



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

[Danielle.Nolin@forces.gc.ca](mailto:Danielle.Nolin@forces.gc.ca)

**Proposal To: National Defence 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 and services listed herein and on any attached sheets at the price(s) set out therefore.

**Proposition à : Défense nationale 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 et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indique(s).

<b>Title/Titre</b> Book Record Livre Record	<b>Solicitation No – N° de l’invitation</b> W8486-207054/A
<b>Date of Solicitation – Date de l’invitation</b> 8 January 2020	
<b>Address Enquiries to – Adresser toutes questions à</b>  Danielle Nolin , DLP 6-3-2-C2  Danielle.Nolin@forces.gc.ca	
<b>Telephone No. – N° de téléphone</b> 819-939-0831	<b>FAX No – N° de fax</b>
<b>Destination</b> -See herein//Voir ici	

<b>Solicitation Closes – L’invitation prend fin</b>  At – à : 2 :00 PM EST/14 :00 HNE  On - le : 17 February 2020
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<b>Delivery required - Livraison exigée</b> See Herein	<b>Delivery offered - Livraison proposée</b>
<b>Vendor Name and Address - Raison sociale et adresse du fournisseur</b>  Bidder to complete/ Soumissionnaire à compléter	
<b>Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie)</b>  Name/Nom _____ Title/Titre _____  Signature _____ Date _____	

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no requirement associated with this requirement.

### **1.2 Requirement**

The requirement is detailed in Annex "A", Requirement

### **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, North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canadian Free Trade Agreement (CFTA), , the Canada-Columbia Free Trade Agreement (CColFTA), , the Canada-Honduras Free Trade Agreement (CHFTA), the Canada-Korea Free Trade Agreement (CKFTA) "

## 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 and Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modifications:

- a) Section 02, Procurement Business Number is deleted in its entirety.
- b) Section 20(2), Further Information is deleted in its entirety.
- c) Section 05, Submission of Bids – Subsection 3 is deleted.
- d) Subsection 2.d. of Section 05, Submission of Bids, is deleted in its entirety and replaced with the following:

Send its bid only to the address specified in the bid solicitation.

- e) Section 06, Late Bids, Is deleted in its entirety;
- f) The text under Section 07, Delayed Bids, is deleted in its entirety and replaced with the following:

It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.

- g) Subsection 1 of Section 08, Transmission by Facsimile, is deleted in its entirety.

### 2.2 Electronic Submission of Bids

- a) Bids must be submitted only to the Department of National Defence by the date, time and place indicated on page 1 of the bid solicitation. Bids must be received electronically as noted in subparagraph b).
- b) **Electronic Submissions: Individual e-mails exceeding five (5) megabytes, or that includes other factors such as embedded macros and/or links, may be rejected by the DND e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority.** Larger bids may be submitted through more than one e-mail. The Contracting Authority will confirm receipt of documents. It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Bidders should not assume that all documents have been received unless the Contracting Authority confirms receipt of each document. In order to minimize the potential for technical issues, Bidders are requested to allow sufficient time before the closing time and date to confirm receipt. Technical and financial documents received after the closing time and date will not be accepted.

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

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 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.

### **2.4 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**

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

- Section I: Technical Bid soft copies via email
- Section II: Financial Bid soft copies via email
- Section III: Certifications soft copies via email
- Section IV: Additional Information soft copies via email

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

Bidders may use Attachment 1 to Part 3 to indicate their prices. If Bidders choose to use Attachment 1 to Part 3 to indicate their prices, Bidders must include Attachment 1 to Part 3 in their financial bid.

#### **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 as follows:

Bidders must submit firm prices, Delivered Duty Paid (DDP) at CFB Montreal Depot and CFB Edmonton Depot Incoterms 2010, Applicable Taxes excluded. The total amount of Applicable Taxes must be shown separately.

Bids must be submitted in Canadian dollars.

#### **Pricing - Multi-Item Bid Solicitation**

Bidders do not have to quote a price for all items identified in the bid solicitation. However, Bidders must quote a price for all items with identical NATO Stock Numbers in order to be evaluated. Bidders may withdraw one or more items from their bid, after bid closing but prior to contract award, by advising, in writing, the Contracting Authority.

