



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :
Parks Canada Agency Bid Receiving Unit
National Contracting Services
P. O. Box 900
216 Hawk Avenue
Banff, Alberta T1L 1K2

REQUEST FOR QUOTATION

DEMANDE DE PRIX

Quotation to: Parks Canada Agency
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 or attached hereto, the goods, services and construction listed herein or on any attached sheets at the price(s) set out therefor.

Prix à : l'Agence Parcs 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 travaux de construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires :

Issuing Office - Bureau de distribution :
Parks Canada Agency
National Contracting Services
P. O. Box 900
216 Hawk Avenue
Banff, Alberta T1L 1K2

Title - Sujet : Orientation Guide Banff National Park	
Solicitation No. - N° de l'invitation : 5P421-19-0085/a	Date : December 17, 2019
GETS Reference No. N° de référence du SEAG : PW-19-00900217	

Solicitation Closes - L'invitation prend fin : At - à : 2 :00 PM On - le : January 8, 2020	Time Zone - Fuseau horaire MST
---	--

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

Address Enquiries to - Adresser toutes demande de renseignements à :
Rose Marino

Telephone No. - N° de téléphone : 403-760-1319	Fax No. -N° de télécopieur : 403-762-5057	Email Address – Courriel : Rose.marino@canada.ca
--	---	--

Destination of Goods, Services, and Construction - Destination des biens, services et travaux de construction :
Various Locations

TO BE COMPLETED BY THE BIDDER - À REMPLIR PAR LE SOUMISSIONNAIRE

Vendor/ Firm Name - Nom du fournisseur/de l'entrepreneur :

Address - Adresse :

Telephone No. - N° de téléphone :	Fax No. - N° de télécopieur :
--	--------------------------------------

Name of person authorized to sign on behalf of the Vendor/ Firm (type or print) - Nom de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) :

Signature :	Date :
--------------------	---------------

Solicitation No. - N° de l'invitation :
5P421-19-0085/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Rose Marino

Client Ref. No. - N° de réf. du client :

Title – Titre :
Orientation Guide, Banff National Park

IMPORTANT NOTICE TO BIDDERS

Direct Deposit

The Government of Canada has replaced cheques with direct deposit payment(s), an electronic transfer of funds deposited directly into a bank account. New vendors who are awarded a contract will be required to complete a Direct Deposit enrolment form in order to register their direct deposit information with Parks Canada to receive payment.

Additional information on this Government of Canada initiative is available at:

<http://www.directdeposit.gc.ca>

Solicitation No. - N° de l'invitation :
5P421-19-0085/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Rose Marino

Client Ref. No. - N° de réf. du client :

Title – Titre :
Orientation Guide, Banff National Park

TABLE OF CONTENTS

PART 1 – GENERAL INFORMATION	5
1.1 SECURITY REQUIREMENTS	5
1.2 STATEMENT OF WORK.....	5
1.3 DEBRIEFINGS.....	5
1.4 TRADE AGREEMENTS	5
PART 2 – BIDDER INSTRUCTIONS	5
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	5
2.2 SUBMISSION OF BIDS	5
2.3 ENQUIRIES – BID SOLICITATION	5
2.4 APPLICABLE LAWS	5
PART 3 – BID PREPARATION INSTRUCTIONS.....	6
3.1 BID PREPARATION INSTRUCTIONS.....	6
PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION.....	6
4.1 EVALUATION PROCEDURES	6
4.2 BASIS OF SELECTION	6
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	7
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	7
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	7
PART 6 - RESULTING CONTRACT CLAUSES.....	9
6.1 SECURITY REQUIREMENTS	9
6.2 STATEMENT OF WORK.....	9
6.3 STANDARD CLAUSES AND CONDITIONS	9
6.4 TERM OF CONTRACT	9
6.5 AUTHORITIES.....	9
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	10
6.7 PAYMENT	10
6.8 INVOICING INSTRUCTIONS.....	11
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION	11
6.10 APPLICABLE LAWS	11
6.11 PRIORITY OF DOCUMENTS.....	11
6.12 SACC MANUAL CLAUSES.....	11
6.13 INSURANCE REQUIREMENTS	11
6.14 INSPECTION AND ACCEPTANCE	11
ANNEX A	12
STATEMENT OF WORK.....	12
ANNEX B	14
BASIS OF PAYMENT	14
ANNEX C	15
LIST OF QUANTITIES AND DISTRIBUTION LOCATIONS	15
ANNEX D TO PART 5 OF THE BID SOLICITATION	18
FORMER PUBLIC SERVANT	18
ANNEX E TO PART 5 OF THE BID SOLICITATION	20

