

NCC TENDER FILE #: LW117

ADDRESS INQUIRIES TO: Lana Wilson, Sr. Contract Officer Lana.Wilson@ncc-ccn.ca BID CLOSING DEADLINE: April 12, 2019 at 3:00pm Ottawa time	CONTRACT NO.: (NCC use only)
<b>RETURN ORIGINAL</b> Submit tender on this tender / contract form and return to:	Procurement Services National Capital Commission 40 Elgin Street 2nd Floor Security Centre Ottawa, ON K1P 1C7 Reference NCC tender file # LW117 OR Send the tender/contract form LW117 at bid fax 613-239-5012
DESCRIPTION OF GOODS:	DELIVERY LOCATIONS:
Supply & deliver F.O.B. Destination:	F.O.B. Destination:
Print and deliver 70,000 copies of the Ottawa-Gatineau Cycling Map 2019-2020	5 locations – Refer to the specifications for details



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## I. OFFER

The undersigned bidder (hereinafter called the "Contractor") hereby offers to the National Capital Commission (hereinafter called the "Commission" or the "NCC") to supply & deliver the goods/services in accordance with the specification, terms and conditions, and, deliver the goods for the all inclusive lump sum and/or unit price(s) as set out in section III herein.

## **II. GENERAL AGREEMENT** The Contractor agrees:

- 1. to deliver the goods 10 business days after receipt of the final print-ready artwork.
- 2. that this Offer and Agreement, together with the Specification, the Instructions to Bidders, the General Conditions on Goods Contracts and any and all attachments and addenda issued thereto, shall be and are the complete tender and this offer is made subject to the provisions contained therein.
- 3. that this offer supersedes and cancels all communications, negotiations and agreements relating to the work other than contained in the complete tender and is irrevocable for 30 days from the Tender Closing Time shown hereon and in the event that security is provided with this tender, it will be forfeited if the Contractor refuses a contract if this tender is accepted and executed on behalf of the Commission.
- 4. that the complete tender together with and subject to all the provisions contained therein shall, when accepted and executed on behalf of the Commission, constitute a binding contract between the Contractor and the Commission.

## III. PRICING

The Contractor agrees that the following is (are) the all-inclusive lump sum and/or unit price(s) referred to in Clause I:

1	ONTARIO Deliver 59,000 maps: All Inclusive lump sum price including shipping costs	\$
2	Line 1 only 13% OHST	\$
3	QUEBEC Deliver 11,000 maps: All Inclusive lump sum price including shipping costs	\$
4	Line 3 only 14.975% TPS/TVQ	\$
5	TOTAL Lines 1 + 2 + 3 + 4	\$

Basis of award will be the bidder who meets all of the mandatory requirements, the terms and conditions and who offers the NCC the lowest grand total amount. Lowest or any tender NOT necessarily accepted.

The NCC reserves the right to review all of the items proposed by the lowest bidder prior to award. The NCC also reserves the right to cancel this tender and/or re-issue the tender in its original or revised form, and, to negotiate with the successful bidder and/or all bidders.

202-40 Elgin Street, Ottawa, Canada K1P 1C7 40, rue Elgin, pièce 202, Ottawa, Canada K1P 1C7



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# **IV. INVOICING**

• Transmit the invoice(s) via e-mail to the following address : payables@ncc-ccn.ca

For storage purposes, it would be preferable that the file format of the attachment be saved in a .jpg format.

OR

Send the original and two (2) copies of the invoice directly to: National Capital Commission Accounts Payable 202, 40 Elgin St., 3<sup>rd</sup> Floor Ottawa, ON K1P 1C7

- The Contractor will have the right to receive payments within 30 days after the technical representative has delivered a certificate indicating that in fact the invoice is authentic and exact, that the Contractor has delivered the said goods/services and has observed the terms of the contract.
- The Commission is a Crown Corporation subject to the Goods and Services Tax (GST) and the Provincial Sales Tax (OHST or QST). The Contractor is required to indicate separately, with the request for payment, the amount of GST and OHST/QST, to the extent applicable, that the Commission will pay. These amounts will be paid to the Contractor who will be required to make the appropriate remittances to Revenue Canada and the respective provincial governments. The successful bidder must complete in its entirety the T1204 tax form before awarded a contract.
- All invoices are to make reference to the Commission Contract Number xxxxxx (6 digit number on page 1 once a contract is executed between the Contractor and the Commission).
- To ensure prompt payment, please prepare your invoice in accordance with the price(s) quoted. Errors in invoicing can cause delay of payment. Submit your invoice to the address shown above and clearly indicate the contract number.

