



RETURN BID TO/ RETOURNER LES SOUMISSIONS À :

Canada Border Services Agency (CBSA)
CBSA-ASFC Solicitations-Demandes de soumissions@cbsa-asfc.gc.ca

Request for Proposal
Demande de proposition

Proposal to: Canada Border Services Agency (CBSA)
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 à : l'Agence des services frontaliers du Canada (ASFC)

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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments – Commentaires :

Title – Sujet:
Printing Services - File Folders
Solicitation No. – N° de l'invitation: 1000344564
Date: July 8th, 2019

Solicitation Closes – L'invitation prend fin: At /à: 02:00 PM (hours/heures)
On/le: July 22nd, 2019
Time Zone – Fuseau horaire: [ ] EST (Eastern Standard Time)/ HNE (heure normale de l'Est)
[ ] EDT (Eastern Daylight Saving Time)/ HAE (heure avancée de l'Est)

F.O.B. – F.A.B.
Plant-Usine: [ ] Destination: [ ] Other – Autre: [x]

Address Enquiries to – Adresser toutes questions à:
All communications related to this solicitation must be sent to:
EMAIL: CBSA-ASFC\_Solicitations-Demandes\_de\_soumissions@cbsa-asfc.gc.ca
Attn: Jordan Komery

Telephone No. - No de téléphone: 343-291-5715
FAX No. - No de télécopieur :

Destination - of Goods and or Services:
Destination - des biens et ou services :
Canada Border Services Agency (CBSA) –
Agence des services frontaliers du Canada (ASFC)

Instructions: See Herein – Voir aux présentes

Delivery Required – Livraison exigée: See herein – voir aux présentes
Delivery Offered – Livraison proposée

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

Telephone No. - No de téléphone:
FAX No. - No 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 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, 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, the Federal Contractors Program for Employment Equity - Certification and any other annexes

### 1.2 Summary

- a. This request for standing offer is being issued to satisfy the Canada Border Services Agency's (CBSA) (the "Client") printing requirements for file folders.
- b. It is intended to result in the issuance of one (1) standing offer for five (5) years.
- c. There are no security requirements associated with this requirement.
- d. The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA)
- e. The Request for Standing Offers (RFSO) is to establish a National Individual Standing Offer for the requirement detailed in the RFSO, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.



### 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

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. If there is a conflict between the provisions of 2006 and this document, this document prevails.

1. References to *Public works and Government Services* are replaced by the *Canada Border Services Agency (CBSA)*.
2. The text under section 03 - Standard instructions, clauses, and conditions reference above is changed as follows:  
  
Delete: "Pursuant to the *Department of Public Works and Government Services Act* (S.C 1966, C.16)"
3. Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:  
  
Delete: 60 days  
Insert: 180 days
4. The text under subsection 2.d of Section 05 - Submission of Offers of 2006 referenced above is incorporated with the following changes:

*Delete:*  
e) *send its offer only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified in the RFSO or, to the address specified in the RFSO, as applicable*

*Insert:*



*e) Sent its bid only to the destination specified on page 1 of the bid solicitation or the address specified in the bid solicitation. Bids transmitted by facsimile will not be accepted and any bids transmitted will be deemed non-compliant.*

## 2.2 Submission of Offers

Offers must be submitted only to the Canada Border Services Agency (CBSA) Bid Receiving Unit by the date, time and place indicated in the RFSO.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

## 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, 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 three (3) days 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 Ontario.

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**

a. **Copies of Bid:** Canada requests that bidders provide their bid in separately bound sections as follows:

- i. Section I: Technical Bid (One (1) soft copy in PDF searchable format or MS-Word 2010 compatible)
- ii. Section II: Financial Bid (One (1) soft copy in PDF searchable format or MS-Word 2010 compatible)
- iii. Section III: Certifications (One (1) soft copy in PDF searchable format or MS-Word 2010 compatible)

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

**NOTE:** The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your e-mail might not be received by the CBSA. It is suggested that you compress the e-mail size or send multiple e-mails to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for the CBSA to receive the proposal by the closing period indicated in this RFSO.