Solicitation No. - N° de l'invitation :
5P421-19-0085/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Rose Marino

Client Ref. No. - N° de réf. du client :

Title – Titre :
Orientation Guide, Banff National Park

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM 20

Solicitation No. - N° de l'invitation :
5P421-19-0085/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Rose Marino

Client Ref. No. - N° de réf. du client :

Title – Titre :
Orientation Guide, Banff National Park

PART 1 – GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with the bid solicitation.

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.3 Debriefings

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

1.4 Trade Agreements

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

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>) 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.

2.2 Submission of Bids

Bids must be submitted only to Parks Canada Agency Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile or by email will not be accepted.

2.3 Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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.

2.4 Applicable Laws

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

Solicitation No. - N° de l'invitation :
5P421-19-0085/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Rose Marino

Client Ref. No. - N° de réf. du client :

Title – Titre :
Orientation Guide, Banff National Park

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

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid two (2) hard copies

Section II: Financial Bid one (1) hard copies

Section III: Certifications one (1) hard copies

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid. Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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

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.

4.2 Basis of Selection

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

Solicitation No. - N° de l'invitation :
5P421-19-0085/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Rose Marino

Client Ref. No. - N° de réf. du client :

Title – Titre :
Orientation Guide, Banff National Park

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, if applicable, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 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 at Annex D to Part 5 of the Bid Solicitation before contract award.

5.2.2 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [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.

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), must submit a list of names prior to award of a contract. Bidders must provide the information requested at Annex E to Part 5 of the Bid Solicitation.

5.2.3 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](#)

Solicitation No. - N° de l'invitation :
5P421-19-0085/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Rose Marino

Client Ref. No. - N° de réf. du client :

Title – Titre :
Orientation Guide, Banff National Park

[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.

Solicitation No. - N° de l'invitation :
5P421-19-0085/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Rose Marino

Client Ref. No. - N° de réf. du client :

Title – Titre :
Orientation Guide, Banff National Park

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 11, 2020 inclusive.

6.4.2 Delivery Points

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Rose Marino
Contracting Advisor
Parks Canada Agency
National Contracting Services
Chief Financial Officer Directorate
P.O. Box 900
216 Hawk Avenue
Banff, Alberta T1L 1K2

Telephone: (403) 760-1319 Facsimile: (403) 762-5057 E-mail address: rose.marino@canada.ca

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

Solicitation No. - N° de l'invitation :
5P421-19-0085/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Rose Marino

Client Ref. No. - N° de réf. du client :

Title – Titre :
Orientation Guide, Banff National Park

6.5.2 Project Authority

The Project Authority for the Contract is:

*** to be provided at contract award ***

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

6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Representative's Name:		
Title:		
Vendor/ Firm Name:		
Address:		
City:	Province / Territory:	Postal Code / ZIP Code:
Telephone:	Facsimile:	
Email Address:		
Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:		

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of **\$ TBD** (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

Solicitation No. - N° de l'invitation :
5P421-19-0085/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Rose Marino

Client Ref. No. - N° de réf. du client :

Title – Titre :
Orientation Guide, Banff National Park

6.7.2 Single Payment

H1000C (2008-05-12) Single Payment

6.8 Invoicing Instructions

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.

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.

