



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St./11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

**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 Outdoor Banner Production	
Solicitation No. - N° de l'invitation C1111-190233/A	Date 2019-09-26
Client Reference No. - N° de référence du client C1111-19-0233	
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-011-77778	
File No. - N° de dossier cw011.C1111-190233	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-10-18	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Leblanc, Marc-André	Buyer Id - Id de l'acheteur cw011
Telephone No. - N° de téléphone (613) 998-1966 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: 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

Communication Procurement Directorate/Direction de
l'approvisionnement en communication
360 Albert St./ 360, rue Albert
12th Floor / 12ième étage
Ottawa
Ontario
K1A 0S5

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 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work & its Appendices, the Basis of Payment, the Insurance Requirements, Evaluation Grid and Additional Information.

1.2 Summary

Canadian Heritage (CH) requires printing, fabricating to final format and delivery of high tenacity Acid Dyed nylon banners for display in Confederation Boulevard in Canada's Capital core. There will be distinct designs based on the thematic(s) of the year. Each design is made up of single banners that are hung together in pairs on light standards.

Each design is made of a coloured image printed onto one layer of high tenacity nylon, which is to be visible from both sides. The top and bottom of each banner incorporates an opaque strip onto which the text, logo is printed (both sides).

The quantities will vary according to the years of fabrication and on the thematic involved.

The period of the contract will be from date of award until one year after date of award with the option to extend this period by three (3) additional one (1) year period under the same terms and conditions.

As per the Integrity Provisions under section 01 of *Standard Instructions 2003*, bidders must provide a list of all owners and/or Directors and other associated information as required. Refer to section [4.21](#) of the *Supply Manual* for additional information on the Integrity Provisions.

For services requirements, Bidders must provide the required information as detailed in article 2.3 of Part 2 of *the bid solicitation*, in order to comply with Treasury Board policies and directives on contracts awarded to former public servants."

The requirement is limited to Canadian goods and/or services.

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.

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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.

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](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.1.1 SACC Manual Clauses – P2010T - Paper - Price Adjustment - Bid

1. The resulting contract will contain a provision for price adjustment (increase or decrease) of the portion of the price directly related to the base transaction cost of the nylon stock. Price adjustment will apply only to increase or decrease of the base transaction cost of nylon stock that may occur at any time during the resulting contract period but not before thirty (30) days after contract award.
2. Bidders must provide their base transaction cost(s) and the quantity of the paper on which the base transaction cost is established in their bid as follows:
 - a. Nylon stock: min 210 denier. at a base transaction cost per Cwt. of \$ _____, and which represent _____ percent of the unit price(s).
Brand name and stock supplier: _____.
3. Upon request from the Contracting Authority, bidders must provide supporting documentation to confirm the base transaction cost. Such documentation may consist of copy of quotation from the paper supplier(s).

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.

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessaoumissions-abbidreceiving.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.

Due to the nature of the bid solicitation, bids transmitted 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder 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 bid 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 Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs 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, Bidders agree that the successful Bidder'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 Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder 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 - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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 Ontario.

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

- 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 and 1 soft copy on USB key)

Section II: Financial Bid (1 hard copy and 1 soft copy on USB key)

Section III: Certifications (1 hard copy and 1 soft copy on USB key)

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.

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.

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.

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Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

- 3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B and the Excel file attached to the solicitation web page. This Excel file must be completed and returned with the bid.

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.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Definitions for the purposes of the Mandatory Evaluation Criteria:

"External client(s)" means clients exterior to the Bidder's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Bidder.

"Internal client(s)" means clients within the Bidder's own legal entity (or joint venture partnership) and includes the parent, subsidiaries and other affiliates of the Bidder.

M.1 Experience

- The Bidder must demonstrate that it has been contractually bound under three (3) separate contracts to provide custom printing and fabrication to final format, and delivery of custom banners to locations in Canada.
- Three (3) separate contracts must have been completed for at least two (2) separate external clients (outside of the Bidder's own company).
- The three (3) separate contracts must have been completed since April 01, 2019.

M.1.1

Each of the three (3) contracts must have included all of the following requirements:

- Custom printing of the required banners on UV resistant banner material;
- Custom printing using UV resistant, colourfast acid dyes;
- Finishing to final format, including trimming to final size, sewing of hems and/or seams, and preparation for display;
- Packaging and delivery to final destination.

M.1.2

When combined*, each of the following requirements was included in the three (3) contracts:

- Banners fabricated using high tenacity (minimum 210 denier) nylon fabric;
- Acid dye printing process;

- Fabric treated with a UV inhibitor;
- Full-coloured graphics;
- Fabrication of banners to be used in an outdoor location (or locations) exposed to outdoor weather conditions including wind, rain and sunlight;
- Management of multiple distinct designs (fifteen [15] or more) to be fabricated and assembled in packages ready for distribution;
- A quantity of 600 banners or more, consisting of fifteen (15) or more distinct banner designs.