For bids transmitted by e-mail, CBSA will not be responsible for any failure attributable to the transmission or receipt of the e-mail bid. The CBSA will send a confirmation e-mail to the Bidders when the submission is received.

#### **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 Basis of Payment detailed below.

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

b. **Format for Bid:** Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
- ii. use a numbering system that corresponds to the bid solicitation;
- iii. include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and
- iv. Include a table of contents.
- v. Soft copies will be accepted in any of the following electronic formats:
  - Portable Document Format (.pdf)





- Microsoft Word 2010/2013 (.doc)

**c. Joint Venture Experience:**

- i. Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- ii. A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- iii. Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submitted this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

That show in total 100 billable days.

- iv. Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

**3.1.1 Electronic Payment of Invoices - Offer**

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



If Annex "X" 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

## 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 financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### 4.1.1 Financial Evaluation

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

#### 4.1.2 Prices - Items

Bidders must submit firm all inclusive prices for all items listed in the Attachment 1 to Part 4 - Financial Criteria.

### 4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.



ATTACHMENT 1 TO PART 4 - FINANCIAL EVALUATION CRITERIA

Offerors must provide pricing in the format specified. The evaluation will be completed on an aggregate **DDP (delivery duty paid)** basis through the addition of prices per lot and percentages. **Failure to price one of the components in the format specified will render the offer non-responsive.**

For evaluation purposes only: Items will be evaluated on a DDP basis.

Payment will be made in accordance with the quantities specified in the Call-up. Payment will be made following the complete delivery of the items to the final destination specified in each Call-up and in accordance with article 4. Payment.

Prices include all materials and operations (set-up charges, custom die-cutting, provision of proofs, production of forms and labels, provision of samples, storage, overprinting of numbering and bar codes if applicable, packaging materials, labels and their application) to supply the final product and ready it for shipping.

All shipping costs must be included in the prices stated below.

**Five samples of each file folder for review and approval to the Technical Authority will be delivered free of charge.**

| Item and File Folder # | 5,000/lot | Additional 1,000s | 10,000/lot | Additional 1,000s | 20,000/lot | Additional 1,000s |
|------------------------|-----------|-------------------|------------|-------------------|------------|-------------------|
| Item 1 – BSF127        |           | /M                |            | /M                |            | /M                |

/lot = Total quantity stated

/M = per thousand



| Item and File Folder # | 5,000/lot | Additional 1,000s | 10,000/lot | Additional 1,000s | 20,000/lot | Additional 1,000s |
|------------------------|-----------|-------------------|------------|-------------------|------------|-------------------|
| Item 2 – BSF160        |           | /M                |            | /M                |            | /M                |

/lot = Total quantity stated

/M = per thousand

| Item and File Folder # | 5,000/lot | Additional 1,000s | 10,000/lot | Additional 1,000s | 20,000/lot | Additional 1,000s |
|------------------------|-----------|-------------------|------------|-------------------|------------|-------------------|
| Item 3 – BSF461        |           | /M                |            | /M                |            |                   |

/lot = Total quantity stated

/M = per thousand

| Item and File Folder # | 5,000/lot | Additional 1,000s | 10,000/lot | Additional 1,000s | 20,000/lot | Additional 1,000s |
|------------------------|-----------|-------------------|------------|-------------------|------------|-------------------|
| Item 4 – BSF461A       |           | /M                |            | /M                |            | /M                |

/lot = Total quantity stated

/M = per thousand



## 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.

### 5.2 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/canada-labour's) 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.



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## 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 Author's Alterations (AA)

Author's alterations are changes requested by the client to approved text or layout at any stage during production. The costs of implementing these changes are billable by the Contractor and should be avoided whenever possible.

Should author's alterations be requested, the supplier must provide details of the alterations, as requested by the client, and associated costs to the Project Authority for review and approval prior to the alterations being undertaken. No alterations are to be undertaken unless they are confirmed by an amendment to the Contract.