# V. ENQUIRIES

Enquiries regarding this tender must be submitted in writing to the Senior Contract Officer, Lana.Wilson@ncc-ccn.ca as early as possible within the solicitation period. Enquiries should be received no later than noon on April 5, 2019 Ottawa time to allow sufficient time to provide a response.

Enquiries received after that time may result in an answer not being provided. To ensure consistency and quality of the information provided to Bidders, the Senior Contract Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment. All enquiries and other communications related to this tender sent throughout the solicitation period are to be directed **ONLY** to the Senior Contract Officer. Non-compliance with this requirement during the solicitation period can, for that reason alone, result in disqualification of a tender.



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## VI. ADDENDUM ACKNOWLEDGEMENT

I/We acknowledge receipt of the following addenda \_\_\_\_\_\_ (Bidder to enter number of addenda issued, if any) and have included for the requirement of it/them in my/our tendered price.

# We hereby OFFER to sell and/or supply to the National Capital Commission upon the terms and conditions set out in the NCC tender package, the supplies and/or services listed above and on any attached sheets at the submitted price(s).

Name and address of Contractor :	Signature(s):
Tel:	Print Name:
E-mail:	Date:

COMMISSION USE ONLY NCC SIGNATURE ONLY	TITLE



# **SPECIFICATIONS**

## PRINTING OF THE OFFICIAL OTTAWA-GATINEAU CYCLING MAP 2019-2020

The National Capital Commission (NCC) requires the services of printing company for the printing and delivery of the Ottawa-Gatineau Cycling Map 2019-2020.

The Ottawa-Gatineau Cycling Map is being produced in partnership with the NCC, Outaouais Tourism, Ottawa Tourism and the cities of Gatineau and Ottawa. This new cycling map is oversized in order to accommodate the extended geographic area of the region.

## Print Specifications

Size:	Flat: 44" x 27.25" Folded: 4" x 9.25"
Press:	4-colour process, with bleeds
Bindery:	10 folds accordion vertical — 11 panels 2 folds wrap horizontal — 3 panels 200 maps per box
Inks:	4-colour process
Stock:	60 lb Offset text
Provided:	Adobe InDesign CC native files. Adobe Illustrator, Photoshop (TIF) and PDF support files, and colour lasers
Proofing:	High-resolution proof indicating trapping, image resolution, colour matching, low res proof showing trim and folds.
<b>Delivery Date:</b>	10 business days after receiving the files
<b>Quantity Options:</b>	70,000 copies

Note: The NCC will not pay for over runs and won't accept under runs.

## CONTRACTOR RESPONSIBILITIES:

The contractor shall:

- a) Confirm reception of all print production files from the NCC at the onset of the project;
- b) Provide a high-resolution proof prior to starting the print-run for NCC sign-off;
- c) Complete the printing, folding and boxing of the maps within the ten (10) business days following the receipt of the final print-ready artwork files; and,
- d) Deliver the maps as per the requirements below.

## TIMELINE AND DELIVERY POINTS

- NCC to provide print files by May 1<sup>st</sup>, 2019.
- Contractor to deliver the maps to the following five (5) different locations in the Ottawa-Gatineau core area (four locations downtown Ottawa and one location 15 minutes from the core area). <u>All locations require a tail-gate delivery.</u>
- Contractor to provide a delivery slip at each location and a general overall delivery slip for all five locations to the National Capital Commission.