*One (1) contract does not need to include all of the listed requirements, however each separate requirement must have been included in at least one (1) of the contracts. The three (3) contracts together must have included all of the listed requirements.

M.1.3

To demonstrate this corporate experience with external clients, the Bidder must provide the following information in a description of each contract:

- a. The contract reference number
- b. The order quantity of banners in the contract
- c. The completion date of the contract
- d. The production turnaround time, including pre-production start-up procedures
- e. The client information for the contract
- f. A complete description of the requirements for the printing, fabrication and finishing to final format, and delivery/distribution of each of the custom printed banners orders. The description must identify the following:
 - The type of UV resistant banner material used and the properties of the material;
 - The printing process used and the number of colours imprinted for each distinct design;
 - The inks used for printing;
 - The finishing requirements of the banners;
 - The number of distinct designs managed, imprinted and fabricated;
 - The packaging requirements;
 - The assembly and delivery/distribution requirements of the banners;
 - The final display location of the banners (example: outdoors, exposed to weather conditions including wind, rain and sunlight)
- g. The invoice (or a copy of) presented to the client

h. Written warranty and limitations

M.2 Sample Banner

- To confirm the Bidder's capability to meet the technical requirements of the Statement of Work, the Bidder must provide a sample nylon banner, or banners for evaluation.
- More than one (1) banner sample may be submitted to meet the M.2 criterion. If more than one (1) sample is submitted, the combined samples must demonstrate all of the technical requirements.

M.2.1 Banner Sample(s):

The sample banner or banners may be submitted as either of the following:

- a. A previously produced banner or previously produced banners that was/were printed and fabricated by the Bidder under contract to clients; including printing and construction specifications.
- b. A combination of a previously produced banner or banners and a banner produced by the Bidder for the purpose of the Request for Proposal; including printing and construction specifications.

M2.2. Banner Sample(s):

The submitted banner sample or samples* must demonstrate all of the following technical requirements:

- a. Open pocket sleeve with reinforced vinyl sewn in to completely line the interior of the sleeve;
 - b. At least one triple-folded, curved and double-sewn hem on edge (folded once and sewn, then folded again twice and sewn again), and one double-folded, straight, double-sewn hem on edge (folded once and sewn, then folded again and sewn again).
 - c. Corner made of two (2) layers of nylon material (printed artwork) with inner vinyl blocker material over a layer of seatbelt webbing to reinforce the corner around the grommets;
 - d. Acid dye printing in two (2) or more spot colours or four colour process digital print on nylon banner material. Ink penetration must be at 85% or higher. The Bidder must indicate the reference for the printed colours of the sample. Ink penetration and colour calibration to be tested using a spectrophotometer.
 - e. Adherence to construction and dimensional specifications, limits and fits, associated with the order.
 - f. Durability: the sample must have been produced for use in an outdoor location for a period of six (6) months or more. The Bidder must provide a brief description of the outdoor location and the period of time that the banner was installed in the outdoor location.
 - g. Wind load resistance: the sample banner, reinforcements, grommets and construction must have been produced to be able to withstand the anticipated wind load pressures of the destination display area.
- ❖ Bidders must deliver the requirement sample banner or banners for evaluation at no charge to Canada. The sample banner or banners submitted by the Bidders will remain property of Canada.

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4.1.1.2 Financial Evaluation

To determine the total evaluated price, the prices submitted in the Annex B: Basis of Payment of this bid solicitation for the initial period and the extension periods will be calculated as specified in the Annex B Basis of Payment Excel spreadsheet being distributed through Government Electronic Tender Service.

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract

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 Integrity 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 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 specified will render the bid 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 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/programs/employment-equity/federal-contractor-program.html#) 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 Additional Certifications Precedent to Contract Award

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5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

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

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 Statement of Work

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

6.2 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.

6.2.1 General Conditions

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

6.3 Security Requirements

6.3.1 There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to 1 year from date of 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 three (3) additional one (1) year period(s) 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 fifteen (15) 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.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Marc-André Leblanc
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Communications Procurement Directorate
Address: 360 Albert Street, Ottawa, ON

Telephone: 873-354-5948
E-mail address: Marc-Andre.LebLANC@tpsgc-pwgsc.gc.ca

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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:

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

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

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.

6.5.3 Contractor's Representative

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

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment – Firm Unit Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s), as specified in Annex B for a cost of \$ _____ (insert the amount at contract award). Customs duties are excluded 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

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$

_____ (insert the amount at contract award). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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.

Each invoice must be supported by:

- a. A copy of the invoices, receipts, vouchers for all direct expenses, and travel and living expenses.
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.
SACC Manual Clause P2010C (2016-01-28) Paper - Price Adjustment – Contract.