##### 6.3.3 Pre-Production Samples

1. Pre-production Samples: The Contractor must provide one pre-production samples per design, accompanied by the sealed sample(s) if applicable, to the Project Authority for acceptance within 15 business days from the Standing Offer Issuance.
2. If the first sample(s) are rejected, the Contractor must submit the second sample(s) within 5 business days of notification of rejection from the Technical Authority.
3. The Contractor must carry out all required inspection and tests to verify conformance to the technical requirements of the Standing Offer.
4. The Contractor must provide the sample(s), and a copy of the inspection and test report(s), to the Project Authority, transportation charges prepaid, and without charge to Canada. The sample(s) submitted by the Contractor will remain the property of Canada.
5. The Project Authority will notify the Contractor, in writing, of the conditional acceptance, acceptance or rejection of the sample(s). A copy of this notification will be provided by the Technical Authority to the Contracting Authority. The notice of conditional acceptance or acceptance does not relieve the Contractor from complying with all requirements of the specification(s) and all other conditions of the Contract.



6. The Contractor must not commence or continue with production of the items and must not make any deliveries until the Contractor has received notification from the Project Authority that the sample(s) are acceptable. Any production of items before sample acceptance will be at the sole risk of the Contractor.
7. Rejection by the Project Authority of the second sample(s) submitted by the Contractor for failing to meet the contract requirements, will be grounds for termination of the Contract for default.
8. The Advance copies may not be required if the Contractor is currently in production. The request for waiver of sample(s) must be made by the Contractor in writing to the Project Authority. The waiving of this requirement will be at the discretion of the Project Authority. If the Project Authority agrees to the Contractor's request, the Contracting Authority will issue an amendment to incorporate the waiving of this requirement in the Contract.

#### **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 Standing offer Issuance to September 2<sup>nd</sup> , 2024.

##### **6.4.2 Comprehensive Land Claims Agreements (CLCAs)**

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the standing offer.

##### **6.4.3 Delivery Points**

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

#### **6.5 Authorities**

##### **6.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Jordan Komery  
Title: Contracts Officer  
The Canada Border Services Agency  
Directorate: Strategic Procurement Division  
Address: 355 North River Road, Ottawa, Ontario, K1A 0L8  
  
Telephone: 343-291-5715  
E-mail address: Jordan.Komery@cbsa-asfc.gc.ca

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.

##### **6.5.2 Project Authority**

The Project Authority for the Standing Offer is:



***To be determined at Standing Offer issuance***

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**

***To be determined at Standing Offer issuance***

**6.6 Identified Users**

The Identified Users authorized to make call-ups against the Standing Offer are officers representing CBSA.

**6.7 Call-up Procedures**

Where only one standing offer will be authorized for use as the result of a competitive RFSO, the resulting call-ups are considered competitive and the competitive call-up authorities can be used.

**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)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
  - standing offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;
  - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.





## 6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$50,000.00** (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 \$ **to be determined at Standing Offer issuance** (Applicable Taxes included) 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 6 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 2030, (2018-06-21) General Conditions - Higher Complexity - Goods
- e) Annex A, Statement of Work
- f) Annex B, Basis of Payment
- g) the Offeror's offer dated ( **to be determined at Standing Offer issuance** )

### 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.

### 6.13 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 Ontario.

### 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 provide the items detailed in the call-up against the Standing Offer.

**6.2 Standard Clauses and Conditions**

**6.2.1 General Conditions**

2030, (2018-06-21) General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

**6.2.2 SACC Manual Clauses**

| SACC          | Section                                | Date       |
|---------------|--|------------|
| <u>D5328C</u> | Inspection and Acceptance              | 2007-11-30 |
| <u>P1005C</u> | Packaging and Packing Printed Products | 2010-01-11 |
| <u>P1010C</u> | Quality Levels for Printing            | 2010-01-11 |
| <u>P1011C</u> | Quality Levels for Colour Reproduction | 2010-01-11 |
| <u>P1015C</u> | Quality Levels for Labels              | 2010-01-11 |
| <u>P1016C</u> | Quality Levels for Binding             | 2010-01-11 |

**6.3 Term of Contract**

**6.3.1 Period of the Contract**

Delivery must be made within fifteen (15) working days from receipt of a call-up against the Standing Offer.

**6.3.2 Delivery Date**

Delivery must be completed in accordance with the call-up against the Standing Offer.

