



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 8 th , 2019
Solicitation Amendment No. – N° de la modification de l'invitation 001	Date : July 11th, 2018

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

F.O.B. – F.A.B.
Plant-Usine: **Destination:** **Other – Autre:**

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



Solicitation Amendment 001 is issued to:

1. Respond to questions 1 through 5 received during the solicitation period; and/or,
 2. Amend Annex B, Basis of Payment
 3. Amend Annex A, Statement of Work
-

1. Questions and Answers 1 through 5

Question 1

This is for a 5 year contract but I don't see any escalation clause in the RFP. Does that mean that the pricing has to be fixed for the 5 years?

Answer 1

The intention is not to include any escalation in prices through the standing offer period and the prices will remain the same as indicated in the pricing schedule. However, the pricing does not need to remain the same throughout the entire standing offer period. You can input a price that would be different for each year.

Question 2

Can I see a picture of the 1 ¼" fastener (type G or equivalent) that are in these folders?

Answer 2

Pictures are included on the notice's amendment. Please note the fasteners are shown open for information purposes, however they are to be manufactured with them closed.

Question 3

On page 11 you are asking for pricing with as stated "All shipping costs must be included in the prices stated below."

On page 32 it is stated "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. These two statements contradict each other.

My first question is I want to know what pricing is required.

My second question is do I fill the pricing in both pages 11-12 and pages 32-33 one including shipping cost and one without shipping costs?

Answer 3

The intention is to have pricing that has the shipping costs included in the listed pricing and Annex B will be amended to reflect this in this amendment.

It is expected for Bidder's to solely fill out their proposed pricing in Attachment 1 to Part 4 as Annex B will be completed upon standing offer issuance.

Question 4

Would it be possible to get a sample of each folder?

Answer 4



It is our intention that the specifications in the statement of work and our samples in the pdf's are the sole method of distribution of samples in the Request for Standing Offer process. Once a standing offer is issued to the winning offeror, samples will be published by the supplier and approved/ modified by the project authority.

Question 5

What is the specific PMS color for BSF461 Blue & BSF461A Green printing?

Answer 5

The PMS colors are Blue (PMS 285) and Green (PMS 366). Please see below the changes in this amendment, these changes are for the English version only.



2. Amend Annex B, Basis of Payment

DELETE:

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
		/M		/M		



Item 3 – BSF461						
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/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-12		/M		/M		/M

/lot = Total quantity stated
/M = per thousand

INSERT:

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 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-12		/M		/M		/M

/lot = Total quantity stated
/M = per thousand



3. Amend Annex A, Statement of work

At Appendix E to Annex A,

DELETE:

APPENDIX E TO ANNEX "A"

FILE FOLDERS AND DESCRIPTION

Item #	File Folder No.	CAS No.	Descriptions
1	BSF127 See sample PDF below.	20027275	<p>SIZE: 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>INK: Brown PMS 470.</p> <p>CONSTRUCTION: 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". Notched end tab. Folders have rounded corners.</p> <p>BINDING: 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 See sample PDF below.	20030189	<p>SIZE: 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>INK: Brown, PMS 470.</p> <p>CONSTRUCTION: 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>BINDING: 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>
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BSF160.pdf



3	BSF461 See sample PDF below.	20030326	<p>SIZE: 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>INK: Blue</p> <p>CONSTRUCTION: 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>BINDING: 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>
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BSF461-12.pdf



4	BSF461A See sample PDF below.	20030327	<p>SIZE: 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>INK: Green</p> <p>CONSTRUCTION: 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>BINDING: 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>
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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.

INSERT:

APPENDIX E TO ANNEX "A"

FILE FOLDERS AND DESCRIPTION

Item #	File Folder No.	CAS No.	Descriptions
1	BSF127 See sample PDF below.	20027275	<p>SIZE: 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>INK: Brown PMS 470.</p> <p>CONSTRUCTION: 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>BINDING: 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 See sample PDF below.	20030189	<p>SIZE: 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>INK: Brown, PMS 470.</p> <p>CONSTRUCTION: 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>BINDING: 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>
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BSF160.pdf



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BSF461-12.pdf



4	BSF461A See sample PDF below.	20030327	<p>SIZE: 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>INK: Green (PMS 366)</p> <p>CONSTRUCTION: 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>BINDING: 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>
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bsf461A-12.pdf

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