6.10 Applicable Laws

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

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: (2018-06-21) Service (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, List of Quantities and Distribution Locations
- (f) the Contractor's bid dated ***** to be inserted at contract award *****. *(If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)).*

6.12 SACC Manual Clauses

- [P1005C](#) (2010-01-11) Packaging and Packing of Printed Products
- [P1010C](#) (2010-01-11) Quality Levels for Printing
- [P1011C](#) (2010-01-11) Quality Levels for Colour Reproduction
- [P1014C](#) (2010-01-11) Quality Levels for Typesetting
- [P1016C](#) (2010-01-11) Quality Levels for Binding

6.13 Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

6.14 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

Solicitation No. - N° de l'invitation :
5P421-19-0085/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Rose Marino

Client Ref. No. - N° de réf. du client :

Title – Titre :
Orientation Guide, Banff National Park

ANNEX A

STATEMENT OF WORK

1A) TITLE:	BANFF NATIONAL PARK ORIENTATION GUIDE 2020
1b) DESCRIPTION:	The Guide is an orientation piece for visitors to Banff National Park. It is given out with the purchase of a park pass at main entry points including Gates and Visitor Information Centres.
2) QUANTITY & TOTAL NUMBER OF PAGES:	1 kind English, 1 kind French Number of copies required in English: 483,500 Number of copies required in French: 27,700 Total Number of copies: 511,200 Total Number of Pages: - 32 including self-cover Printed on: 2 sides of page
3) SIZE:	Flat Size (when job is open and lying flat): 17 x 11" Finished Size (ie. Finished size of book): 8.5 x 11"
4) STOCK:	Uncoated offset, between 50-60 lb Minimum 80 Brightness Minimum 10% Recycled, FSC/PCW
5) INK:	Number of colors for the job: 4 colour process printed on both sides Bleeds off of pages
6) FOLDING:	Regular booklet Saddle stitch
7) MATERIALS SUPPLIED:	Final artwork to be supplied by: February 11, 2020 Format and version files are supplied
8) PROOFS:	Proofs required: High resolution color proof Iris and Epson proof of each version If high resolution proof, indicate: Digital color proofs Note to supplier: One set of proofs is standard and required for "sign-off" (included in the price)

Solicitation No. - N° de l'invitation :
5P421-19-0085/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Rose Marino

Client Ref. No. - N° de réf. du client :

Title – Titre :
Orientation Guide, Banff National Park

9) PACKAGING & LABELS:	-trim, fold, carton, deliver in boxes to six (6) locations -not exceed 30 lbs or approximately 14 kg per box -labels must indicate title of product, quantity, description of publication in each (or item number if applicable), address, language, special instructions -pallets to be strong enough to withstand appropriate weight, shipping and delivery
10) DELIVERY:	Delivery all at once, to 6 locations for delivery (listed below). Complete delivery to be made by (date & time): 4:00 pm, March 11, 2020 . Name of Department: Parks Canada Agency
ADDITIONAL NOTES TO SUPPLIER:	Overruns are to be shown as a separate item on the invoice. 2% overrun is acceptable. No underruns are acceptable.

Solicitation No. - N° de l'invitation :
5P421-19-0085/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Rose Marino

Client Ref. No. - N° de réf. du client :

Title – Titre :
Orientation Guide, Banff National Park

ANNEX B

BASIS OF PAYMENT

You are requested to quote Firm Unit Price(s) in Canadian Funds, GST/HST extra if applicable, FOB Destination, including all delivery and shipping for the following items:

Item	Description	Quantity	Total Price
1	Banff National Park Orientation Guide. meeting all requirements on attached Annex A – Statement of work. The guide is The Guide is an orientation piece for visitors to Banff National Park. English Copies, 2 sides	483,500	\$ _____
2	Banff National Park Orientation Guide. meeting all requirements on attached Annex A – Statement of work. The guide is The Guide is an orientation piece for visitors to Banff National Park. French Copies, 2 sides	27,700	\$ _____
3	Delivery and distribution to destinations and Lot in quantities as detailed in Annex C.	LOT	\$ _____
		TOTAL BID PRICE FOR EVALUATION	

Solicitation No. - N° de l'invitation :
5P421-19-0085/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Rose Marino

Client Ref. No. - N° de réf. du client :