City of Gatineau (10,000 maps)	City of Ottawa (10,000 maps)
c/o Micheline Bouchard <i>or Pascale Couturier</i> Maison du citoyen (Communications warehouse) 25 Laurier St. Gatineau, Québec Delivery to storage on ground floor via loading dock, de l'Hôtel de Ville Street Note: Upon arrival, contact Audrey Sawyer at 819-243- 2345 ext. 7173.	c/o Kathleen Wilker 110 Laurier Avenue West Ottawa, Ontario K1P 1J1 Via loading dock, at P2 ( <b>max. height is 13"4 ft.</b> )
Maison du tourisme (1,000 maps) c/o Melisa Vazquez <i>or reception personnel</i> Tourist information centre 103 Laurier Street Gatineau, Quebec J8X 3V8 Note: <b>SMALL</b> delivery truck required	National Capital Commission (48,000 maps) c/o Brian Huff – Cell: 613-854-6264 Woodroffe Warehouse 1740 Woodroffe Avenue, Bldg 209 Ottawa, ON K2G 3R8 Note: When you arrive at entrance gate, using keypad dial 1011+blue bell button or 1012+blue bell button for the attendant to open the gate.
Ottawa Tourism (1,000 maps)	
Call reception first (613-237-5150)	
150 Elgin Street suite 1405, Ottawa, Ontario	

## **DELIVERY POINTS AND QUANTITIES**

## **CONTACT (AFTER AWARD)**

Anne Heaney Production Coordinator National Capital Commission 202 – 40 Elgin Street Ottawa ON K1P 1C7 Telephone: 613-239-5678, ext. 5027 | Email: <u>anne.heaney@ncc-ccn.ca</u>



## **GOODS CONTRACTS**

## **Instructions to Tenderers**

#### 1. Addressing

The tender envelope shall be addressed to Procurement Services, National Capital Commission, 40 Elgin Street, Security Office on the 2<sup>nd</sup> floor, Ottawa, Ontario K1P 1C7.

The name and address of the tenderer and the due time and date of the tender shall be clearly shown on the envelope.

#### 2. Delivery of Tenders

Tenders must be received by the National Capital Commission on or before the exact time and date set for their reception. Care must be taken to mail or deliver tenders in good time as tenders received after the specified time and date will not be accepted or considered and will be returned unopened.

#### 3. Unacceptable Tenders

Tenders not submitted on the accompanying Tender and Contract form.

Faxed tenders and tenders by e-mail unless otherwise stated.

Tenders received after the tender closing date and time.

Incomplete tenders may be rejected.

Unsigned tenders shall be subject to disqualification.

#### 4. Revision of Tenders

The tenderer may revise his tender by fax, letter or telegram, provided it is received before the tender closing date and time.

Faxes or letters must clearly indicate required changes.

#### 5. Acceptance of Offer

The lowest or any tender not necessarily accepted.

#### 6. Completion of Tender and Contract Form

Insert the price per unit against each item, multiply by the respective estimated quantity, extend the answers in the Total column and apply GST and PST where applicable before calculating Total Amount.

PST is calculated on applicable Provincial legislation at the delivery location.

Type or legibly print the tenderer's full business name, address and telephone number under the spaces provided for the Contractor's Full Business Name and Contractor's Business Address respectively.

Sign the Tender /Contract form in the space provided as indicated below.

The tender must be signed by a duly authorized signing officer of the Company in his/her normal signature designating against his/her signature the official capacity in which the signing officer acts. The corporate seal of the company, if any, must also be affixed to the tender.

Do not make any entry in the signature section marked for Commission use only.



