



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
Pacific Region
401 - 1230 Government Street
Victoria, B.C.
V8W 3X4
Bid Fax: (250) 363-3344

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet CFB Comox Totem Times Newspaper	
Solicitation No. - N° de l'invitation W0133-20T001/A	Date 2019-06-18
Client Reference No. - N° de référence du client W0133-20T001	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-216-7754	
File No. - N° de dossier VIC-9-42013 (216)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-07-04	Time Zone Fuseau horaire Pacific Daylight Saving Time PDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Thorne, Darlene	Buyer Id - Id de l'acheteur vic216
Telephone No. - N° de téléphone (250) 216-3168 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE See herein	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable to the Contract.

1.2 Statement of Work

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

1.3 Debriefings

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

1.4 Canadian Content

"The requirement is subject to a preference for Canadian "goods and services".

1.5 epost Connect service

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

"Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names".

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2.2 Submission of Bids

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

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

Bid Receiving Unit, Pacific Region

401-1230 Government Street

Victoria, BC V8W 3X4

TPSGC.RPReceptiondessaoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

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

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

Section I: Technical Bid (1 hard copy)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)

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

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

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

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

No.	MANDATORY CRITERIA	YES/NO
1.	Bidder must certify in their proposal that it can meet the following responsibilities and production schedule: a) Picking up all flyer inserts (if applicable) from the Totem	

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	<p>Times office, located at CFB Comox, between 8:00 a.m. and 12:00 p.m. (local Pacific Time) on Friday for the Tuesday distribution or Thursday if Friday is a statutory holiday; and</p> <p>b) Printing and delivering of approximately 1,800 copies of each Totem Times newspaper issue and potential inserts (as per Annex A) to CFB Comox no later than 12:00 p.m. (local Pacific Time) on the Tuesday immediately following the issue's digital file submission.</p>	
2.	<p>The Bidder must confirm that the file output from the uploaded digital files of each 12 to 16 page newspaper issue and any 12 to 20 page sections will be:</p> <p>a) with a minimum process colour on one web to a maximum full colour throughout;</p> <p>b) on paper stock of 52 gram Electrabrite (or equivalent) unless required by the Project Authority or his/her representative to print it on paper stock of 59 to 62 gram Electrastar (or equivalent) or Electrabrite (or equivalent);</p> <p>c) on paper sized 11 3/8" (left-right width) x 14.5" (top-bottom height), with a printed image size of 10.25" (left-right width) x 13.5" (top-bottom height).</p>	

4.1.1.2 Point Rated Technical Criteria

% of points available	Information and content provided is...
UNSATISFACTORY 0-30%	Insufficient for any evaluation of the services offered.
POOR 31-59%	Insufficient for effective evaluation and is considered not acceptable for meeting the services requirements.
FAIR 60-69%	Minimal and is considered to be less than acceptable for meeting the services requirements.
GOOD 70-79%	Sufficient for evaluation. Services offered are average and will meet the performance of the requirement.
VERY GOOD 80-90%	More than sufficient for effective evaluation. Services offered are above average and will more than meet the requirement.
EXCELLENT 91-100%	Exceptional. Services offered exceed the performance requirements.

No.	RATED CRITERIA	MAXIMUM ATTAINABLE POINTS 100 POINTS	PAGE # IN BIDDER'S PROPOSAL
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A.	Company Organization and Experience	65 Points Total	
1	Relevant experience, expertise and background of the organization and delivery of like services of a similar scope and size. Bidders should provide details for three (3) project examples, including work descriptions, dollar value, contact names and numbers. This relates to the firm's experience only. Bidders should include three (3) customer references with the above information.	30 points	
2	Bidders should identify their firm's printing equipment, software/publishing programs, facilities, and delivery systems necessary to provide the referenced service.	20 points	
3	Quality Assurance/Quality Control: Bidders should clearly outline their approach to quality control with regard to handling potential problems during the contract.	15 points	
B.	Management/Personnel Experience	35 Points Total	
1	Project Manager (PM): Bidders should demonstrate relevancy of experience and provide complete details for the management of similar projects; this should include a resume showing qualifications, years of experience, trade affiliations and accreditations, other relevant training and certificates demonstrating their direct experience and training.	20 points	
2	Personnel: Bidders should provide the names of personnel who will be assigned to this requirement, their qualifications, years of experience, trade affiliation(s), accreditation(s), and other relevant training. Bidders should also advise of availability of back-up resources if required.	15 points	