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (Insert the name of the province or territory as specified by the Bidder in its bid, if applicable.)

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 Articles of Agreement;
- (b) the general conditions 2030 (2018-06-21), General Conditions – Higher Complexity - Goods;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) the Contractor's bid dated _____.

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6.12 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies

6.13 SACC Manual Clauses

SAAC Manual clause D5328 (2014-06-26) Inspection and Acceptance
SAAC Manual clause P1005C (2010-01-11) Packaging and Packing of Printed Products

ANNEX "A"

STATEMENT OF WORK

1. Scope

1.1 Title

Custom Printed and Fabricated Banners for Confederation Boulevard

1.2 Introduction

PCH is requesting the services of a Contractor with expertise and experience in the fabrication and delivery of specified quantities of high tenacity, acid-dyed, nylon banners for display on Confederation Boulevard, the ceremonial route in the heart of Canada's Capital.

The 7.5 km length of Confederation Boulevard is lined with approximately 600 special light standards that have been designed to support decorative banners. Each year from May to October, the Department of Canadian Heritage (PCH) displays banners on these special light standards, reflecting themes of National significance.

The Confederation Boulevard Banner program consists of a core display of banners that highlight provincial and territorial symbols and a complementary display of thematic banners, which highlight a specific anniversary or event. For instance, in 2017, PCH produced banners that celebrated the 150th anniversary of Confederation (Canada 150), as well as banners commemorating the centennial of the Battle of Vimy Ridge.

1.3 Objective

The primary objective of this requirement is to manufacture purpose-designed, acid-dyed, nylon banners for exterior use and secure a supply of requisite product for the annual Confederation Boulevard banner display.

1.4 Background and Specific Scope of the Requirement

Background

The Confederation Boulevard Banner program was initiated in 1992 as a way to highlight the symbolic, ceremonial and representative nature of Canada's Capital and to reinforce the visual character of The Boulevard, while also celebrating important national milestones and anniversaries. Since those early beginnings, the program has solidified in both organizational and operational terms while simultaneously evolving in graphic refinement.

Not all the roughly 600 light standards lining The Boulevard display their banners uniformly. There is a number of different mounting hardware arrangements that require corresponding banner sets. Banners are predominantly hung in pairs, but there are sections where single banners are hung, as well as a key area around the National War Memorial where each lamppost displays a triplet of banners.

Additionally, the bulk of the banners are of the same 'regular' length, but two other lengths are often manufactured in different quantities; one of these, though, is rarely produced.

With a total of 3 different banner panel displays and 3 different banner lengths, the importance of organization is evident to deal with the number of possible permutations of finished product sets.

Each appearance design is likewise approached in a way suitable to its presentation on The Boulevard. For example, the banner set that will be displayed as a triplet comprises 3 unique panels which form a single triadic composition. Banners hung in pairs divide a single appearance concept over the two banner

panels. And, in both scenarios care is taken such that a selected banner panel from these sets could stand alone in a single banner presentation for those areas where needed.

There exists, also, a number of versions of alternate banner panel forms, at times requiring different construction techniques. Each alternate banner panel form is a variation on the basic and typical physical parameters, but with different degrees of added or reduced complexity. These alternate banner panel forms are generally associated with especial thematic banners and, therefore are typically expected in order quantities of 120 pairs, or fewer. However, there remains a possibility that alternate banner panel forms could be required in larger quantities than 120 pairs.

Construction style versions are identified in Appendix (iii), as formerly produced alternates for bid pricing, to accommodate differences in complexities.

Specific Scope

The successful supplier of banners will be engaged for a considerable span of the development process for each new banner design. Involvement includes the sampling and refining of colour rendering, ensuring the fidelity of design reproduction, recognition of banner specification, print production of approved banner designs, construction and finishing of banners, performing quality control inspections, packaging and shipping, as well as overall quality assurance.

Annual production numbers vary and are not always produced in quantities equivalent to a full boulevard display. The number of unique designs to be implemented may also vary, of both existing designs as well as new designs. For example, the core Confederation Boulevard display of provincial and territorial symbols comprises 14 unique appearance designs; 1 for each province and territory, as well as a 14th one to represent Canada's Capital. While there is now a small number of established sets of designs for provincial and territorial symbols, a new set of designs may be added in future. With this in mind and with the potential for 2 to 3 new thematic banners to be produced in a given year, development and production of a full complement of banners may involve as many as 16 or even 17 unique appearance designs.

Prior to production start-up, the supplier will work with PCH project manager and PCH design resource to realize the implementation of each banner design to approved production version. This process involves PCH proofing sometimes multiple physical samples of printed banner artwork, as well as physical samples of fabricated banners, delivered to its headquarters bldg. before a production version is approved.