# GOODS CONTRACTS General Conditions

- 1. This order, including these general terms and conditions, forms the entire contract between the Commission and the contractor and no variation thereof, irrespective of the wording or terms of the contractor's acceptance, will be effective unless specifically agreed to in writing by the Commission. No local, general or trade customs shall be deemed to vary the terms thereof. Where the context requires, the word "goods" is to be read as including services.
- 2. Goods will be received by the Commission subject to final inspection and acceptance by the consignee, specified in this order and if not so specified, by any person authorized by the Commission. Goods found to be defective or not in compliance with the specifications may be returned to the contractor at the contractor's expense.
- 3. In supplement of and not by way of substitution for the terms of the specifications or any warranty stipulated or implied by law and notwithstanding prior acceptance by the Commission the contractor shall at any time within its standard warranty period, at its own expense replace any goods which are or become defective as a result of faulty or inefficient manufacture, materials or workmanship. The contractor shall state its standard warranty period and related terms and conditions at the time of delivery.
- 4. The contractor warrants that it has the right to use and sell any patented devices or parts used in the goods purchases and agrees to indemnify the Commission against any claims for royalties, license fees and other claims or demands by reason of the use or sale thereof, whether or not any such devices or parts are specified by the Commission or used by the contractor in the goods purchases without such specifications.
- 5. The goods shall be at the risk of the contractor who shall bear all loss or damage, from whatsoever cause arising which may occur to the goods, or any part thereof, until delivered to the Commission. The Commission reserves the right to change the place of delivery at any time prior to the actual shipment provided that the contractor shall be entitled to be reimbursed for any actual increased costs, or shall reduce the prices to the extent of any decrease cost arising out of such change.
- 6. Goods must be new and unused unless specified otherwise herein and delivered strictly in accordance with the quantities, specifications, terms and conditions of this order. Time shall be of the essence of this order.
- 7. The charges are F.O.B. destination and include all charges for packing, loading, unloading and transportation unless otherwise specified herein. Should the contractor prepay transportation charges which are payable by the Commission under the terms of this contract these charges are to be shown as a separate item on the invoice.
- 8. If carload shipment, shipping notices must be sent immediately to the Commission showing car number, initial and routing. Car service will be deducted from all cars that reach the Commission without shipping notice.
- 9.
- i) The Chairman may, by giving notice to the Contractor, terminate or suspend the goods/services to be supplied with respect to all or any part or parts not completed/received.
- ii) All goods/services completed/received by the Contractor to the satisfaction of the commission before the giving of such notice shall be paid for by the Commission in accordance with the provisions of the contract and, for all goods/services not completed/received before the giving of such notice, the Commission shall pay the Contractor's costs as determined under the provisions of the contract and, in addition, an amount representing a fair and reasonable fee in respect of such goods/services.
- iii) The Commission reserves the right to cancel or purchase elsewhere, any portion of this order that is not delivered by the date required by this order.

## GOODS CONTRACTS General Conditions

- 10. Unless otherwise specified in this order, payment will only be made in Canadian funds within 30 days following presentation of invoices or progress claims forms or within 30 days of delivery of the goods, whichever is later. Discounts will be calculated from the date when both the goods and acceptable invoices or progress claims forms are received by the Commission.
- 11. The total dollar amount shown on this order is final and unless otherwise specified herein includes all applicable Taxes (GST and PST) and duties.
- 12. No member of the House of Commons of Canada shall be admitted to any share or part of this contract or any benefits to arise therefrom.
- 13. This agreement shall ensure to the benefit of, and shall be binding upon the successors and assigns of the Commission and the contractor respectively, provided that the contractor shall not assign this agreement or any part of the development without prior written consent of the Commission, and any assignment made without such consent shall be of no effect.
- 14. All specifications, drawings, samples, patterns and dies furnished to the contractor by the Commission for use in respect of the order shall be deemed to be owned by the Commission and shall be returned to the Commission at the expense of the contractor when required.
- 15. WHMIS Regulations apply to Controlled Products.