4.1.2 Financial Evaluation

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 70 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 100 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

	Bidder 1	Bidder 2	Bidder 3	
Overall Technical Score	115/135	89/135	92/135	
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00	
Calculations	Technical Merit Score	115/135 x 60 = 51.11	89/135 x 60 = 39.56	92/135 x 60 = 40.89

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	Pricing Score	45/55 x 40 = 32.73	45/50 x 40 = 36.00	45/45 x 40 = 40.00
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the 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 Bid

5.1.2.1 Canadian Content Certification

This procurement is limited to Canadian goods and Canadian services.

The Bidder certifies that:

() a minimum of 80 percent of the total bid price consist of Canadian goods and Canadian services as defined in paragraph 5 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

5.2 Certifications Precedent to Contract Award and Additional Information

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

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5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3.2 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16), Status and Availability of Resources

5.2.3.4 Education and Experience

5.2.3.4.1 *SACC Manual* clause [A3010T](#) (2010-08-16), Education and Experience

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2010C](#) (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

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6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is for a one year period from Contract Award (*dates to be inserted at contract award*).

6.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.4.3 Delivery Points

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Darlene Thorne
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Address: 401 – 1230 Government Street / Victoria, BC / V8W 3X4
Telephone: (250) 216-3168
E-mail address: Darlene.Thorne@tpsgc-pwgsc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:

To be inserted at Contract Award.

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

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6.5.3 Contractor's Representative

(please complete)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Email: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in 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.

6.7.2 Limitation of Expenditure

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

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6.7.3 Multiple Payments

[H1001C](#) (2008-05-12), Multiple Payments

6.7.4 SACC Manual Clauses

SACC Manual clause [A9117C](#) (2007-11-30), T1204 – Direct Request by Customer Department

6.7.5 Electronic Payment of Invoices – Contract

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

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

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.9.3 SACC Manual Clauses

SACC Manual clause [A3060C](#) (2008-05-12), Canadian Content Certification

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2016-04-04), General Conditions – Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____

6.12 Canadian Forces Site Regulations

SACC Manual clause [A9062C](#) (2011-05-16), Canadian Forces Site Regulations

6.13 SACC Manual Clauses

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

SACC Manual clause [B7500C](#) (2006-06-16), Excess Goods

ANNEX "A"

STATEMENT OF WORK

Background

The Department of National Defence requires the services of a printing company to print the bi-weekly Canadian Forces Newspaper, known as the 19 Wing Comox Totem Times.

Scope

The Totem Times prints 22 times per year. The Contractor must meet the proposed production schedule that provides for at least one edition per month, and block leave in July and December of each year. Delivery of 1,800 papers and potential inserts no later than 9:00 a.m. Pacific Time (standard or daylight as applicable) Tuesdays to the Comox Valley or CFB Comox. The print ready production file will be uploaded to the Contractor by 4:00 p.m. local Pacific Time (standard or daylight as applicable) on Monday for Tuesday distribution.

Tasks

1. Print an 8 to 12 page quarter-fold paper every two weeks (with the exception of January, July, and December when there may be one paper each month, as deemed by the Totem Times) with process colour on one web. The offered services must have the ability to add more webs of colour, up to the entire newspaper. The paper size is 11 3/8" x 14.5"; printed image size is 10.25" x 13.5".
2. Delivery of 1,800 papers with potential inserts is required no later than 9:00 a.m. Pacific Time Tuesdays to a mutually agreed upon location in the Comox Valley, or directly to CFB Comox.
3. Occasionally, there may be an increase in the number of papers. Contractor is required to provide an individual cost for overrun in 100 increments.
4. Insertions will be shipped directly to the Contractor no later than Friday at 12:00 p.m.
5. Contractor will require the following:
 - a) Acceptance of a PDF file supplied online. Contractor must have the ability and willingness to upgrade programs when the Totem Times does in order to be compatible.
 - b) Acceptance of art and photos in Acrobat 7, Photoshop Creative Suite, and the Illustrator Creative Suite.
 - c) The Contractor must run a pre-flight to identify any issues or corrupt files and contact the Project Authority to resolve any problems, errors and/ or issues over the telephone.
6. Contractor is to provide file output from the uploaded PDF on paper stock, 52 gram Electrabrite (or equivalent). Contractor will quarter fold the Totem Times, and sort and bundle papers and inserts in multiples of 50.

