



**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

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

Title - Sujet Booklets: Xplorers -Club Parka	
Solicitation No. - N° de l'invitation 5P004-190402/A	Date 2019-12-23
Client Reference No. - N° de référence du client 5P004-190402	
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-010-78287	
File No. - N° de dossier cw010.5P004-190402	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-01-14	Time Zone Fuseau horaire Eastern Standard Time EST
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: Gagné, Kathleen	Buyer Id - Id de l'acheteur cw010
Telephone No. - N° de téléphone (613) 990-9189 ()	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

Delivery Required - Livraison exigée	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 six (6) 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; and
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, Additional Information, and the Evaluation criteria.

1.2 Summary

The Contractor must provide the following services: Printing and delivery of "Xplorers" booklets, "Club Parka" booklets.

The period of the Contract is from the date of award to March 31, 2021 inclusively with four (4) option periods of one (1) year each.

Invoicing will be by electronic means (email) and payment will be by Direct Deposit.

There are no security requirements related to this requirement.

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

The requirement is limited to Canadian services.

There will be delivery requirements to locations across Canada, including those within Comprehensive Land Claims Settlement Areas.

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 will be in writing.

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 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.dgareceptiondessoumissions-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 Request for Proposal, transmission of offers by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant

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

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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 (Kathleen.gagne@tpsgc-pwgsc.gc.ca and TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca) 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

3.1.a epost Connect service

- 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 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.

3.1.b USB Key

- If the Bidder chooses to submit its bid on a USB Key, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Offer (1 paper copy and/or 1 electronic copy on a USB Key*)
Section II: Financial Offer (1 paper copy and 1 electronic copy in Excel format on a USB Key*)
Section III: Certifications (1 paper copy and/or 1 electronic copy on a USB Key*)
Section IV: Additional Information (1 paper copy and 1 electronic copy on a USB Key*)

**All the Sections may be saved on the same USB Key as long as each section is a separate file.*

- If there is a discrepancy between the wording of the electronic copy on electronic media (on USB Key) and the paper copy, the wording of the paper copy will have priority over the wording of the electronic copy on the USB Key.

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

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>). 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 demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability 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".

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

Section III: Certifications

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

Section IV: Additional Information

3.1.3 Bidders must submit the additional information required in Annex "D".

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

Mandatory technical evaluation criteria are included in Annex "E".

Proposals submitted by bidders must meet all the mandatory technical criteria of the Request for Proposal (RFP). No further consideration will be given to proposals not meeting all of the mandatory criteria.

To meet the requirement described herein, the experience of the Bidder must be work for which the Bidder was under contract to clients. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

Definitions for the purposes of the M.1 Mandatory Criterion Only.

"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.

PROPOSALS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL NOT BE EVALUATED FURTHER AND WILL NOT BE GIVEN FURTHER CONSIDERATION.

4.1.2 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.

4.1.2.1 Mandatory Financial Criteria

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

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.

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5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services. The Bidder certifies that:

() the services offered are Canadian services as defined in paragraph 2 of clause A3050T.

5.2.3.1.1 *SACC Manual* clause A3050T (2014-11-27) 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".

6.1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex "A" and Annex "B" of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

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>) 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 this Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from contract award date to _____ inclusive.

6.4.2 Delivery Date

The deliverables must be received in accordance with the Statement of Work at Annex "A".

6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) 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 before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.4.4 Comprehensive Land Claims Agreements (CLCAs)

The Contract is subject to Comprehensive Land Claims Agreement(s).

6.4.5 Delivery Points

Delivery of the requirement will be made to delivery points specified at Annex "A" of the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Kathleen Gagné (or Designated representative)
Public Works and Government Services Canada
Acquisitions Branch
Communication Procurement Directorate
360 Albert Street, Ottawa, Ontario
K1A 0S5

Telephone: 613-990-9189

E-mail address: Kathleen.gagne@tpsgc-pwgsc.gc.ca
and TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: *(to be identified in any resulting contract)*.