Canada	PROTECTED "B" when completed PROTÉGÉ « B » lorsque rempli	
New supplier / Nouveau fournisseur Update / Mise à	jour	
SUPPLIER-DIRECT DEPOSIT PAYMENT AND TAX INFORMATION FORM FOURNISSEUR-FORMULAIRE DE PAIEMENT PAR DÉPÔT DIRECT ET RENSEIGNEMENTS AUX FINS DE L'IMPÔT la CCN seulement		
	Operating name of entity or individual (if different from Legal Name) /	
	Nom commercial de l'entité ou du particulier (s'il diffère du nom légal)	
Former Public Servant in receipt of a PSSA Pension / Ancien fonctionnaire qui reç	oit une pension en vertu de la LPFP 🛛 Yes / Oui 🗌 No / Non	
An entity, incorporated or sole proprietorship, which was created by a Former Public Servant in receipt of a PSSA pension or a partnership made of former public servants in receipt of PSSA pension or where the affected individual has a controlling or major interest in the entity. / Une entité, constituée en société ou à propriétaire unique, créée par un ancien fonctionnaire touchant une pension en vertu de la LPFP, ou un partenariat formé d'anciens fonctionnaires touchant une pension en vertu de la LPFP, où les entités dans lesquelles ils détiennent le contrôle ou un intérêt majoritaire.		
Address / Adresse	Telephone No. / Fax No. / N° de téléphone : N° de télécopieur :	
Postal code / Code postal		
PART 'B' - STATUS OF SUPPLIER / PARTIE 'B' - STATUT DU FOURNISS		
IMPORTANT : CHOOSE ONLY ONE OF THE FOLLOWING/CHOISIR SEUL	EMENT UNE DES OPTIONS SUIVANTES:	
(1) Sole proprietor Propriétaire unique If sole proprietor, provide: Si propriétaire unique, indiquez :	Last Name / Nom de famille First name / Prénom Initial / Initiale	
(2) Partnership / Société (3) Corporation /Société (3) Corporation /Société		
Business No. (BN) / $N^{\circ}$ de l'entreprise (NE) –	OR / OU SIN / NAS -	
GST/HST / TPS et TVH	QST / TVQ (Québec)	
Number / Numéro :	Number / Numéro :	
Not registered / non inscrit Type of contract / Genre de contrat	Not registered / non inscrit	
Contract for services only Contrat de services seulement	de biens seulement	
Type of goods and/or services offered / Genre de biens et / ou services rendu PART 'C' – FINANCIAL INSTITUTION / PARTIE 'C' – RENSEIGNEMENTS \$		
Please send a void cheque or bank letter with this form / Veuillez s.v.p.		
Branch Number /     Institution No. /       Nº de la succursale     Nº de l'institution :	Account No. / N° de compte :	
Institution name / Nom Address / Add		
de l'institution :	uiesse	
PART 'D' – DIRECT DEPOSIT PAYMENT NOTIFICATION / PARTIE 'D' – AV	/IS DE PAIEMENT PAR DÉPÔT DIRECT	
E-mail address / Adresse courriel :		
PART 'E' - EMAIL ADDRESS TO SEND CONTRACTS / PARTIE 'E' - ADRE	SSE COURRIEL POUR ENVOYER LES CONTRATS	
E-mail address / Adresse courriel :		
PART 'F' - CERTIFICATION / PARTIE 'F' - CERTIFICATION	la déalara quair avaminé las reneaimements avamentiannés et l'attacts qu'ils part	
I certify that I have examined the information provided above and it is correct and complete, and fully discloses the identification of this supplier.	Je déclare avoir examiné les renseignements susmentionnés et j'atteste qu'ils sont exacts et constituent une description complète, claire et véridique de l'identité de ce fournisseur.	
Where the supplier identified on this form completes part C, he hereby requests and authorizes the National Capital Commission to directly deposit into the bank account identified in part C, all amounts payable to the supplier.	Lorsque le fournisseur indiqué sur ce formulaire remplit la partie C, par la présente, il demande et autorise la Commission de la capitale nationale à déposer directement dans le compte bancaire indiqué à la partie C, tous les montants qui lui sont dus.	
Name of authorized person / Title / Titre Nom de la personne autorisée	Signature Date	
Telephone number of contact person / Numéro de téléphone de la personne ressource : ( ) IMPORTANT		
Please fill in and return to the National Capital Commission with a bank letter or	Veuillez remplir ce formulaire et le retourner à la Commission de la capitale	
one of your business cheques, unsigned, and marked « VOID » (for verification purposes).	nationale avec <u>une lettre de banque ou un spécimen de chèque de votre</u> entreprise, non signé, et portant la mention « ANNULÉ » (à des fins de vérification).	
Mail or email to: contracts@ncc-ccn.ca Procurement Services	Poster ou transmettre par courriel à : contracts@ncc-ccn.ca Services de l'approvisionnement	
National Capital Commission	Commission de la capitale nationale	
202-40 Elgin Street Ottawa, ON K1P 1C7 Fax: (613) 239-5007	40, rue Elgin, pièce 202 Ottawa (Ontario) K1P 1C7 Télécopieur : (613) 239-5007	