**6.4 Payment**

**6.4.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot prices, as specified in Annex A for a cost of \$ **To be determined at Standing Offer issuance**. 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.

**6.4.2 Limitation of Price**

SACC Manual clause C6000C (2017-08-17) Limitation of Price

**6.4.3 Single Payment**

SACC Manual clause H1000C (2008-05-12) Single Payment

**6.4.4 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)

#### 6.5 Invoicing Instructions

- a. The Contractor must submit invoices in accordance with the information required in the General Conditions.
- b. The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.
- c. By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- d. The Contractor must send the original and one copy of the invoice to the Technical Authority's paying office (CBSA Finance) at the following location on a monthly basis:

All invoices must be submitted using the following method (**only one copy of the invoice should be sent to the Agency**):

**Email:** Only legible electronic (PDF, Word, Excel) files will be accepted; all others will be returned.

[vendors-fournisseurs@cbsa-asfc.gc.ca](mailto:vendors-fournisseurs@cbsa-asfc.gc.ca)

This email address is to be used for submitting invoices and for payment status inquiries. Additionally, please also keep the project authority in CC as per Article 6.5.2.

**Direct Deposit:**

The Government of Canada has phased out federal government cheques;

Please contact [ca-ci@cbsa-asfc.gc.ca](mailto:ca-ci@cbsa-asfc.gc.ca) to obtain additional information, to confirm direct deposit enrolment process and the steps to be followed.

**IMPORTANT NOTE: If a supplier omits any required information pertaining to payment processing from the invoice, the invoice will be returned at the discretion of the CBSA and will not be paid until valid payment referencing is provided.**

#### 6.6 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance



ANNEX "A"

STATEMENT OF WORK

|                   |   |
|-------------------|---|
| <b>TITLE</b>      | Printing of Departmental File Folders.  |
| <b>OBJECTIVE</b>  | To establish a Standing Offer to print four (4) different types of CBSA File Folders in variable sizes as per Annex E to stock the Canada Border Services Agency’s warehouse.   |
| <b>BACKGROUND</b> | <p>This printing will stock the warehouse for all Canada Border Services Agency (CBSA) users.</p> <p>CBSA has a requirement for the supply of File Folders on an “as and when” required basis for delivery to Ottawa, Ontario to ensure continuous use of these file folders.</p>   |
| <b>SCOPE</b>      | <p>The proofs must include the appropriate artwork which will be provided by the Project Authority to the vendor by email on the date that the contract is awarded. Freight and delivery to be included within the quoted price.</p> <p>For the address of delivery &amp; production run samples see <b>Appendix B</b>.</p> <p>For the File Folders size, description, and quantity see <b>Appendix E</b>.</p>  |
| <b>TASKS</b>      | <ol style="list-style-type: none"> <li>1 - The vendor is responsible to provide printing, packaging, and delivery of the file folders as specified within Appendix E, and in accordance with the artwork provided by the Project Authority.</li> <li>2 - Freight and delivery must be include within the quoted price. The vendor is responsible to provide labelling, packaging, and shipping as per the specifications include within Appendix A, B, C, and D. See Appendix B for Shipping Addresses. The packing slip must accompany the shipment. (See Appendix “C”). All packaging must follow the specifications listed within Appendix D “Skid Diagram and Specifications”.</li> <li>3 - The vendor must provide advanced shipping notification 24 - 48 hours in advance of shipment delivery to email address, <a href="mailto:FORMS-FORMULAIRES@cbsa-asfc.gc.ca">FORMS-FORMULAIRES@cbsa-asfc.gc.ca</a>.</li> </ol> |