Title – Titre :
Orientation Guide, Banff National Park

ANNEX C LIST OF QUANTITIES AND DISTRIBUTION LOCATIONS

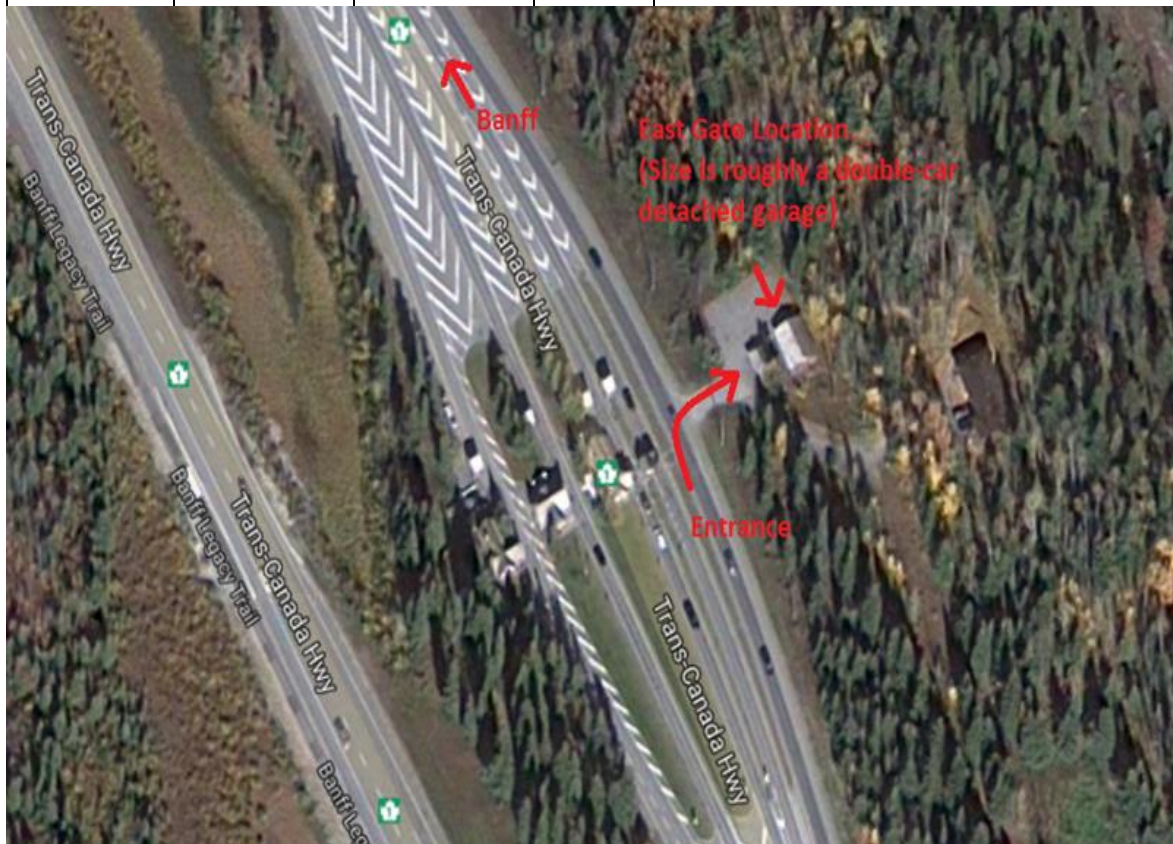
Total Quantities:

483,500 English copies

27,700 French copies

511,200 copies total

Park	Brochure # English	Brochure # French	Totals	Ship to:
Banff National Park Delivery location 1	200,000	18,000	218,000	Banff National Park Attn: Katherine or Shawn East Park Gate (Entry gates to Banff National Park) *height restrictions at the gate mean that the pallets can only be stacked 2 high. No loading dock at this location *Delivery area is at ground level (small garage) *Driver will need a power tailgate and pallet jack *Driver is responsible for unloading 403-431-0053 or 403-431-4021




Solicitation No. - N° de l'invitation :
5P421-19-0085/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Rose Marino

Client Ref. No. - N° de réf. du client :

Title – Titre :
Orientation Guide, Banff National Park

<p>Banff National Park Delivery location 2</p>	<p>200,000</p>		<p>200,000</p>	<p>Banff National Park Attn: Nico Magnan Stores Rear Entrance Deliveries can be made Mon-Fri between 8 a.m and 4 p.m. Parks Canada Operations Compound 216 Hawk Ave, Banff AB T0L 0C0 *Pallet jack available *Loading dock is available *Driver's responsibility to unload *Power tailgate required 403-431-4027 or 403-760-1397</p>
				