Name:	
Title:	
Organization:	
Address:	

Telephone:	
Facsimile:	
E-mail address:	

In its absence, the Project Authority is:

Name:	
Title:	
Organization:	
Address:	

Telephone:	
Facsimile:	

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E-mail address:	
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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

Primary Contact		Replacement	
Name:		Name:	
Telephone:		Telephone:	
Facsimile:		Facsimile:	
E-mail :		E-mail :	

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 each Work Request, the Contractor will be paid firm unit prices, as specified in Annex "B" Basis of Payment, applicable taxes extra.

6.7.2 Limitation of Expenditure

- Canada's total liability to the Contractor under the Contract must not exceed \$_____. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
- No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - when it is 75 percent committed, or
 - four (4) months before the contract expiry date, or
 - as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
- If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Multiple Payments

Payment by Canada to the Contractor for the Work shall be made in accordance with SACC Manual clause H1001C (2008-05-12) Multiple Payments.

6.7.4 SACC Manual Clauses

A9117C (2007-11-30) – T1204 – Direct Request by Customer Department

6.7.5 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI)

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

2. Invoices must be forwarded to the following authorities:

- a) One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.

E-mail : (to be identified in any resulting contract).

- b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

E-mail: Kathleen.gagne@tpsgc-pwgsc.gc.ca and
TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca

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.

6.9.2 SACC Manual Clauses

SACC Manual Clause A3060C (2008-05-12) Canadian Content Certification

6.10 Applicable Laws

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

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) the Contractor's bid dated _____.

6.12 Insurance

SACC Manual clause G1005C (2016-01-28) Insurance- No Specific Requirement

6.13 SACC Manual Clauses

6.13.1 Inspection and Acceptance

The Technical 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.

6.13.2 Other SACC Manual Clauses

THE FOLLOWING CLAUSES ARE INCORPORATED HEREIN:

SACC Reference	Section	Date
P1005C	Packaging and Packing of Printed Products	2010-01-11
P1009C	Author's Alterations	2007-11-30
P1010C	Quality Levels for Printing	2010-01-11
P1011C	Quality Levels for Colour Reproduction	2010-01-11
P1016C	Quality Levels for Binding	2010-01-11
B7500C	Excess Goods	2006-06-16

ANNEX "A"

STATEMENT OF WORK

TITLE: Printing and delivery of "Xplorers" booklets and "Club Parka" booklets.

A.1. REQUIREMENT

Parks Canada has a requirement for the printing, finishing, and delivery of "Xplorers" booklets and "Club Parka" booklets specified in this Annex "A" Statement of Work.

The Contractor must provide the Parks Canada with all of the necessary services and materials for the printing, finishing, and delivery of the booklets to the required destination addresses; in particular:

- Supply all materials
- Provide proofs prior to production.
- Printing, saddle stitch binding, and perforation in accordance with the final approved proofs and the Annex "A" Statement of Work.
- Package the booklets in boxes for shipping as specified in this Annex "A" Statement of Work.
- Delivery as per the delivery schedule.

A.1.1 ENVIRONMENTAL REQUIREMENTS

In order to reduce the environmental impact of its print publishing activities, the Government of Canada chooses to use inks that are considered environmentally friendly, containing vegetable oil-based materials unless otherwise specified. The printing inks to be specified and/or used in printing requirements produced under this contract will adhere to the following criteria for % of vegetable oils as well as the % of VOC within the ingredients composing the ink.

Paper: must be recycled as specified for each item.

A.2. PRINT QUALITY AND PRINTING METHODS

The quality level is informational; to be in accordance with the Public Works and Government Services Canada (PWGSC) publications entitled "Quality Levels for Printing", "Quality Levels for Binding", and/or "Quality Levels for Colour Reproduction", latest issues.

The Contractor may use offset (either direct imaging or metal plates) or digital* printing methods to produce any of the work provided the criteria for the print quality level stated are met.

*Digital printing may be used if print run is small. The Contractor must provide the most economical option.