|                       |  |
|-----------------------|--|
| <b>CONSTRAINTS</b>    | <p>1 - All file folders must be produced following the artwork provided by the Project Authority and to the description/Specifications provided within Annex E.</p> <p>2 - Printing of the file folders listed within Appendix E is not to commence until the Project Authority provides email approval of the proofs.</p> <p>3 - The vendor representative must be escorted at all times by a CBSA representative when on CBSA property.</p> <p>4 - The vendor must provide 24-48 hour advanced shipping notification.</p> <p>5 - The vendor must follow the labelling, packaging, and shipping as per Appendix A, B, C, and D.</p> <p>6 - The delivery must be made between Monday to Friday, from 8am to 2pm. No deliveries will be accepted on Federal Holidays.</p> <p>7 - Shipments that do not meet this labelling requirement will be refused and returned to the vendor. The vendor will be responsible for providing replacement labels within forty-eight (48) hours of being informed of the requirement and will be responsible for any costs incurred to correct the labelling and re-ship to destination).</p> <p>8 - Transport company waybills must clearly indicate number of skids, of boxes and total quantity shipped.</p> <p>9 - The vendor is solely responsible to provide all tools, and equipment required to complete the delivery.</p> <p>10 - The Contractor must conduct a quality control process of each run to ensure consistency of the end product as per Appendix "E".</p> |
| <b>CLIENT SUPPORT</b> | <p>The CBSA representative will escort the vendor representative while on CBSA property.</p> <p>The Project Authority will provide the required artwork to be imprinted onto the file folders to the vendor via email at contract award.</p> <p>The Project Authority will approve proofs within three (3) business days of receipt.</p>   |
| <b>DELIVERABLES</b>   | <p>The vendor is responsible to provide proof, and production run samples for the four (4) different file folders types within Appendix E. The proofs and production run samples must adhere to the specifications within Appendix E, and to the artwork provided by the Project Authority.</p> <p>The printing the file folders must adhere to the specifications within Appendix E, and the artwork provided by the Project Authority.</p> <p>The labeling, packaging, and shipping must adhere to Appendix A, B, C, &amp; D.</p>  |



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## APPENDIX A TO ANNEX "A"

**PACKAGING:** Parcel in 100's and pack in new uniform boxes not exceeding 35 lbs.

**BAR CODE LABELLING:** Boxes and skids must be bilingually labelled as to "Quantity, Form No. & Rev. date, Title, Material No., Version and Contract Number". Along with printed information on the label (See Appendix "C ") there will also be a requirement for a "Bar Code" (see below).

Label information on skids must be clearly indicated on 4 sides. Label information on boxes must be clearly indicated on end of box. Labels to be printed in black ink on white paper.

Standard Bar Code 3 of 9, as defined in the AIM document USS-39 (USD-3) must be used (AIM is the Automatic Identification Manufacturers Inc.). The "Bar Code" will include information for a 10 digit "**Contract number**" and for an 8 digit "**Material number**" with no blank space in between. Human readable print must always be below the Bar Code.

The average first read rate for Bar Code symbols must be 95% (i.e. only 5 in 100 will require more than 1 scan). The Bar Code symbol can be printed with carbon or non-carbon ink. The paper requirements for the actual label to ensure proper readability of the Bar Code are:

- 1) White stock with matte finish, black ink.
- 2) Stock must have smooth surface coating.
- 3) No recycled paper components.
- 4) Stock must be able to reflect 70% to 90% of the light from the illumination source back to the light detector.
- 5) Label must have permanent adhesive.

**Note:** (Shipments that **do not** meet this labelling requirement will be refused and returned to the vendor. **The vendor will be responsible for providing replacement labels within forty-eight (48) hours of being informed of the requirement and will be responsible for any costs incurred to correct the labelling and re-ship to destination.**)Transport company waybills must clearly indicate number of skids, of boxes and total quantity shipped.

### SHIPPING:

**CBSA DISTRICT OFFICES:** See "Schedule of shipping addresses and quantities (Appendix "B ").

### ADVANCE SHIPPING NOTIFICATION:

The contractor is responsible for making all arrangements with the warehouses/destinations to schedule a time on the date of delivery.

A 24 to 48 hour notice prior to shipping material is required by **Facsimile** (See Annex "B" for Schedule of Shipping Addresses and Quantities).

The deliveries can be made from Monday to Friday from 8 am to 2pm. No deliveries will be accepted on Federal holidays.

The vendor is solely responsible to provide all tools and equipment required to complete the delivery.

**Date of delivery must not be changed.**

In order to receive shipping confirmation from the warehouses, the following information must be supplied:

- Material No. (CAS #)
- Contract No.
- Shipping date
- Quantities
- Number of skids
- Type of transport vehicle
- Contact name and telephone No.