##### **3.1.1 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 2 to Part 3 Electronic Payment Instruments, to identify which ones are accepted.

If Attachment 2 to Part 3 Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

##### **3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06) , Exchange Rate Fluctuation

**Section III: Certifications**

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

**Section IV: Additional Information**

Bidder must complete **6.5.3**



## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the Technical and financial evaluation criteria.

#### **4.1.1 Technical Evaluation**

Bidders must provide the Part Number in Annex A – Requirement.

#### **4.1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, Delivered Duty Paid (DDP) at CFB Montreal Depot and CFB Edmonton Depot Incoterms 2010, Canadian customs duties and excise taxes included, Applicable Taxes excluded.

### **4.2 Basis of Selection**

A bid must comply with the requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price per Nato Stock Number 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 otherwise specified, 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 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.

#### **5.1.1 Integrity Provisions – Required Documentation**

In accordance with the *Ineligibility and Suspension Policy* (<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.

#### **5.1.2 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 website](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)).

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.

## 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

6.1.1 There is no security requirement applicable to this Contract.

### 6.2 Requirement

The contractor must provide the items details under Annex"A" Requirement

### 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

2010A (2018-06-21), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract, with the following modifications:

a. Definition of Minister is modified as follows:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

### 6.4 Term of Contract

#### 6.4.1 Delivery Date

All the deliverables must be received on or before **March 31, 2020**.

#### 6.4.2 Shipping Instructions

Goods must be consigned and delivered to the destination specified in the contract:

1. Incoterms 2010 "DDP Delivered Duty Paid" Montreal and Edmonton
2. The Contractor must deliver the goods to Canadian Forces (CF) Supply Depots by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the Depot Traffic Section at the appropriate location shown below. The consignee may refuse shipments when prior arrangements have not been made.
  - a. 7 CF Supply Depot Lancaster Park  
Edmonton, Alta  
Telephone: 780-973-4011, ext. 4524

- 
- b. 25 CF Supply Depot Montreal  
Montreal, Qué.  
Telephone: 1-866-935-8673 (toll free), or  
514-252-2777, ext. 2363 / 4673 / 4282 E-mail: [25DAFCTrafficRDV@forces.gc.ca](mailto:25DAFCTrafficRDV@forces.gc.ca)

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Neal Seguin  
Title: Procurement Officer, DLP6-3-6-1  
Organization: Department of National Defence  
Assistant Deputy Minister Materiel  
Director General Land Equipment Program Management  
Address: 101 Colonel By, Ottawa, ON, K1A K2  
Telephone: 819-939-0828  
E-mail address: Neal.Seguin@forces.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 Technical Authority

The Technical Authority for the Contract is:

Name : \_\_\_\_\_  
Title : \_\_\_\_\_  
Organization : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Facsimile : \_\_\_\_\_  
E-mail address : \_\_\_\_\_

The Technical 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 Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative

Name : \_\_\_\_\_  
Title : \_\_\_\_\_  
Organization : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
E-Mail address : \_\_\_\_\_

### Delivery follow up

Name : \_\_\_\_\_

Title : \_\_\_\_\_  
Organization : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
E-Mail address : \_\_\_\_\_

## 6.6 Payment

### 6.6.1 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, as specified in Annex "A "Requirement for a cost of \$ \_\_\_\_\_*. Customs duties are *included*, and Applicable Taxes are extra.

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

### 6.6.2 Limitation of Price

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

### 6.6.3 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic and International);
- b. Electronic Data Interchange (EDI);

### 6.6.4 Multiple Payments

[H1001C](#) (2008-05-12) Multiple Payments

## 6.7 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.

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
- c. one (1) copy must be forwarded to the consignee.

## 6.8 Certifications

### 6.8.1 Compliance

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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 Applicable Laws

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

## 6.10 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 [2010A](#) ( 2018-06-21) General conditions: Goods (medium complexity)
- (c) Annex "A", Requirement;
- (d) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

## 6.11 Defence Contract

SACC Manual clause [A9006C](#) ( 2012-07-16) Defence Contract

## 6.12 Insurance

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

## 6.13 Packaging Requirement

The Contractor must prepare item number(s) 1 and 2 in packages of 5 per package for delivery in accordance with the latest issue of the Canadian Forces Packaging Specification *D-LM-008-036/SF-000*, DND Minimum Requirements for Manufacturer's Standard Pack.