A.3. MATERIAL SUPPLIED

Parks Canada will supply all digital artwork.

Components will be supplied to the Contractor as high resolution press quality Adobe Acrobat PDF files showing marks and bleeds with specification provided from the Contractor though Adobe InDesign files with linked image files where available can be provided upon request.

Each delivery location receives its own version of the "Xplorers" booklet in English and French versions, and as such there are completely different print files for each location.

A.4 QUANTITIES

- The number of booklets printed per file vary from 100 to 27,000 with the majority being around 500-1,000 copies.
- The number of booklets printed per file varies from year to year. The final number of booklets will be supplied to the Contractor by the Project Authority in January 2020 and by the end of November each subsequent year.

A.4.1 QUANTITIES – INITIAL PRINT RUN (2020)

Printing may be cancelled or new location may be added.

A.4.1.1 An estimate of the quantity of booklets to be printed and the corresponding delivery addresses are included in an Excel spreadsheet (Appendix 1 to Annex "A"). In 2020, the anticipated quantity is 430,800 booklets (275,450 Xplorers and 155,350 Club Parka). The final numbers will be confirmed to the Contractor in January 2020.

- 2020 Print run: The estimated total of all booklets to be printed in English is 299,800 (194,200 Xplorers + 105,600 Club Parka).
- 2020 Print run: The estimated total of all booklets to be printed in French is 131,000 (81,250 Xplorers + 49,750 Club Parka).
- The actual printed quantities will vary from these estimates but cannot be confirmed until the date that each batch is sent to print. Previous year printings show a total variation by no more than 10,000 booklets and eight (8) design files.

A.4.2 OVERRUNS/UNDERRUNS:

No underrun and no overrun will be accepted.

A.5 PRINTING SPECIFICATIONS FOR BOOKLETS (XPLOREES AND CLUB PARKA)

The "Club Parka" and "Xplorers" booklets are all produced as self-cover, saddle stitched booklets.

The "Xplorers" booklets are different for each location. The covers and the content for each of the booklets is different. There are some similar design elements in the outside front and back covers of the "Xplorers" booklets, however the covers are personalized for each location and the content is completely different for each location.

"Club Parka" booklets are the same for all sites. There are only two (2) versions of Club Parka booklet: French and English.

A.5.1 Number of pages:

Booklets have a total of 16, 20 or 24 pages which includes the cover. The lowest number of pages could be 16 pages and the highest could be 24 pages. There are two (2) exceptions: two (2) booklets with 12 pages. The final number of pages for each booklet will be confirmed at the time that each batch is sent to the Contractor.

The French and English versions of each booklet will have the same number of pages.

A.5.2 Size:

Flat: 14" x 8.5"

Folded, saddle stitch bound, and trimmed: 7" x 8.5"

A.5.3 Ink

Cover:

Exterior of all cover pages – four (4) color process

Interior (inside front and back cover) – four (4) color process

(4/4), full bleed (ink goes to the edge of the page)

Interior Pages: Four (4) color process (4/4), full bleed

A.5.4 Paper Stock: Cover: *Rolland ENVIRO100* satin, white, text 160M (80lb), recycled, post-consumer 100%

Inside pages: *Rolland ENVIRO100*, satin, white, text 80lb, recycled: post-consumer 100%

A.5.5 Binding: Saddle Stitch (stapled)

A.5.6 Perforation:- Vertical perforation on the last interior page

- Positioned as per the artwork supplied
- For all documents a perforation is to be added near the binding edge of the last interior page (not the back cover page) to allow the pages to tear out. (It is a comment form to fill and return.)

A.6. PROOFS

Proofs must be accounted for in the schedule.

The Contractor must provide the following proofs to the Project Authority (Project Authority) prior to production:

- a. The Contractor must provide one (1) complete set of blueprints or digital proofs of each booklet (English and French versions) required. The proofs must be 100% of actual size, and must be trimmed, and folded to final size as specified with the perforation line indicated on each proof by the Contractor. Proofs must be submitted to the Project Authority for approval within five (5) business days from receipt of the supplied components.