2. Requirements

Methodology

Annual Banner Fabrication Cycle

***Initiate
Pre-production***

Each year, in early Fall, an order is placed for the supply of banners to fulfill the following year's display period requirements. In late Fall, approved appearance designs will be shared with the banners supplier, initiating the pre-production preparation and sampling needed to achieve approved specimens prior to fabricating the order.

***Sample
Requisites***

Sample-making will address both fabric printing and banner construction. Simultaneous sampling of both aspects is possible, however addressing each aspect independently is also acceptable.

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Print Sample	With respect to fabric printing, the preparation of samples will focus on maintaining the fidelity of the appearance designs in translation to banner fabric, including colour rendering, brilliance and saturation, ink penetration to reverse side of fabric, uniformity of colour field and ink bleed. This sampling process may require multiple iterations in order to achieve a satisfactory balance of all parameters.
Construction Sample	Samples of banner construction will be assessed for general quality of work, adherence to specified stitching requirements, dimensional accuracy, panel congruence, fabric specification, positioning and attachment of findings, as well as fit and suitability of inserts.
Quality Control Reference Specimen	Completion of sampling is expected toward late December or early January, unless any particular design(s) development is retarded for some reason. Once PCH approval is received, a final, fully finished specimen set of each banner design is to be prepared and delivered to PCH prior to production start-up. These final approved specimens will act as a quality control reference for product receiving.
Production, Shipping, Receiving	Product is to be manufactured, packaged and shipped corresponding to PCH banner orders. Banners are packaged in individual sets, accumulated in containers and palletized for shipping. All banner orders are shipped to PCH named location Ottawa, Ontario; delivered at terminal (DAT). Full order quantity is to be received at PCH location before March 31 of the display year

Deliverables

Banner Quantities, Turnaround Times & Pricing

Typical Order Quantities	A minimum of 200 banner pairs will be printed in a year. However, total quantities will vary and could exceed 600 pairs in a year. Orders for banner orders will be aggregated as much as possible, but circumstances may necessitate a total banner requirement to be split into parts due to often-independent development of independent banners. A minimum order quantity of 12 pairs can be assumed as part of the larger order for the year.
Typical Turnaround Times	Turnaround times will be as generous as possible and, depending on calendar &/or development requirements, typical turnaround times associated with orders are: <ul style="list-style-type: none">• 200 banner pair order quantity or greater at least 8 weeks; less than 12-weeks• 100 banner-pair order quantity approximately 6 weeks• 50 banner-pair order quantity approximately 4 weeks• 12 banner-pair order quantity approximately 3 weeks
Pricing, Quote & Invoice	All banner requirements will be priced and quoted as pairs, such that display needs of single panel, or of triple panel banner sets, the total number of panels will be expressed as pairs. For example, 15 sets of triple panel banner sets will be counted as 22.5 pairs. Correspondingly, a series of 16 single banners will be counted as 8 pairs for invoicing pricing and invoicing purposes.

Specifications

The banners are displayed for at least a 6-month period* and will be exposed to high winds, direct sunlight and rain. The banners are required to withstand these conditions for the expected timeframe without noticeable fading or tearing, and the finishing must be done with care and attention as per the following specifications:

* Please note that PCH often re-uses a certain portion of banners for an additional season and banners should be constructed with this degree of durability in mind.

2.1 Artwork *see Appendix (iii) for example of previous artwork*

- All artwork will be provided to the Contractor by PCH in Adobe Illustrator file format, via e-mail or a file sharing service (such as Dropbox), on approval of final design.
- Artwork provided to the Contractor will include a bleed for the seam area, however in some cases due to angular or curved hems, artwork adjustments may have to be made by the Contractor.
- All graphics are the property of PCH and shall not be duplicated in any manner, unless approved in writing by PCH.

2.2 Preproduction Sample

- Fabric printing and banner construction will be assessed and refined via a series of physical product samples. Samples will be prepared as required in order to achieve an approved specimen of each banner design, for production.
- The sample-making and evaluation process must be structured by the Contractor such that approved specimens are achieved and a 31-March, or earlier, delivery of the total banner order is guaranteed.
- Verification of printing can be achieved with printed but unfinished banner material, prepared and treated as for actual manufacturing. Subject to PCH authorization and depending on particular appearance design(s) in question, this process may also be achieved with scaled prints.
- Evaluation of and comments on the preproduction samples will be given by PCH within 3 working days of receipt of the samples.
- The Contractor is responsible for the cost of fabrication and shipping of the sample banners. Sample banners are not to be considered part of the banner order quantity.
- The Contractor must re-print at their own cost any samples deemed unsatisfactory according to the evaluation criteria noted hereafter.
- Print samples will be evaluated for fidelity of the translation of appearance designs to banner fabric, including colour rendering accuracy, brilliance and saturation, ink penetration to reverse side of fabric, uniformity of colour field and ink bleed.

