit price 1 st optional year	Unit price 2 nd optional year
4.2.1	1 fold with insertion	Per sheet			
4.2.2	2 folds with insertion	Per sheet			
4.2.3	3 folds with insertion	Per sheet			
Subtotal 4.2.1 à 4.2.3					

4.3 Insertion into binders

Item	Description	Unit of measurement	Unit price First firm year	Unit price 1 st optional year	Unit price 2 nd optional year
4.3.1	Insertion into ½ in. binders, supplied by client	Per binder			
4.3.2	Insertion into 1 in. binders, supplied by client	Per binder			
4.3.3	Insertion into 2 in. binders, supplied by client	Per binder			
4.3.4	Insertion into 3 in. binders, supplied by client	Per binder			
4.3.5	Insertion into ½ in. binders, supplied by provider	Per binder			
4.3.6	Insertion into 1 in. binders, supplied by provider	Per binder			
4.3.7	Insertion into 2 in. binders, supplied by provider	Per binder			
4.3.8	Insertion into 3 in. binders, supplied by provider	Per binder			
Subtotal 4.3.1 à 4.3.8					

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4.4 Binding

Item	Description	Unit of measurement	Unit price First firm year	Unit price 1 st opt. year	Unit price 2 nd opt. year
4.4.1	Cerlox (hole punching included), 1 à 25 sheets	Per document			
4.4.2	Cerlox (hole punching included), 26 à 75 sheets	Per document			
4.4.3	Cerlox (hole punching included), 76 à 100 sheets	Per document			
4.4.4	Cerlox (hole punching included), 101 à 200 sheets	Per document			
4.4.5	Cerlox (hole punching included), 201 sheets or more	Per document			
4.4.6	Plastic spiral (hole punching included), 1 à 25 sheets	Per document			
4.4.7	Plastic spiral (hole punching included), 26 à 75 sheets	Per document			
4.4.8	Plastic spiral (hole punching included), 76 à 100 sheets	Per document			
4.4.9	Plastic spiral (hole punching included), 101 à 200 sheets	Per document			
4.4.10	Plastic spiral (hole punching included), 201 sheets or more	Per document			
4.4.11	Staple or stitch 1 corner, 1 à 25 sheets	Per document			
4.4.12	Staple or stitch 1 corner, 26 à 75 sheets	Per document			
4.4.13	Staple or stitch 1 corner, 76 à 100 sheets	Per document			
4.4.14	2 lateral staples or stitches, 1 à 25 sheets	Per document			
4.4.15	2 lateral staples or stitches, 26 à 75 sheets	Per document			
4.4.16	2 lateral staples or stitches, 76 à 100 sheets	Per document			
4.4.17	3 lateral staples or stitches, 1 à 25 sheets	Per document			
4.4.18	3 lateral staples or stitches, 26 à 75 sheets	Per document			
4.4.19	3 lateral staples or stitches, 76 à 100 sheets	Per document			
4.4.20	Leaflet binding (saddle stitched), 1 à 25 sheets	Per document			
4.4.21	Leaflet binding (saddle stitched), 26 à 75 sheets	Per document			
4.4.22	Leaflet binding (saddle stitched), 76 à 100 sheets	Per document			
4.4.23	Acco lever binding, 1 à 25 sheets	Per document			
4.4.24	Acco lever binding, 26 à 75 sheets	Per document			
4.4.25	Acco lever binding, 76 à 100 sheets	Per document			
Subtotal 4.4.1 à 4.4.25					

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4.5 Hole punching

Item	Description	Unit of measurement	Unit price First firm year	Unit price 1 st optional year	Unit price 2 nd optional year
4.5.1	1-hole punching	Per 1000 sheets			
4.5.2	2-holes punching	Per 1000 sheets			
4.5.3	3-holes punching	Per 1000 sheets			
Subtotal 4.5.1 à 4.5.3					