The Project Authority will provide written approval or request for corrections to the Contractor within five (5) business days of receipt of proofs at the Proofs address.

The Contractor must arrange for the delivery and pick-up of the required proofs at no additional cost to Canada.

A.6.1 DELIVER PROOFS TO:

Proofs Authority
Laura Marks
Parks Canada Agency
30 Victoria St. (PC-02-E) #41
Gatineau, Québec, J8X 0B3

A.6.2. AUTHOR ALTERATIONS

Author's alterations are changes requested by the Project Authority to approved text or layout at any stage during production. The costs of implementing these changes are billable by the Contractor in accordance with the rates included in the Annex "B" Basis of Payment.

Should author's alterations be requested, the Contractor must provide details of the alterations, as requested by the Project Authority, and associated costs in accordance with Annex for review and approval prior to the alterations being undertaken. No alterations are to be undertaken unless they are confirmed in writing by the Project Authority. The Contractor must provide the final version of the artwork created in both electronic and PDF format to the Project Authority.

Author's Alterations do not include corrections to the Work as a result of Contractor error.

A.6.3 CORRECTIONS TO PROOFS RESULTING FROM CONTRACTOR ERROR

When corrections are required, the Contractor must provide a complete set of corrected proofs to the Project Authority for approval in accordance with the schedule. The final delivery date at destination will not be changed.

If corrections are made and revised proofs are required, the Contractor must provide the revised proofs within two (2) business days after reception of the corrections.

A.7. SERVICE STANDARDS / SCHEDULE

A.7.1. PROOFS

Proofs must be submitted for approval as specified in A.6.

A.7.2. DELIVERY OF SPECIFIED QUANTITIES

Complete quantities of each Item must be delivered to the addresses detailed in the Excel spreadsheet provided to the Contractor by the Project Authority. Deliveries must be accompanied by a clear and detailed packing slip.

In the event of a change in the addresses, the Project Authority will provide the information as early as possible.

A.7.2.1 Delivery Schedule

- Initial Print Run - 2020: Print ready files will be sent to the Contractor in four (4) batches.
- The majority of the booklets will be printed in batch 2 and 3.
- The booklets must be delivered no later than the specified delivery date. As soon as all the booklets (English and French) for a particular site are approved, printed, and packaged, the Contractor may initiate the shipping process.

Print batch number:	Print ready files will be sent to the Contractor:	Proofing before:	Printed booklets to be delivered to each individual location (see Excel spread sheet for details) by:
Initial Print Run - 2020: batch # 1	20 January 2020	10 February 2020	31 March 2020
Initial Print Run - 2020: batch # 2	9 March 2020	27 March 2020	9 April 2020
Initial Print Run - 2020: batch # 3	3 April 2020	17 April 2020	8 May 2020
Initial Print Run - 2020: batch # 4	15 May 2020	1 June 2020	19 June 2020
Reprints as needed	n/a	n/a	Reprints must be printed and delivered within ten (10) business days of the date that the request to reprint is received.

Optional Printing (New files)	n/a	n/a	Optional print runs (new files): <ul style="list-style-type: none">• Proofs must be submitted for approval as specified in A.6.• The delivery date for each requirement will be specified on the Work Request order.
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A.8. OPTIONAL REPRINTS / OPTIONAL PRINTING (NEW FILES) OF “XPLOREERS” BOOKLETS AND “CLUB PARKA” BOOKLETS

A.8.1 OPTIONAL REPRINTS:

After the initial print run, and at any time during the period of the Contract or the option years (if exercised) Parks Canada may require additional quantities of any one (1) or more of the specified booklets on an “if and when” required basis.

A.8.2 OPTIONAL PRINTING (NEW FILES):

After the initial print run, and at any time during the period of the Contract or the option years (if exercised) Parks Canada may require new production of any one (1) or more of the “Xplorers” booklets and/or “Club Parka” booklets on an “if and when” required basis.