- Sample construction will be judged for general quality of work, adherence to specified stitching requirements, dimensional accuracy, panel congruence, fabric specification, positioning and attachment of findings, as well as fit and suitability of inserts.
- Once pre-production sample quality has received PCH approval, the Contractor must provide to PCH, one (1) approved regular-length sample banner-set of each design before final production begins. These approved banner sets will be considered the standard for quality assurance inspections carried out on receiving.

2.3 Fabrication specifications see Appendix (i)

- All banners must be manufactured from high tenacity, type 6-6 UV resistant nylon flag fabric, 210 denier or greater.
- All banners, reinforcements, grommets and construction must have been produced to be able to withstand the buffeting and shock of wind load pressures of 20 lbs per square foot for a minimum 7-month period.
- All banners must be digitally printed using acid-dyes.
- The dyes used must be colourfast and UV resistant to ensure that the colours do not bleed when washed or wet from rain, and will resist fading when exposed to sunlight.
- All banners must achieve a minimum of 85% colour penetration, as banners will be viewed from both sides
- Printing of banner artwork must go beyond hem allowance so that the graphic is continuous across finished hems (post-processing of received art files will be required by Contractor).
- Actual graphic appearance designs will vary based on themes.
- Banners panel forms and construction methods may vary according to optional alternate versions identified. *see Appendix (ii) for range of historical alternates*

2.4 Sewing & Construction see Appendix (i)

- All edges of pattern pieces must first be heat cut
- All hems must be sewn in a manner that minimizes shrinkage and twisting.
- Outer edge (curved edge) of banners to be hemmed as follows:
 - Triple-folded > once-folded 1/4", then twice-folded 3/8"; AND
 - Double stitched with a stitch length of 2 ½ to 3 stitches per cm (6-8 stitches per inch).
- All remaining hems must be double-folded and double-stitched with UV resistant nylon thread at 3 to 4 stitches per cm (8-10 stitches per inch).
- Sleeves and gussets must have 20-ounce white vinyl banner material with 1000D polyester reinforcement sewn into them and not be visible in finished product.

-
- Sleeve: a tolerance of $\pm 2 \frac{1}{2}$ mm [$\pm 3/32$ inch] must be maintained on the sleeve width so that the sleeve will fit the banner arm easily, but not loosely, preventing the top of the banner from bunching. in high winds. PCH will provide an example banner arm to manufacturer on request.
 - Length: a tolerance of ± 25 mm (1-inch) from specified dimensions must be maintained on the overall banner length.

2.5 UV Resistance

Fabric treated with a UV inhibitor to prevent material deterioration and UV-resistant dyes are to be used to inhibit colour fading. If the banners fade noticeably within six (6) months of installation, the Contractor will replace them at its own expense

3. Packaging

Shipping Containers

All banners must be shipped in stackable plastic storage containers (totes) and organized by banner design. For example, one province or territory per box, in complete pairs. The banners will be returned to these same boxes for storage at the end of the display season.

Each container must be clearly labeled with the following information attached to the outside of the box; printed adhesive vinyl labels are preferred, but printed paper is acceptable if protected from moisture and abrasion damage (i.e. inside a clear plastic sleeve or zipper-storage bag firmly fixed to the outside of the container)

- Image of the banner printed in colour, minimum 3"H x 2.5"W.
- Province/territory name, ex: Ontario, **or** theme name, ex: Canada 150 – Teal.
- Year of Production.
- Number of pairs per box added in clearly marked characters after packing.

NOTE: should it be necessary to place banners of more than one design in a single container, the box should be labelled "Miscellaneous" and the contents listed as described above. No picture is necessary in this case.

Containers must meet the following specifications:

- Square-edged design.
- Hand-holds for portability.
- Non-brittle lid and container, made from material such as polyethylene.
- Stackable / nestable.

Equivalent to:

- Rubbermaid 68.1L Roughneck Tote (24" x 16" x 16 ½"); or
- HDX Stackable 45L Strong Box Model # 206100 (21.7" x 16" x 14").

Inside the containers

All banners must be packaged in reusable, re-sealable, waterproof zipper-storage bags in matched sets: for all banner sets, **one matched set per bag** with a description clearly marked on a self-adhesive label or in legible, permanent marker on each package (loose, printed paper label inside bag is acceptable if clearly readable when banner set is packaged).

Note: single banner sets and triple banner sets are to be packaged as complete individual sets and clearly marked as such.

4. Quality Assurance

Quality Assurance by Contractor: The Contractor must perform all necessary quality control procedures to ensure compliance with the fabrication specifications and approved sample specimens. Incoming inspections as well as line controls are expected, with verification on shipping.