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7. If a weekly run of newspapers contains registration errors, the Contractor shall offer a resolution in consultation with the Totem Times.

Deliverables

The deliverables include 1,800 quarter-folded newspapers with flyer inserts as applicable, delivered to a designated location in the Comox Valley or CFB Comox no later than 9:00 a.m. local Pacific Time (standard or daylight as applicable) Tuesdays. Bundles of 50 newspapers must be protected from the elements.

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ANNEX "B"

BASIS OF PAYMENT

For the period of this contract, the Contractor shall be paid firm, all-inclusive prices upon delivery and acceptance of services at the specified rates shown below. The rates include but are not limited to all labour, overhead, fringe benefits, direct and indirect costs, photocopying, delivery/transportation charges, telephone/facsimile charges, general administration fees, equipment/material charges, computer disks, travel expenses, travel time and profit.

1. In accordance with Annex A, for the services required in the production of one "TOTEM TIMES" edition. Includes one web of process colour.			
1,800 copies (52g Electrabrite or equivalent)	Lot price (firm) per edition		
	Year 1	Option Year 1	Option Year 2
12 pages	\$	\$	\$
Upcharge to 16 pages	\$	\$	\$
Upcharge to 20 pages	\$	\$	\$
1,800 copies (if upgrade requested) (59g Electrabrite / Electrastar or equivalent)	Lot price (firm) per edition		
	Year 1	Option Year 1	Option Year 2
12 pages	\$	\$	\$
Upcharge to 16 pages	\$	\$	\$
Upcharge to 20 pages	\$	\$	\$
1,800 copies (if upgrade requested) (62g Electrabrite / Electrastar or equivalent)	Lot price (firm) per edition		
	Year 1	Option Year 1	Option Year 2
12 pages	\$	\$	\$
Upcharge to 16 pages	\$	\$	\$
Upcharge to 20 pages	\$	\$	\$
Each additional 1,000 copies if requested	Lot price (firm) per edition		

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(52g Electrabrite or equivalent)	Year 1	Option Year 1	Option Year 2
12 pages	\$	\$	\$
16 pages	\$	\$	\$
20 pages	\$	\$	\$
Upcharge per 1,000 copies if requested (59g Electrabrite / Electrastar or equivalent)	Price (firm)		
	Year 1	Option Year 1	Option Year 2
12 pages	\$	\$	\$
16 pages	\$	\$	\$
20 pages	\$	\$	\$
Upcharge per 1,000 copies if requested (62g Electrabrite / Electrastar or equivalent)	Price (firm)		
	Year 1	Option Year 1	Option Year 2
12 pages	\$	\$	\$
16 pages	\$	\$	\$
20 pages	\$	\$	\$

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2. Additional Costs			
Description	Firm Price		
	Year 1	Option Year 1	Option Year 2
One additional web of process colour (covers 4 mating pages)	\$	\$	\$
Costs associated with flyer inserts (no applicable size restrictions or limitations) Per 1,000 inserts	\$	\$	\$
Corrections to digital files (under ½ hour)	\$	\$	\$
Corrections to digital files (over ½ hour), Per Hour	\$	\$	\$
Sub-Total	\$	\$	\$

EVALUATED TOTAL <i>(Sub-total 'Period 1' + Sub-total 'Option Period 1' + Sub-total 'Option Period 2')</i>	\$
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The bidder must provide pricing for each of the line items above. Failure to do so will result in the bid being non-compliant and rejected.

Financial Evaluation:

The financial bid of the bidder shall be evaluated based upon the aggregate total of all rates for the duration of the contract and the option years.

Note: If a weekly run of newspapers contains registration errors, the Contractor shall **NOT** be compensated for that week's newspaper

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ANNEX "C" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts 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)