The destination may refuse shipments when prior arrangements have not been made.



APPENDIX B TO ANNEX "A"

SHIPPING ADDRESSES

|   |
|---|
| <p><b>Material No.</b><br/><b>N° du matériel</b></p>  |
| <p><b>CBSA Mailroom</b><br/>2215 Gladwin Cr<br/>Entrance C<br/>Ottawa, ON<br/>K1B 4B9<br/>Fax: (613)941-6100<br/>E-mail: <a href="mailto:FORMS-FORMULAIRES@cbsa-asfc.gc.ca">FORMS-FORMULAIRES@cbsa-asfc.gc.ca</a></p> |
| <p><b>Samples</b><br/>355 North River Road<br/>17<sup>th</sup> floor, Tower B<br/>Room No 17041<br/>Ottawa ON K1A 0L8<br/>ATTN: <i>To be determined at Standing Offer issuance</i></p>                                |



APPENDIX C TO ANNEX "A"

PACKING SLIP MUST ACCOMPANY EACH SHIPMENT
UN FEUILLET D'EMBALLAGE DOIT ACCOMPAGNER CHAQUE ENVOI
SPECIMEN ONLY / ÉCHANTILLON SEULEMENT

Table with 3 columns: Quantity / Quantité, Contractor's Name / Nom du fournisseur, Production Date MM/YYYY / Date de production MM/AAAA. Includes fields for Form Number, Call-up Number (with barcode), Material Master Number (with barcode), and Title / Titre.



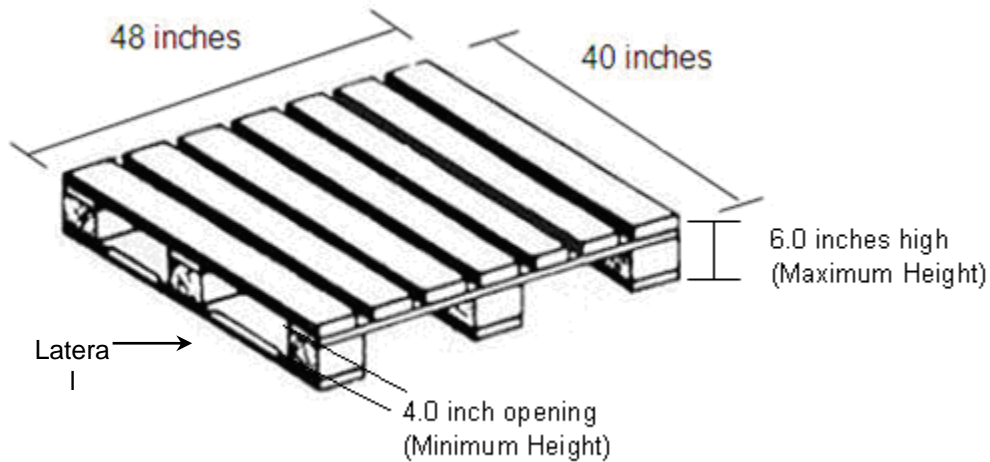


## APPENDIX D TO ANNEX "A"

### Skid and Label Diagrams

#### SKID DIAGRAM AND SPECIFICATIONS

##### SKID DIAGRAM - 4-WAY BLOCK DESIGN



##### SKID SPECIFICATIONS

- Skids used are to be four-way block style with three (3) 40" lateral runners at the bottom of the skid - one (1) at each end and one (1) in the middle.
- Critical skid dimensions are:
  - Length 48.0"
  - Width 40.0"
  - Maximum height 6.0"
  - Minimum height gap between runners (along width) 4.0"
- All lateral runners MUST have a 45° slope on all sides for power truck accessibility.
- Skids used are to be spruce wood construction using 3" nails with a minimum of six (6) nails per board.
- Industry best practice for skid packaging and safety methods shall be used.
- To prevent damage of the print and/or copy jobs, stacking of skids is unacceptable.
- Non-returnable skids are to be used.

##### For Delivery Destinations: CRA Locations or CRA Warehouses

- The skid including all contents must be a maximum weight of 2,500 lbs and a maximum height of 56".
- The entire skid must be shrink-wrapped a minimum of two (2) layers.