Quality Assurance by PCH: On receiving, each shipment will undergo a statistical assessment of the different quality control parameters. A random sampling of approximately 5% of the shipment will be inspected with a fault-driven scheme, to a maximum of 10% of shipment quantity, and the inspection result will be used to determine acceptance / rejection of the entire shipment.

5. Method of Acceptance

Banner shipments will be accepted, subject to their meeting the following: (a) delivery date requirements; (b) packaging and palletizing criteria; and (c) QA acceptance sampling inspection performed on receiving.

6. PCH's Obligations

- Provide access to a Project Authority for coordination of schedule.
- Provide feedback on banner samples within three (3) working days.
- Provide written notice on acceptance.

7. Contractor's Obligations

- Return of example banner arm following successful pattern-making.
- Immediately inform PCH Project Authority of any challenges or issues.
- Notify PCH of scheduled shipping at least 48 hours ahead of delivery.

8. Components

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All components required to complete the contract, whether produced or purchased by the Contractor, or provided to the Contractor are the property of the Government of Canada.

The Contractor must return all components to the Project Authority within five (5) working days of receiving the request to do so and at no additional cost to Canada.

Components must be packaged appropriately and shipped in a manner to ensure safe delivery at the specified destination.

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ANNEX "B"

BASIS OF PAYMENT

The Bidder must provide pricing in the format specified in Annex "B". Failure to provide prices in the format specified will render the proposal non-responsive.

If pricing is not provided for a component, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amount.

If the Bidder agrees then the Basis of Payment will be considered compliant. However if the Bidder disagrees then the bid will be found non-compliant and no further evaluation will be done.

The Bidder must submit firm, all-inclusive prices, FOB destination, GST/HST extra if applicable. Prices must include all materials and operations (set-up charges, provision of proofs, printing, fabrication to final format, etc.) to supply the final products as specified in the Annex A Statement of Work and ready the items for shipping. Transportation/Shipping charges are excluded.

Transportation / shipping costs incurred in the performance of the work will be paid by Canada at cost with no allowance for profit or overhead and upon receipt of proper cost support documentation. Transportation / shipping charges are to be prepaid by the Bidder and shown as a separate item on the invoice, supported by a copy of the prepaid transportation bill.

All payments are subject to government audit.

Quantities for evaluation shown in the pricing grid of the Annex "B" pricing schedules are estimates for evaluation purposes only and are not a guarantee of an actual number of items to be produced, nor are they intended to reflect any expectations on behalf of the Government of Canada.

BIDDERS MUST ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET PUBLISHED ON THE GOVERNMENT ELECTRONIC TENDERING SERVICE (<https://buyandsell.gc.ca/procurement-data/tenders>) AND RETURN IT ON USB ALONG WITH A PRINT OUT OF THE COMPLETED ANNEX B BASIS OF PAYMENT WITH THEIR BID.

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

ANNEX "C" INSURANCE REQUIREMENTS

C.1 COMMERCIAL GENERAL LIABILITY INSURANCE

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
 - o. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:
*Director Business Law Directorate,
Quebec Regional Office (Ottawa),*

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*Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

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Amd. No. - N° de la modif.
File No. - N° du dossier
cw011. C1111-190233

Buyer ID - Id de l'acheteur
cw011
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ANNEX "D"

EVALUATION GRID

EVALUATION SUMMARY		
MANDATORY REQUIREMENT:	MET	NOT MET
Mandatory Checked by:		Date:
Overall Comments:		

Solicitation No. - N° de l'invitation
C1111-190233/A
Client Ref. No. - N° de réf. du client
C1111-190233

Amd. No. - N° de la modif.
File No. - N° du dossier
cw011. C1111-190233

Buyer ID - Id de l'acheteur
cw011
CCC No./N° CCC - FMS No./N° VME

EVALUATION TEAM SIGNATURES:

_____ Date: _____

NOTE TO EVALUATORS: This evaluation grid contains the basic criteria. This grid must be used in conjunction with the RFP document to ensure the evaluation is being conducted strictly in accordance with the published criteria.