The Contractor must package item number(s) 1 and 2 in quantities of 5 per package

SACC Manual clause [D2000C](#) (2007-11-30), Markings

SACC Manual clause [D2001C](#) (2007-11-30), Labelling

The Contractor must ensure that the manufacturer's name and part number are clearly stamped on each item for positive identification purposes. Each individual item must be identified, clearly stamped with NSN number, manufacturer's name, part number, short description: Form printed and qty.

SACC Manual clause [D2025C](#) (2017-08-17), Wood Packing Materials

SACC Manual clause [D6009C](#) (2017-11-28), Shipping Instructions

SACC Manual clause [D6010C](#) (2007-11-30), Palletization

SACC Manual clause [D9002C](#) (2007-11-30), Incomplete Assemblies

SACC Manual clause [P1010C](#) (2010-01-11), Quality Levels for Printing

SACC Manual clause [P1016C](#) (2010-01-11), Quality Levels for Binding

SACC Manual clause [P1005C](#) (2010-01-11), Packaging and Packing of Printed Products

#### **6.14 Quality Assurance**

SACC Manual clause [D5545C](#) (2019-05-30), ISO 9001:2015 - Quality Management Systems - Requirements (Quality Assurance Code C)

#### **6.15 Special Instruction - Samples: 10 samples (Free of charge)**

\*\*\*PLEASE USE BOTH ADDRESS BELOW TO SEND ANYTHING AT FORMS MANAGEMENT.

All inbound courier shipments to/from DND/CF facilities in the National Capital Region must be routed through the new Courier Handling Facility, located at 2303 Stevenage Drive, Ottawa, Ontario K1G 3W1.

Address to:

DKIM / Forms  
NDHQ Carling Campus  
60 Moodie Dr (Bldg 6N-C06.33)  
Ottawa, On K1A 0K2  
Attn: Stewart MacDonald (613-901-6394)

The Contractor will be advised by DKIM / Forms Management personnel whether the goods are approved or not. You are to give Forms Management seven working days to approve/reject the samples. Do not provide the sample to forms management less than 10 days before the expected delivery date.

\*\*\*No overruns will be accepted. If they are sent to the depot, they will be returned to the supplier or accepted at no cost to the Crown.

\*\*\* The Contractor must not commence or continue with production of the items and must not make any deliveries until the Contractor has received notification from the Technical Authority (Forms Management) that the sample(s) are acceptable. Any production of items before samples acceptance will be at the sole risk of the Contractor.

**ANNEX "A" -REQUIREMENT**

Item	Description	Unit of Issue	Firm Quantity	Destination Address	Invoice Address	Quality Assurance Code (QAC)	Controlled Goods (CTAT or ITAR)	Firm Unit Price:	Extended Price	Total Taxes included
1	NSN 7530-21-883-3596 Book Record MPN: CF709, NCAGE: 35898 Department of National Defence	BK	50,000	Department of National Defence 25 CFSD Montreal 6363 Rue Notre Dame St E. Montreal, QC H1N 2E9 Canada	Department of National Defence C.P. 4000 Succ K 25 DAFC / Magasin Attn: 25 CFSD Receipts Section Montreal, QC H1N 3R9 Canada ATT: 25 CFSD Receipts Section	C	NO	To be inserted at contract award	To be inserted at contract award	To be inserted at contract award
2	NSN 7530-21-883-3596 Book Record MPN: CF709, NCAGE: 35898 Department of National Defence	BK	20,000	Department of National Defence 7 CFSD Edmonton 195 Avenue & 82 Street Edmonton, Alberta T5J 4J5 Canada	Department of National Defence 7 CFSD Edmonton P.O. Box 10500 Edmonton, Alberta T5J 4J5 Canada ATTN : Accounts payable	C	NO	To be inserted at contract award	To be inserted at contract award	To be inserted at contract award