A.8.3: Optional production runs are at the sole discretion of the Project Authority and will be authorized by the PWGSC Contracting Authority as an amendment to the Contract in the event that an increase to the contract value is required.

A.9. WORK REQUESTS

At any time during the period of the Contract or the option years (if exercised), Parks Canada may require a reprint and/or optional printing of quantities of the Xplorers” booklets and/or “Club Parka” booklets to be produced on an “if and when” required basis.

The Project Authority will advise the Contractor by sending a work request via email. The Contractor must provide the total price of the shipping and the total price of the order calculated in accordance with the all-inclusive unit prices included in the Annex “B” Basis of Payment.

The Contractor must not proceed with any reprint or any new printing of any of the Xplorers” booklets and/or “Club Parka” booklets without a written approval from the Project Authority in response to the total calculated price of the order provided to the Project Authority by e-mail.

A.10 QUALITY ASSURANCE

A.10.1 QUALITY ASSURANCE BY THE CONTRACTOR:

The Contractor must perform all necessary quality assurance procedures to ensure the product meets the specified quality levels and specifications of the Annex “A” Statement of Work.

A.10.1.2 Faulty materiel

Faulty materiel refers to any materiel delivered by the Contractor not meeting the specifications and/or the quality level required as per the Statement of Work.

- i. The faulty materiel will be returned to the Contractor for disposal and must be replaced at no charge to Parks Canada.

A.11 PACKAGING / SHIPPING / LABELING

A.11.1 PACKAGING

- The Contractor must package the booklets in boxes for shipping. Boxes must not exceed 10kg in weight.
- All boxes must be packed identically and completely filled, except for the "last" box, which may contain fewer items than the others. There must be the same quantity of items in each box, except for the "last" box.
- **No plastic packaging or bagging will be accepted. Any packaging must be paper or cardboard (containing recycled materials, if possible) and be completely recyclable as per ISO 15270.**
- Note that products that are not packed and labelled in accordance with the specifications provided will be returned to the Contractor to be repacked and relabelled.
- For all shipments exceeding 0.566 m³ or 15.88 kg (20ft³ or 35 lbs), except for those shipped by courier, must meet the following requirements:
 - The Contractor must strap, and if necessary wrap, shipments on standard 1.22 m x 1.02 m (48 in. X 40 in.) wood pallets. The four-way forklift entry pallet must be supplied at no charge. Total height, including pallet shall not exceed 1.19 m (47 in). The pallet load must not extend further than 2.54 cm (1 in.) from any edge of the pallet.
 - Individual items exceeding 1.22 (48 in.) In length or 453.6 kg (1,000 lbs.) shall be secured to larger pallets or shall have 10.16 cm x 10.16 cm (4 in. X 4 in.) Skids securely fastened to the bottom of the item. Skids shall be separated by a minimum of 71.12 cm (28 in.).

Any exception requires the prior approval of the Contracting Authority.

A.11.2 LABELLING

- Each box, carton, package must be labelled.
- All boxes must be correctly labelled and include the following:

Organisation / Organization: Parks Canada
Titre / Title: Xplorers
Item / Item: Booklets of (name of site) (*Ex: Booklets of Yoho National Park*)
Langue / Language: English or French
Qté / Qty: _____ per box
Boîte / Box: _____ of _____
Date de production / Production Date _____

All labels must be affixed to the sides of the boxes, and the labels must face outward from the pallet (inside boxes must be turned towards the front of the pallet).

The following information for the initial order must also be included:

- a) Contract number;
- b) The client's name, delivery address and telephone number must be specified;
- c) Item title and/or description;
- d) Total number of boxes per shipment or per pallet;
- e) Total quantity per box;
- f) The quantity in the last box must also be specified;
- g) Series numbers and classification of the content of the box.

Each shipment must contain a complete and detailed packing slip.

A.12. DELIVERY

A.12.1 INITIAL PRINT RUN - 2020:

The anticipated delivery addresses for each location are detailed in the Excel spreadsheet (Appendix 1 to Annex "A" Statement of Work).