1.1 TECHNICAL EVALUATION

1.1.1 MANDATORY REQUIREMENTS

Evaluation Criteria	Met	Not Met
M.1 Experience of the Bidder		
The Bidder must demonstrate that it has been contractually bound under three (3) separate contracts to provide printing, fabrication to final format, and delivery of custom printed banners to locations across Canada.		
The three (3) separate contracts must have been completed for at least two (2) separate external clients (outside of the Bidder's own company).		
The three (3) separate contracts must have been completed since April 01, 2019.		
<u>M.1.1: Contract #1:</u> Each of the three (3) contracts must have included <u>all</u> of the following requirements: <ul style="list-style-type: none"> - Custom printing of the required banners on UV resistant banner material; - Custom printing using UV resistant, colourfast dyes; - Finishing to final format, including trimming to final size, sewing of hems and/or seams, and preparation for display; Packaging and delivery to final destination		
<u>M.1.1: Contract #2:</u> Each of the three (3) contracts must have included <u>all</u> of the following requirements: <ul style="list-style-type: none"> - Custom printing of the required banners on UV resistant banner material; - Custom printing using UV resistant, colourfast dyes; - Finishing to final format, including trimming to final size, sewing of hems and/or seams, and preparation for display; Packaging and delivery to final destination.		
<u>M.1.1: Contract #3:</u> Each of the three (3) contracts must have included <u>all</u> of the following requirements: <ul style="list-style-type: none"> - Custom printing of the required banners on UV resistant banner material; - Custom printing using UV resistant, colourfast dyes; - Finishing to final format, including trimming to final size, sewing of hems and/or seams, and preparation for display; Packaging and delivery to final destination.		

<p>M.1.2: When combined*, <u>each</u> of the following requirements was included in the three (3) contracts:</p> <ul style="list-style-type: none"> - Banners fabricated using high tenacity (minimum 210 denier) flag nylon; - Acid dye printing process; - Fabric treated with a U.V. inhibitor; - Full-coloured images; - Fabrication of banners to be used in an outdoor location (or locations) exposed to outdoor weather conditions including wind, rain and sunlight; - Management of multiple distinct designs (four [4] or more) to be fabricated and assembled in packages ready for distribution; - A quantity of 600 banners or more, consisting of multiple (four [4] or more) distinct banner designs. <p>*One (1) contract does not need to include all of the listed requirements for M.1.2, however each separate requirement must have been included in any of the three (3) contracts. The three (3) contracts together must have included all of the listed requirements for M.1.2.</p>		
<p><u>M.1.3: Contract #1:</u></p> <p>To demonstrate this corporate experience with external clients the Bidder must provide the following information in a description of <u>each</u> contract:</p> <ol style="list-style-type: none"> a. The Contract reference number b. The Client information for the Contract c. The completion date of the Contract d. A complete description of the requirements for the printing, fabrication and finishing to final format, and delivery/distribution of the custom printed banners. The description must demonstrate the following: <ul style="list-style-type: none"> · The type of UV resistant banner material used and the properties of the material; · The printing process used and the number of colours imprinted for each distinct design; · The inks used for printing; · The finishing requirements of the banners; · The number of distinct designs managed, imprinted and fabricated; · The packaging requirements; · The assembly and delivery/distribution requirements of the banners; · The final display location of the banners (example: Outdoors exposed to outdoor weather conditions including wind, rain and sunlight) e. The invoice (or copy of) presented to the client 		

M.1.3: Contract #2:

To demonstrate this corporate experience with external clients the Bidder must provide the following information in a description of each contract:

- a. The Contract reference number
- b. The Client information for the Contract
- c. The completion date of the Contract
- d. A complete description of the requirements for the printing, fabrication and finishing to final format, and delivery/distribution of the custom printed banners. The description must demonstrate the following:
 - The type of UV resistant banner material used and the properties of the material;
 - The printing process used and the number of colours imprinted for each distinct design;
 - The inks used for printing;
 - The finishing requirements of the banners;
 - The number of distinct designs managed, imprinted and fabricated;
 - The packaging requirements;
 - The assembly and delivery/distribution requirements of the banners;
 - The final display location of the banners (example: Outdoors exposed to outdoor weather conditions including wind, rain and sunlight)
- e. The invoice (or copy of) presented to the client

M.1.3: Contract #3:

To demonstrate this corporate experience with external clients the Bidder must provide the following information in a description of each contract:

- a. The Contract reference number
- b. The Client information for the Contract
- c. The completion date of the Contract
- d. A complete description of the requirements for the printing, fabrication and finishing to final format, and delivery/distribution of the custom printed banners. The description must demonstrate the following:
 - The type of UV resistant banner material used and the properties of the material;
 - The printing process used and the number of colours printed for each distinct design;
 - The inks used for printing;
 - The finishing requirements of the banners;
 - The number of distinct designs managed, printed and fabricated;
 - The packaging requirements;
 - The assembly and delivery/distribution requirements of the banners;
 - The final display location of the banners (example: Outdoors exposed to outdoor weather conditions including wind, rain and sunlight)
- e. The invoice (or copy of) presented to the client