APPENDIX E TO ANNEX "A"

FILE FOLDERS AND DESCRIPTION

| Item # | File Folder No.                     | CAS No.  | Descriptions  |
|--------|-------------------------------------|----------|---|
| 1      | BSF127<br><br>See sample PDF below. | 20027275 | <p><b>SIZE:</b> 18 3/4" X 14 3/4" folded to 9 3/8" X 14 3/4" finished size (Panel 3).</p> <p>Panel 1 - 9 3/8" X 14" - has 3/4" die cut at bottom.</p> <p>Panel 3 - 9 3/8" X 14 3/4" - has 1" roll over or reinforcement at bottom.</p> <p><b>INK:</b> Brown PMS 470.</p> <p><b>CONSTRUCTION:</b> 4 vertical blind score rules 1/4" apart on panel 2, plus vertical score at centre - 9 3/8" from left. Full reinforced panels 2 and 3 - 1" deep. Panel 1 has a die cut at bottom 3/4" X 9 3/8". Knotted end tab. Folders have rounded corners.</p> <p><b>BINDING:</b> Preinstalled 1 1/4" fastener (type G or equivalent) to be positioned 7 3/4" from right and 3/4" from top on panel 3. Tyvac protector label to be installed on the back of the fastener (panel 4).</p> |



BSF127.pdf



|   |  |          |  |
|---|--|----------|--|
| 2 | BSF160<br><br>See sample<br>PDF below. | 20030189 | <p><b>SIZE:</b> 19½" x 14½ " folded to 10⅜ x 14½ " finished size (Panel 3)</p> <p>Panel 1 - 93/16" X 14½ ".</p> <p>Panel 3 - 10⅜" X 14½ " - finished size - which includes a ½" die cut 6½" from bottom at right. A ¼ roll over (or reinforcement) top to bottom at right edge.</p> <p><b>INK:</b> Brown, PMS 470.</p> <p><b>CONSTRUCTION:</b> Vertical score and fold at centre 10⅜" from left. Two (2) vertical blind score rules ¼" apart left and right from centre (total of five (5) vertical scores). Full reinforced Panel 3, 1" deep at right, has a die cut at bottom right ½" x 6½ " with rounded tab and corner cut. Folder has rounded corners.</p> <p><b>BINDING:</b> Pre-installed ¼" fastener (type G or equivalent) to be positioned 8¼" from right and 1¼" from top on Panel 3. Tyvac protector label to be installed on the back of the fastener (Panel 4).</p> |
|---|--|----------|--|



BSF160.pdf



|   |  |          |  |
|---|--|----------|--|
| 3 | BSF461<br><br>See sample<br>PDF below. | 20030326 | <p><b>SIZE:</b> 18 3/4" X 14 3/4" folded to 9 3/8" X 14 3/4" finished size (Panel 3).</p> <p>Panel 1 - 9 3/8" X 14" - has 3/4" die cut at bottom.</p> <p>Panel 3 - 9 3/8" X 14 3/4" - has 1" roll over or reinforcement at bottom.</p> <p><b>INK:</b> Blue</p> <p><b>CONSTRUCTION:</b> 4 vertical blind score rules 1/4" apart on panel 2, plus vertical score at centre - 9 3/8" from left. Full reinforced panels 2 and 3 - 1" deep. Panel 1 has a die cut at bottom 3/4" X 9 3/8". Knotched end tab. Folders have rounded corners.</p> <p><b>BINDING:</b> Preinstalled 1 1/4" fastener (type G or equivalent) to be positioned 7 3/4" from right and 3/4" from top on panel 3. Tyvac protector label to be installed on the back of the fastener (panel 4).</p> |
|---|--|----------|--|