The final number of locations may vary by a maximum of 8 locations (printing may be cancelled or new locations may be added)

A.12.2 The deliveries must take place between 8:00 AM and 4:00 PM on business days only, unless specified otherwise by the Project Authority;

A.12.3 In addition to the quantities for each delivery address, five (5) English copies and five (5) French of the "Xplorers" booklets of up to 30 booklets must be sent to the Project Authority

For the 2020 year, this is the tentative list of booklets to send. The official list will be sent in January 2020:

Banff National Park
Batoche National Parks
Coteau du Lac National Park
Dawson Historical Complex National Historic Site
Dredge No. 4 National Historic Site
Forillon National Park
Fort Beauséjour – Fort Cumberland National Historic Site
Fort St-Joseph National Historic Site
Fort Walsh National Historic Site
Gulf Islands National Park
Kootenay National Park
Icefields Parkway
Louis S. St. Laurent National Historic Site
Lower Fort Garry National Historic Site
Pacific Rim National Park Reserve
Sault Ste. Marie Canal National Historic Site
Signal Hill National Historic Site
Terra Nova National Park
Trent-Severn Waterway National Historic Site
Vancouver Aquarium
Woodside National Historic Site

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Buyer ID - Id de l'acheteur
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A.13 COMPONENTS

All original material supplied (artwork, electronic media, photographs) or created during production (negatives, separations, proofs, revised and edited digital files) for any requirement is deemed to be the property of the Crown and must be returned at no cost after each request is completed. The Contractor is responsible for the delivery of components, free of charge, to the designated location which may differ from the delivery address or destination(s).

Appendix 1 to Annex "A" Statement of Work

ANTICIPATED DELIVERY ADDRESSES INITIAL PRINT RUN - 2020

Refer to the excel spreadsheet distributed as an electronic attachment on www.buyandsell.gc.ca

Appendix 2 to Annex "A" Statement of Work

HISTORICAL INFORMATION - QUANTITIES

The actual printed quantities will vary and cannot be confirmed until the date that each batch is sent to print. Previous year printings show a total variation by no more four (4) locations (printing may be cancelled or new location may be added).

In 2019, the final order numbers varied by approximately 8,000 booklets and four (4) design files

The following information is supplied in order to provide a historical perspective of the quantities of Xplorers and Club Parka booklets produced previously. It is for information purposes only and is not a guarantee of the actual number of booklets to be produced, nor are they intended to reflect any expectations on behalf of the Government of Canada.

Quantities produced in previous years:

	2018		2019	
	English	French	English	French
Xplorers	210,700	85,251	180,650	73,050
Club Parka	70,950	36,950	53,550	28,500
Total by Language	281,650	122,201	234,200	101,550
Total	403,851		335,750	

Appendix 3 to Annex "A" Statement of Work

VISUALS FOR REFERENCE ONLY

Refer to Visuals for reference only distributed as an electronic attachment on www.buyandsell.gc.ca

ANNEX "B"

BASIS OF PAYMENT

Bidders must submit firm, all-inclusive prices in Canadian dollars, the applicable Sales Tax excluded, **FOB destination***, Canadian customs duties and excise taxes included. **Shipping costs EXTRA****.

Prices must include all materials and operations (including but not limited to all set-up charges, printing and finishing to final format, provision of proofs, packaging materials, labels and their application as specified in Annex "A" Statement of Work, etc..) to supply the final products, to ready the items for delivery, and shipping to the final destination addresses across Canada.

*FOB DESTINATION

For this requirement, FOB destination indicates that the title to the shipment will pass from the Contractor to the recipient at the destination address. The Contractor is responsible for each shipment until it arrives at the final destination address. The Work Request will not be completed until the shipment arrives at the destination address.

**DELIVERY

The Contractor will be reimbursed for the shipping/ mailing costs reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead and upon receipt of proper cost support documentation. All payments are subject to government audit.

TRAVEL AND LIVING EXPENSES

Canada will not accept any travel and living expenses incurred by the Contractor to satisfy the terms of the Contract.