<p>Yoho/LL</p>	<p>45,000</p>	<p>5,000</p>	<p>5000</p>	<p>Yoho National Park Attn: Roger Hostin Boulder Creek Compound Highway 1, 5 km west of Field, BC *Delivery truck must have power tailgate for ground level deliveries 403 522-1242</p>
<p>Kootenay</p>	<p>17,000</p>	<p>1,300</p>	<p>18,300</p>	<p>KOOTENAY National Park Attn: Julie Champagne Kootenay Park Gate Highway 93 South, 1 km east of Highway 93S and 95 intersection, Radium Hot Springs V0A 1M0 *Delivery truck needs a tailgate for ground level off-loading, truck can pull into large</p>

Solicitation No. - N° de l'invitation :
5P421-19-0085/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Rose Marino

Client Ref. No. - N° de réf. du client :

Title – Titre :
Orientation Guide, Banff National Park

				parking area on side of eastbound lane by the park gate, eastbound access only (250) 409-4987
Jasper	8,000	800	8,800	Jasper National Park Attn: Adam Park GOVT COMPOUND 1 Compound Rd. Jasper, AB T0E 1E0 (Adam Park is the Stores Manager – will be at stores to receive delivery) (780) 883-0530
MRG	12,500	2,500	15,000	Mount Revelstoke/Glacier National Park ROGERS PASS COMPOUND in GLACIER NATIONAL PARK BC. Attn: Shannon Bollefer Delivery area is located in Rogers Pass directly across from the Rogers Pass Discovery Centre. V0E 2S0 9525 Trans-Canada Highway Summit of Rogers Pass. Deliveries are available Tues through Fri Only Contact Lyle at the garage building (near the gas pumps) for specific delivery location in the compound. *Delivery area is at ground level (small garage) *Driver will need a power tailgate and pallet jack *Driver is responsible for unloading Shannon: 250-814-9554
Waterton	1000	100	1100	Waterton National Park Attn: Christopher Waldinsperger Waterton Operations Building Waterton Compound Waterton Park AB T0K 2M0 403-859-5166

Solicitation No. - N° de l'invitation :
5P421-19-0085/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Rose Marino

Client Ref. No. - N° de réf. du client :

Title – Titre :
Orientation Guide, Banff National Park

ANNEX D to PART 5 OF THE BID SOLICITATION

FORMER PUBLIC SERVANT

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

"fee abatement formula" means the formula applied in the determination of the maximum fee payable during the one-year fee abatement period when the successful bidder is a former public servant in receipt of a pension paid under the *Public Service Superannuation Act*.

"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 FPS in receipt of a pension, as applicable:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

Solicitation No. - N° de l'invitation :
5P421-19-0085/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Rose Marino

Client Ref. No. - N° de réf. du client :

Title – Titre :
Orientation Guide, Banff National Park

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](#).

A contract awarded to a FPS who has been retired for less than one year and who is in receipt of a pension as defined above is subject to the fee abatement formula, as required by Treasury Board Policy.

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.

Solicitation No. - N° de l'invitation :
5P421-19-0085/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Rose Marino

Client Ref. No. - N° de réf. du client :

Title – Titre :
Orientation Guide, Banff National Park

ANNEX E to PART 5 OF THE BID SOLICITATION

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

Section 17 of the *Ineligibility and Suspension Policy* (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the bidder or offeror'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.

Suppliers may use this form to provide the required 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: Required information to submit a bid or offer](#) for additional details.

Supplier Information

Supplier's Legal Name:		
Organizational Structure: <input type="checkbox"/> Corporate Entity <input type="checkbox"/> Privately Owned Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership		
Supplier's Legal Address:		
City:	Province / Territory:	Postal Code / ZIP Code:
Supplier's Procurement Business Number (optional):		

List of Names

Name	Title

Solicitation No. - N° de l'invitation :
5P421-19-0085/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Rose Marino

Client Ref. No. - N° de réf. du client :

Title – Titre :
Orientation Guide, Banff National Park

Declaration

I, (name) _____, (position) _____, of

(supplier's name) _____, declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature

Date

Please include with your bid or offer.