**ATTACHMENT 1 TO PART 3 OF THE - BID SOLICITATION -PRICING SCHEDULE**

Item	Description	Unit of Issue	Firm Quantity	Destination Address	FIRM UNIT PRICE: Delivered Duty Paid (DDP) included, Applicable taxes extra	Applicable taxes	Proposed Delivery Date
1	NSN 7530-21-883-3596 Book Record MPN: CF709, NCAGE: 35898 Department of National Defence OR EQUIVALENT If offering an equivalent, please specify:P/N offered: _____ Name of Manufacturer: _____	BK	50,000	Department of National Defence 25 CFSD Montreal 6363 Rue Notre Dame St E. Montreal, QC H1N 2E9 Canada			
2	NSN 7530-21-883-3596 Book Record MPN: CF709, NCAGE: 35898 Department of National Defence OR EQUIVALENT If offering an equivalent, please specify:P/N offered: _____ Name of Manufacturer: _____	BK	20,000	Department of National Defence 7 CFSD Edmonton 195 Avenue & 82 Street Edmonton, Alberta T5J 4J5 Canada			

**ATTACHMENT 2 TO PART 3 OF THE - BID SOLICITATION -ELECTRONIC PAYMENT INSTRUMENTS**

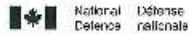
The Bidder accepts any of the following Electronic Payment Instrument(s):

- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);

**ANNEX "B" -SPECIFICATIONS PG # 1**

National Defence / Défense nationale		<b>F Specifications (Forms) - Instru</b>				<b>mpression (Formulaires)</b>									
<input type="checkbox"/> Flat Simple		<input type="checkbox"/> Sets Jeux		<input type="checkbox"/> Continuous En continu		<input type="checkbox"/> File folder Dossier		<input checked="" type="checkbox"/> Book Livre		<input type="checkbox"/> Tag Etiquette		<input type="checkbox"/> Label Etiquette		<input type="checkbox"/> Envelope Enveloppe	
Title - Titre <b>Field Message Book</b>										Form no. - No du formulaire <b>CF 709 (10-80)</b>					
Copy submitted - Texte soumis *Masters (2) & Sample Construction				Proofs - Épreuve <input type="checkbox"/> Yes Oui <input checked="" type="checkbox"/> No Non		Write test - Examen d'écriture <input type="checkbox"/> Yes Oui <input checked="" type="checkbox"/> No Non		Print quality - Qualité de l'impression <input checked="" type="checkbox"/> Office Bureau <input type="checkbox"/> _____							
<b>Specifications - Instructions</b>															
Size Format	Width (including stub) Largeur (incluant onglet)	Length (including stub) Longueur (incluant onglet)	Stub - Onglet (Location)	No. of parts No de parties	Ink (Colour) Encre (Couleur)	Face - Recto	Back - Verso	Backprinting - Imprimé au verso							
	4 1/2"	6 3/4"		**		***		<input type="checkbox"/> Tumble Tête-à-queue <input type="checkbox"/> Bookstyle Livret							
Additional information - Information supplémentaire <b>*Note:</b> A pdf version of the Master is available to the Manufacturer who has been awarded the contract. <b>**No of Parts:</b> Book consists of one Front Cover (text on Face only); one Back Cover (blank); and 100 leaves per book, printed two sides quad rules 5 mm. Pages bleed on three sides. <b>***Leaves:</b> Blue (PMS 2995) as per sample construction. <b>Front Cover:</b> Black ink. Papier (indicate grade, weight, colour) - Papier (indiquer la force, qualité et couleur)															
<b>Covers:</b> Front and Back Covers - Must be equivalent to Unisource - Coated One Side (C1S) - Blackhawk 32 pt. - White.							<b>Note:</b> Bottom corners of the book are to be rounded.								
<b>Leaves:</b> Recycled Paper - 40M White or equivalent.															
Punching Poinçonnage	<input type="checkbox"/> Top Haut		<input type="checkbox"/> Bottom Bas		<input type="checkbox"/> Left Gauche		<input type="checkbox"/> Right Droite		No. of holes No de trous	Diameter Diamètre	C. to C. C. au C.	Parts Parties			
	Location														
Perforation	All interior leaves to be perforated 7/16 from top.														
Numbering Numérotage	Serial En série	From De	To A	Colour Couleur	<input type="checkbox"/> Crash Par jeux		<input type="checkbox"/> Print Imprimé		<input type="checkbox"/> Optional Facultatif						
Fastening Imputer	<input type="checkbox"/> Crimplock Attach gaufrée		<input type="checkbox"/> Continuous glue Colle en continue		<input type="checkbox"/> Left Gauche		<input type="checkbox"/> Continuous glue Colle en continue		<input type="checkbox"/> Right Droite						
	<input type="checkbox"/> Left Gauche		<input type="checkbox"/> Right Droite		Parts Parties _____ To A _____		Parts Parties _____ To A _____								
Binding Reliure	<input checked="" type="checkbox"/> Top Haut		<input type="checkbox"/> Bottom Bas		<input type="checkbox"/> Left Gauche		<input type="checkbox"/> Right Droite		Pads of Blocs de _____ shrink wrap in packages of emballage rétrécissable en paquets de _____ pads						
Packaging Emballage	Loose sheets - shrink wrap in packages of Feuilles détachées - emballage rétrécissable en paquets de _____														
	Sets - shrink wrap in packages of Jeux - emballage rétrécissable en paquets de _____ Continuous - quantify per carton En continu - quantité par carton _____														
Label as to contents, form number, catalogue number and requisition number. Indiquer sur l'étiquette le contenu, le numéro du formulaire, le numéro de catalogue et le numéro de la commande.															
Additional specifications, forms handling or special instructions Spécifications additionnelles, manutention des formulaires ou instructions spéciales <b>****Binding:</b> 5/8" Wire-O. The front cover is to be bound as flip-over style. <b>*****Packaging:</b> Standard wrap in packages of 5 books. <b>Carbons:</b> Four (4) sheets of black pencil carbon multi-use with slip sheets to be bound at the back of the book and perforated along Width at 7/16" from the edge.															
<b>MANUFACTURER TO PROVIDE THE AMOUNT OF SAMPLES REQUIRED TO DKIM / FORMS MANAGEMENT BEFORE SHIPMENT OF THE FULL ORDER. THESE SAMPLES WILL BE EXAMINED BEFORE SHIPMENT IS APPROVED.</b>															
<b>Special instructions to suppliers - Instructions spéciales aux fournisseurs</b>															
1. Return to Forms Management À être retournés à la Gestion des formulaires				<input type="checkbox"/> Masters Originaux		<input type="checkbox"/> Artwork Illustrations		<input type="checkbox"/> Negatives Épreuves négatives		<input type="checkbox"/> Compact disc Disque compact					
2. Samples required Échantillons demandés				<input type="checkbox"/> 1 Pad - Bloc		<input type="checkbox"/> 10 Samples - Échantillons		<input checked="" type="checkbox"/> 5 Books - Livres		<input type="checkbox"/> 1 Roll - Rouleau					
<b>Forward to:</b> National Defence Headquarters DKIM / Forms Management, 3rd Floor NDHQ Carling (Bldg 6 North) 80 Moodie Dr. Ottawa ON K1A 0K2							<b>Envoyer au :</b> Quartier général de la Défense nationale DCGI / Gestion des formulaires, 3e Étage QGDN Carling (Édifice 6 Nord) 80 Promenade Moodie Ottawa ON K1A 0K2								
For technical inquiries/Responsible contact Pour renseignements techniques/Contacter la personne responsable Analyst's name - Nom de l'analyste <b>Jim Foley</b>							Authorized for action by / Autorisé pour action par  J. Foley Forms Management / Gestion des formulaires 613-901-6397								
DND 100 (09-2017)							Design: Forms Management 613-901-6396 - Conception: Gestion des formulaires 613-901-6397								

**ANNEX "B" -SPECIFICATIONS PG # 2**



**FIELD MESSAGE BOOK**

**CARNET DE CAMPAGNE**

(For the use of Field Unit Officers and Non-Commissioned Officers)  
(À l'usage des officiers et des sous-officiers des unités de campagne)

**THIS BOOK IS RULED IN 5 MM SQUARES  
CE CARNET EST QUADRILLÉ AU 5 MM**

CP 709 (10 90) 7530 21 883 3056  
Design: Form Management (873-911-6196) (07-50) P  
Correction: Sécurité des Formulaires (873-911-6197)



*Front - Face Cover*

**ANNEX "B" -SPECIFICATIONS PG #3**

*\*Internal Page*