BSF461-12.pdf



|   |   |          |  |
|---|---|----------|--|
| 4 | BSF461A<br><br>See sample<br>PDF below. | 20030327 | <p><b>SIZE:</b> 18 3/4" X 14 3/4" folded to 9 3/8" X 14 3/4" finished size (Panel 3).</p> <p>Panel 1 - 9 3/8" X 14"</p> <p>Panel 3 - 9 3/8" X 14 3/4" - has 3/4" die cut at bottom, and 1" roll over or reinforcement at bottom.</p> <p><b>INK:</b> Green</p> <p><b>CONSTRUCTION:</b> 4 vertical blind score rules 1/4" apart on panel 2, plus vertical score at centre - 9 3/8" from left. Full reinforced panel 3 - 1" deep. Panel 3 has a die cut at bottom 3/4" X 9 3/8". Folders have rounded corners.</p> <p><b>BINDING:</b> Preinstalled 1 1/4" fastener (type G or equivalent) to be positioned 7 3/4" from right and 3/4" from top on panel 3. Tyvac protector label to be installed on the back of the fastener (panel 4).</p> |
|---|---|----------|--|



bsf461A-12.pdf



**The Following Specifications are Common to all File Folders.**

**STOCK:** All File Folders use Pearl White Kraft, 13.5 pt.

**PRINTING:** Offset process to be used. Prints one side only. No bleeds.

**QUALITY LEVEL:** Informational quality printing is required.

**PRE-PRESS MATERIAL:** Project Authority will supply electronic files in PDF format.

**Pre-press material cannot be altered in any way, and must be returned in the same condition it was received by the contractor.**

**OVERRUNS AND/OR UNDERRUNS ARE NOT ACCEPTABLE**

The Contract No., Quantity, Material No., Form No., Title and destination must appear on all invoices, packing slips and correspondences.

**Failure to comply with this request could result in delay of payment.**



**ANNEX "A" to PART 3 OF THE REQUEST FOR STANDING OFFERS**

**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)



**ANNEX "B"**

**BASIS OF PAYMENT**

Payment will be made in accordance with the quantities specified in the Call-up. Payment will be made following the complete delivery of the items to the final destination specified in each Call-up and in accordance with article 4. Payment.

Prices include all materials and operations (set-up charges, custom die-cutting, provision of proofs, production of forms and labels, provision of samples, storage, overprinting of numbering and bar codes if applicable, packaging materials, labels and their application) to supply the final product and ready it for shipping.

All shipping costs reasonably and properly incurred in the delivery of items to destination(s) that are specified in the individual Call-ups against this Standing Offer, will be reimbursed at cost with no allowance for profit or overhead and upon receipt of proper cost support documentation. All payments are subject to a government audit.

**Five samples of each file folder for review and approval to the Technical Authority will be delivered free of charge.**

| Item and File Folder # | 5,000/lot | Additional 1,000s | 10,000/lot | Additional 1,000s | 20,000/lot | Additional 1,000s |
|------------------------|-----------|-------------------|------------|-------------------|------------|-------------------|
| Item 1 – BSF127        |           | /M                |            | /M                |            | /M                |

/lot = Total quantity stated  
/M = per thousand

| Item and File Folder # | 5,000/lot | Additional 1,000s | 10,000/lot | Additional 1,000s | 20,000/lot | Additional 1,000s |
|------------------------|-----------|-------------------|------------|-------------------|------------|-------------------|
| Item 2 – BSF160        |           | /M                |            | /M                |            | /M                |

/lot = Total quantity stated  
/M = per thousand

| Item and File Folder # | 5,000/lot | Additional 1,000s | 10,000/lot | Additional 1,000s | 20,000/lot | Additional 1,000s |
|------------------------|-----------|-------------------|------------|-------------------|------------|-------------------|
| Item 3 – BSF461        |           | /M                |            | /M                |            |                   |

/lot = Total quantity stated  
/M = per thousand

| Item and | 5,000/lot | Additional | 10,000/lot | Additional | 20,000/lot | Additional |
|----------|-----------|------------|------------|------------|------------|------------|
|----------|-----------|------------|------------|------------|------------|------------|





---

| <b>File Folder #</b> |  | <b>1,000s</b> |  | <b>1,000s</b> |  | <b>1,000s</b> |
|----------------------|--|---------------|--|---------------|--|---------------|
| Item 4 – BSF461A-12  |  | /M            |  | /M            |  | /M            |

/lot = Total quantity stated

/M = per thousand