Evaluation Criteria	Met	Not Met
M.2 Sample Banner		
To confirm the Bidder's capability of meeting the technical requirements of the Annex A Statement of Work, the Bidder must provide a sample banner or sample banners for evaluation.		
More than one (1) banner sample may be submitted to meet the M.2 criterion. If more than one (1) sample is submitted, the combined samples, must demonstrate all of the technical requirements.		
<p><u>M.2.1: Sample #1:</u></p> <p>The sample banner or banners may be submitted as either of the following:</p> <p>a) A previously produced banner or previously produced banners that was/were printed and fabricated by the Bidder under contract to clients.</p> <p>b) A combination of a previously produced banner or banners and a banner produced by the Bidder for the purposes of the Request for Proposal.</p>		
<p><u>M.2.2: Sample #1</u></p> <p>The submitted banner sample or samples* must demonstrate all of the following technical requirements:</p> <p>a. Open pocket sleeve with reinforced vinyl sewn in to completely line the interior of the sleeve;</p> <p>b. Double folded and double sewn hem on edge (folded once and sewn, then folded again and sewn again);</p> <p>c. Corner made of two (2) layers of nylon material (printed artwork) with inner vinyl blocker material over a layer of seat belt webbing to reinforce the corner around the grommet;</p> <p>d. Acid dye printing in two (2) or more Pantone colours or four colour process with either digital or screen print on nylon banner material. Ink penetration must be at 85% or higher. The Bidder must indicate the Pantone reference colour for the printed colours of the sample. Ink penetration and colour calibration will be tested using a Spectrocolorimeter.</p> <p>e. Durability: the sample must have been produced for use in an outdoor location for a period of six (6) months or more. The Bidder must provide a brief description of the outdoor location and the period of time that the banner was installed in the outdoor location.</p> <p>❖ Bidders must deliver the requirement Sample Banner or Banners for evaluation at no charge to Canada. The Sample Banner or Banners submitted by the Bidders will remain property of Canada.</p>		

FAILURE TO PROVIDE DETAILED INFORMATION FOR ANY OF THE ABOVE MAY RESULT IN THE PROPOSAL BEING DEEMED NON-RESPONSIVE. BIDS NOT MEETING THE ALL THE MANDATORY REQUIREMENTS WILL BE GIVEN NO FURTHER CONSIDERATION.

ANNEX E

ADDITIONAL INFORMATION

The additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of the 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 additional information listed below within the time frame provided will render the bid non-responsive.

E.1 LIST OF NAMES - INTEGRITY VERIFICATION FORM (*Excerpt from the Government of Canada's Integrity Regime site*)

Requirements

Section 17 of the *Ineligibility and Suspension Policy* requires suppliers, regardless of their status under the policy, to submit a list of names with their bid or offer. The list differs depending on the Bidder's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors
- Privately owned corporations must provide a list of the owners' names
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners
- Suppliers that are a partnership do not need to provide a list of names

Link to on-line form: <http://www.tpsgc-pwgsc.gc.ca/ci-if/ln-form-eng.html>

Suppliers may use this form to provide the list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: information to submit a bid or offer](#) for additional details.

E.2 PROCUREMENT BUSINESS NUMBER:

The Bidder must provide its Procurement Business Number.

Suppliers are required to have a Procurement Business Number (PBN) before contract award. Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

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File No. - N° du dossier
cw011. C1111-190233

Buyer ID - Id de l'acheteur
cw011
CCC No./N° CCC - FMS No./N° VME

E.3 BIDDER'S PROPOSED SITE(S)

E.3.1 The Bidder must provide the full address(es) of the Bidder's site(s) or premises which are required for Work Performance:

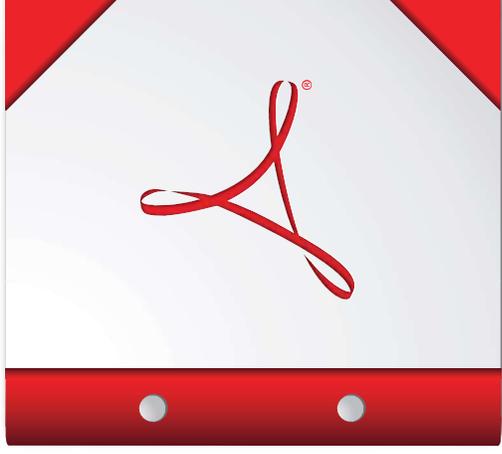
Location Street Number / Street Name, City, Province, Territory Postal Code	What work will be performed at this location?

E.3.2 List of Subcontractor(s)

If the Work includes the use of subcontractors, the names and locations of the subcontractors shall be listed as part of the bid with particulars of the Work to be performed or material to be purchased. The Contracting Authority is to be notified, in writing, of any changes to the list of subcontractors prior to their commencing the Work.

For the purposes of this clause, there is no requirement to report the purchase of off-the-shelf items and software and such standard articles and materials as are ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work.

Subcontractors' name(s)	Location Street Number / Street Name, City, Province, Territory Postal Code	What work will be performed at this location?



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