B.1 PRICING SCHEDULE AND FINANCIAL EVALUATION

B.1.a Bidders must provide pricing in the format specified in this Annex "B" Basis of Payment. 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 proposal will be found non-compliant and no further evaluation will be done.

The "*Quantity for Evaluation*" shown in the MS Excel spreadsheet, Annex "B" Basis of Payment and Pricing Schedule are estimates for evaluation purposes only and are not indicative nor a guarantee of the actual number of items to be ordered.

BIDDERS ARE RESPONSIBLE TO ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET SUPPLIED TO THEM AND RETURN IT, COMPLETED, WITH THEIR PROPOSAL, IN ACCORDANCE WITH THE BID PREPARATION INSTRUCTIONS IN PART 3, SECTION 3.1.

B.1.b MS Excel spreadsheet, Annex "B" Basis of Payment and Pricing Schedule

- a) Refer to the excel spreadsheet distributed as an electronic attachment on www.buyandsell.gc.ca.
- b) Bidders are responsible for entering their prices on the MS Excel spreadsheet, **Annex "B"**

Basis of Payment and Pricing Schedule, distributed as an electronic attachment on the government electronic tendering site (www.buyandsell.gc.ca) and returning the filled out spreadsheet, along with their proposal in Excel and as a PDF file.

- c) If there is a discrepancy between the wording of the Excel file and the PDF file, the wording of the PDF file will have priority over the wording of the Excel file.

B.2 PAPER ADJUSTMENT CLAUSES (SOLICITATION AND CONTRACT)

Bidders must complete the B.2.A *P2010 - T - Paper Adjustment* Clause and include it with their Bid. If the Bidder does not complete and provide the B.2.A *P2010 - T - Paper Adjustment* Clause with the Bid, no *Paper Adjustment* Clause will be included in the Contract and no price escalation/adjustment will be granted based on increased paper costs during the period of the Contract.

B.2.a P2010 - T - Paper – 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 paper. Price adjustment will apply only to increase or decrease of the base transaction cost of paper 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. **Refer to the excel spreadsheet distributed as an electronic attachment on www.buyandsell.gc.ca.**
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).

B.2.b P2010 - C - Paper – Adjustment (Contract)

1. The portion of the price directly related to the base transaction cost of paper is subject to price adjustment (increase or decrease) at any time during the contract period but not before (*insert the date corresponding to the end of the 30-day period after contract award*). The price will be adjusted using the percentage of the announced increase or decrease that came into effect by applying it to the applicable base transaction cost.
2. To request a price adjustment, the Contractor must provide the Contracting Authority with a notice indicating the increase or decrease in the base transaction cost of the paper necessary to complete the requirement of the Contract, if applicable. Such notice must contain the price as publicly announced by at least three (3) paper supplier who supply the grade specified in the Contract and the date the price came into effect.
3. The base transaction cost of paper subject to price adjustment is as follows:
 - a. **Refer to the excel spreadsheet distributed as an electronic attachment on www.buyandsell.gc.ca.**
4. The Contractor must provide a copy of the quotation from the paper supplier(s) to support the above base transaction cost and a copy of the invoice(s) from the paper supplier(s) to

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support the adjusted base transaction cost.

5. Any price adjustment must be approved by the Contracting Authority and will be evidenced through a contract

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ANNEX “C” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);

ANNEX "D"

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.

D.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.

D.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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D.3 BIDDER'S PROPOSED SITE(S)

D.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?

D.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?

ANNEX "E"

TECHNICAL EVALUATION CRITERIA

REQUEST FOR PROPOSAL: 5P004-190402/A

TITLE: Printing and delivery of "Xplorers" booklets and "Club Parka" booklets

EVALUATION GRID

EVALUATION SUMMARY		
MANDATORY REQUIREMENTS	ACHIEVED	NOT ACHIEVED

EVALUATION CRITERIA

Proposals submitted by bidders must meet all the mandatory technical criteria of the Request for Proposal (RFP). No further consideration will be given to proposals not meeting all of the mandatory criteria.