4.6 Mise en bloc

Item	Description	Unit of measurement	Unit price First firm year	Unit price 1 st optional year	Unit price 2 nd optional year
4.6.1	Blo Pad size: 50 sheets, 3.25 x 5	Per pad			
4.6.2	Pad size: 50 sheets, 4.25 x 5.5	Per pad			
4.6.3	Pad size: 50 sheets, 8.5 x 11	Per pad			
4.6.4	Pad size: 50 sheets, 8.5 x 14	Per pad			
4.6.5	Pad size: 100 sheets, 3.25 x 5	Per pad			
4.6.6	Pad size: 100 sheets, 4.25 x 5.5	Per pad			
4.6.7	Pad size: 100 sheets, 8.5 x 11	Per pad			
4.6.8	Pad size: 100 sheets, 8.5 x 14	Per pad			
Subtotal 4.6.1 à 4.6.8					

5. Laminating

Item	Medium	Description	Unit of measurement	Unit price First firm year	Unit price 1 st optional year	Unit price 2 nd optional year
5.0.1	Single-sided lamination with 1.7 mil plastic film	3.25 x 5	Per sheet			
5.0.2		4.25 x 5.5	Per sheet			
5.0.3		8.5 x 11	Per sheet			
5.0.4		8.5 x 14	Per sheet			
5.0.5		11 x 17	Per sheet			
5.0.6		Larger than 11 x 17	Per square foot			
5.0.7	Double-sided lamination with 1.7 mil. plastic film	3.25 x 5	Per sheet			
5.0.8		4.25 x 5.5	Per sheet			
5.0.9		8.5 x 11	Per sheet			
5.0.10		8.5 x 14	Per sheet			
5.0.11		11 x 17	Per sheet			
5.0.12		Larger than 11 x 17	Per square foot			
5.0.13	Single-sided lamination with 3.0 mil plastic film	3.25 x 5	Per sheet			
5.0.14		4.25 x 5.5	Per sheet			
5.0.15		8.5 x 11	Per sheet			
5.0.16		8.5 x 14	Per sheet			
5.0.17		11 x 17	Per sheet			
5.0.18		Larger than 11 x 17	Per square foot			
5.0.19	Double-sided lamination with 3.0 mil plastic film	3.25 x 5	Per sheet			
5.0.20		4.25 x 5.5	Per sheet			
5.0.21		8.5 x 11	Per sheet			
5.0.22		8.5 x 14	Per sheet			
5.0.23		11 x 17	Per sheet			
5.0.24		Larger than 11 x 17	Per square foot			
5.0.25	Single-sided lamination with 5.0 mil plastic film	3.25 x 5	Per sheet			
5.0.26		4.25 x 5.5	Per sheet			
5.0.27		8.5 x 11	Per sheet			
5.0.28		8.5 x 14	Per sheet			
5.0.29		11 x 17	Per sheet			
5.0.30		Larger than 11 x 17	Per square foot			
5.0.31	Double-sided lamination with 5.0 mil plastic film	3.25 x 5	Per sheet			
5.0.32		4.25 x 5.5	Per sheet			
5.0.33		8.5 x 11	Per sheet			
5.0.34		8.5 x 14	Per sheet			
5.0.35		11 x 17	Per sheet			
5.0.36		Larger than 11 x 17	Per square foot			
Subtotal 5.0.1 à 5.0.36 (except for 5.0.6, 5.0.12, 5.0.18, 5.0.24, 5.0.30 & 5.0.36)						

Section II : List of Manuals

Item	Description	Special Instructions	Qty approx / year	Unit price First firm year	Unit price 1 st optional year	Unit price 2 nd optional year
1	<p>Document Title: End Of Course Ceremony Brochure</p> <p>Finished format: 7" x 8.5"</p> <p>(8.5" x 14", folded in the center)</p> <p>No. of interior pages: 32 to 48 pages (8 to 12 sheets): varies each week</p> <p>Print type, interior pages: Black ink only, double-sided</p> <p>Cardboard cover : Color printing, one-sided, glossy white cardboard</p> <p>Binding: Wire stitch: Saddle stitched</p>	<p>- Format delivered: 8.5 "x 14"</p> <p>- About 300-600 pamphlets / week</p> <p>- See point 6.2.2 of Annex A for production deadlines</p>	15000	\$_____	\$_____	\$_____
2	<p>Document Title: Boîte à outils (FR)</p> <p>Finished format: 8.5" x 11"</p> <p>No. of interior pages: 484 pages (242 sheets)</p> <p>Print type, interior pages: Color, double-sided</p> <p>Cardboard cover: Top cover: color, single-sided, lamination on both sides</p> <p>Under cover: no print, lamination on both side</p> <p>Binding: Black spiral</p>	<p>22 hard cover tabs, color print, front side, to insert (8 tabs high)</p> <p>Plastic pouch to insert before under cover.</p>	2000	\$_____	\$_____	\$_____

<p>3</p>	<p>Document Title: ToolBox (AN)</p> <p>Finished format: 8.5" x 11"</p> <p>No. of interior pages: 466 pages (233 sheets)</p> <p>Print type, interior pages: Color, double-sided</p> <p>Cardboard cover: Top cover: color, single-sided, lamination on both sides</p> <p>Under cover: no print, lamination on both side</p> <p>Binding: Black spiral</p>	<p>22 hard cover tabs, color print, front side, to insert (8 tabs high)</p> <p>Plastic pouch to insert before under cover.</p>	<p>4000</p>	<p>\$ _____</p>	<p>\$ _____</p>	<p>\$ _____</p>
<p>4</p>	<p>Document Title: Cahier d'exercice</p> <p>Finished format: 8.5" x 11"</p> <p>No. of interior pages: 46 pages (23 sheets)</p> <p>Print type, interior pages: Black ink only, double-sided</p> <p>Cardboard cover: Top cover: color, single-sided Under cover: no print</p> <p>Binding: Black spiral</p>		<p>2000</p>	<p>\$ _____</p>	<p>\$ _____</p>	<p>\$ _____</p>
<p>5</p>	<p>Document Title: Workbook</p> <p>Finished format: 8.5" x 11"</p> <p>No. of interior pages: 46 pages (23 sheets)</p> <p>Print type, interior pages: Black ink only, double-sided</p> <p>Cardboard cover: Top cover: color, single-sided Under cover: no print</p> <p>Binding: Black spiral</p>		<p>4000</p>	<p>\$ _____</p>	<p>\$ _____</p>	<p>\$ _____</p>

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<p>6</p>	<p>Document Title: Aide-mémoire EX VIMY</p> <p>Finished format: 4.25" x 5.5"</p> <p>No. of interior pages: 36 pages (18 sheets)</p> <p>Print type, interior pages: Black ink, double-sided</p> <p>Cardboard cover: Top cover: color, single-sided Under cover: no print</p> <p>Binding: Black spiral</p>	<p>Shrunk to percentage, file delivered in 8.5" x 11" format</p>	<p>500</p>	<p>\$ _____</p>	<p>\$ _____</p>	<p>\$ _____</p>
<p>7</p>	<p>Document Title: EX VIMY Aide-Memoire</p> <p>Finished format: 4.25" x 5.5"</p> <p>No. of interior pages: 36 pages (18 sheets)</p> <p>Print type, interior pages: Black ink, double-sided</p> <p>Cardboard cover: Top cover: color, single-sided Under cover: no print</p> <p>Binding: Black spiral</p>	<p>Shrunk to percentage, file delivered in 8.5" x 11" format</p>	<p>1000</p>	<p>\$ _____</p>	<p>\$ _____</p>	<p>\$ _____</p>

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ANNEX "C" ELECTRONIC PAYMENT INSTRUMENTS

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

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ANNEX "D" Quaterly period report requirement

QUARTERLY REPORT - (example of reports)

The standing offer number: _____

The supplier name: _____

FIRST QUARTER: _____

Call-up number	Call-up summary	Value	Total cumulative value
Total cumulative value for the period			
Total cumulative value of the standing offer			