## SUPPLIER – DIRECT DEPOSIT PAYMENT AND TAX INFORMATION FORM

## Supplier Tax Information

Pursuant to paragraph 221(1) (d) of the *Income Tax Act*, NCC must declare form T-1204, contractual payments of government for services, all payments made to suppliers during the calendar year in accordance to related service contracts (including contracts for mixed goods and services).

The paragraph 237(1) of the *Income Tax Act* and the article 235 of the Income Tax Regulations require the supplier to provide all necessary information below to the organization who prepares the fiscal information forms.

Questions: Sylvie Monette, Accounts Payable Supervisor (613) 239-5678 ext. 5156 or sylvie.monette@ncc-ccn.ca

## **Direct deposit payment information**

All amounts payable by NCC to the supplier will be deposited directly into the account you identified in part C. A NCC payment advice notice will also be sent to you by e-mail detailing the particularities of the payment to the address identified in part D.

Until we process your completed form, we will still pay you by check.

You must notify the NCC of any changes to your financial institution, branch or account number. You will then have to complete a new form.

The account you identified has to hold Canadian funds at a financial institution in Canada.

## The advantages of direct deposit payment

Direct deposit payment is a convenient, dependable, safe and timesaving way to receive your invoice payment. Direct deposit payment is completely confidential.

There are fewer risks of direct deposit payment being lost, stolen, or damaged as may happen with cheques.

Funds made by direct deposit payment will be available in your bank account on the same day that we would have mailed your cheque.

FOURNISSEUR – FORMULAIRE DE PAIEMENT PAR DÉPÔT DIRECT ET RENSEIGNEMENTS AUX FINS DE L'IMPÔT

## Renseignements sur les fournisseurs aux fins de l'impôt

En vertu de l'alinéa 221(1) (d) de la *Loi de l'impôt sur le revenu*, la CCN est tenu de déclarer, à l'aide du formulaire T-1204, Paiements contractuels de services du gouvernement, tous paiements versés aux fournisseurs pendant une année civile en vertu de marchés de services pertinents (y compris les marchés composés à la fois de biens et de services).

Le paragraphe 237 (1) de la *Loi de l'impôt sur le revenu* et l'article 235 du Règlement de l'impôt sur le revenu obligent les fournisseurs à fournir toutes les informations demandées ci-dessous à l'organisme qui prépare les formulaires de renseignements fiscaux.

Questions : Sylvie Monette, Superviseure aux comptes payable (613) 239-5678 poste 5156 ou sylvie.monette@ncc-ccn.ca

## Renseignements sur le paiement par dépôt direct

Tous les montants versés par la CCN au fournisseur seront déposés directement dans le compte identifié à la partie C. Un avis de paiement de la CCN détaillant les particularités du paiement par dépôt direct vous sera envoyé par courriel à l'adresse courriel identifiée à la partie D.

Nous continuerons à vous payer par chèque jusqu'à ce que nous ayons traité votre formulaire.

Vous devez aviser la CCN de tout changement d'institution financière, de succursale ou de numéro de compte. Vous devrez donc remplir un nouveau formulaire.

Le compte que vous désignez doit être un compte en monnaie canadienne, détenu dans une institution financière au Canada.

#### Avantages du paiement par dépôt direct

Le paiement par dépôt direct est une méthode pratique, fiable et sécuritaire, qui permet de gagner du temps dans la réception de vos paiements de factures. Le paiement par dépôt direct est entièrement confidentiel.

Avec les paiements par dépôt direct, il y a moins de risques de perte, de vol ou de dommage, comme cela peut se produire dans le cas des chèques.

Les paiements effectués par paiement par dépôt direct sont versés dans votre compte le jour même où nous aurions posté votre chèque.

Revised May 2017/ Révisé mai 2017