To meet the requirement described herein, the experience of the Bidder must be work for which the Bidder was under contract to clients. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

Failure by the Bidder to provide any of the required information in the proposal will be considered as not meeting the mandatory criterion.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

Definitions for the purposes of the M.1 Mandatory Criterion Only.

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 CORPORATE EXPERIENCE

M.1.1 The Bidder must demonstrate that it has been contractually bound for a minimum of two (2) separate contracts with one (1) or more external client(s) to provide printing and finishing to final format of four (4) colour process saddle stitched bound publications with delivery to multiple destinations.

M.1.1.a The Bidder must demonstrate that at least one (1) of the two (2) submitted contracts was for a saddle stitched bound publication with a minimum 16 pages.

M.1.1.b The Bidder must demonstrate that at least one (1) of the two (2) submitted contracts was for the provision of a minimum quantity of 14,000 copies of a saddle stitched bound publication in a single print run

M.1.1.c These two (2) submitted contracts must have been started or completed on or after December 1, 2016.

During the evaluation, no corporate experience gained through internal clients will be accepted or reviewed.
Response Format

M.1.2 For **EACH** of the two (2) contracts submitted, the Bidder must provide the following information:

M.1.2.a A description of the saddle stitched bound publication provided under the Contract.

M.1.2.b The number of pages of the publication produced under the contract;

M.1.2.c A description of the printing requirements (ink colours) and saddle stitch binding requirements of the publication produced under the contract.

M.1.2.d The quantity of the saddle stitched bound publication produced in a single print run;

M.1.2.e A description of the delivery points of the publication produced under the contract;

M.1.2.f The contract date (start date or completion date) in which the services were provided (example: Contract start date: January 2017 or Completion date Sept 2, 2018 or March 2019 to present);

M.1.2.g Client information for the contract (for example: client name or organization).

Evaluation criteria			
	Met	Not Met	Reference to Bidder's Proposal
M.1.1 The description demonstrates that the Bidder has been contractually bound for a minimum of two (2) separate contracts with one (1) or more external client(s) to provide printing and finishing to final format of four (4) colour process saddle stitched bound publications /magazines with delivery to multiple destinations.			
M.1.1.a: The description demonstrates that at least one (1) of the two (2) submitted contracts was for a saddle stitched bound publication /magazine with a minimum 16 pages.			

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M.1.1.b: The description demonstrates that at least one (1) of the two (2) submitted contracts was for the provision of a minimum quantity of 14,000 saddle stitched bound publications on a single print run			
M.1.1.c: The description demonstrates that these two (2) submitted were started or completed on or after December 1, 2016.			
M.1.2 For <u>EACH</u> of the two (2) contracts submitted, the Bidder provided the following information:	Met	Not Met	Reference to Bidder's Proposal
M.1.2.a The information provided describes the saddle stitched bound publication provided under the Contract.			
Contract 1:			
Contract 2:			
M.1.2.b The information provided indicates the number pf pages of the saddle stitch publication produced under the contract;			
Contract 1:			
Contract 2:			
M.1.2.c The information provided describes of the printing requirements (ink colours) and binding requirements (saddle stitched) of the publication produced under the contract..			
Contract 1:			
Contract 2:			
M.1.2.d The information provided indicates the quantity of saddle stitched bound publications produced in a single print run.			
Contract 1:			
Contract 2:			
M.1.2.e The information provided describes the delivery points of the publication produced under the contract			
Contract 1:			
Contract 2:			
M.1.2.f The information provided indicates the contract dates (start date or completion date) in which the services were provided (example: Contract start date: January 2017 or Completion date Sept 2, 2018 or March 2019 to present)			
Contract 1:			
Contract 2:			

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M.1.2.g The information provided indicates the client information for the contract and demonstrates an external client			
Contract 1:			
Contract 2:			
Comments			

PROPOSALS NOT MEETING THE MANDATORY REQUIREMENTS WILL BE CONSIDERED AS NON RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION.