



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

Travaux publics et Services gouvernementaux
Canada
Place Bonaventure, portail Sud-Oue
800, rue de La Gauchetière Ouest
7e étage, suite 7300
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

Title - Sujet Printing and reprography services	
Solicitation No. - N° de l'invitation 19140-190081/A	Date 2020-02-12
Client Reference No. - N° de référence du client 19140-190081	GETS Ref. No. - N° de réf. de SEAG PW-\$MTA-280-15650
File No. - N° de dossier MTA-9-42253 (280)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-02-28	
Time Zone Fuseau horaire Heure Normale du l'Est HNE	
Delivery Required - Livraison exigée Voir doc.	
Address Enquiries to: - Adresser toutes questions à: Blanchet, Annie	Buyer Id - Id de l'acheteur mta280
Telephone No. - N° de téléphone (514)605-3664 ()	FAX No. - N° de FAX (514)496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA JUSTICE CANADA Atten: Gestion du Materiel 200 RENE LEVESQUE BLVD Ouest Tour Est 9E Etage Complexe Guy Favr MONTREAL Québec H2Z1X4 Canada	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Request For a Standing Offer
Demande d'offre à commandes**

Regional Master Standing Offer (RMSO)
Offre à commandes maître régionale (OCMR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

This document contains security requirement.

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Instructions: See Herein

Instructions: Voir aux présentes

Issuing Office - Bureau de distribution

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Oue
800, rue de La Gauchetière Ouest
7e étage, suite 7300
Montréal
Québec
H5A 1L6

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 Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Security requirements check list, the Electronic Payment Instruments and Reports.

1.2 Summary

Request for Regional Master Standing Offer (RMSO) for printing and reprography services for the Department of Justice and various federal departments and agencies in the western region of Quebec, located at Guy-Favreau Complex, Montreal, Quebec. The period for making call-ups against the Standing Offer will be from April 1st , 2020 to March 31st, 2021 with three optional years.

The requirement is subject to a preference for Canadian goods and services.

This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.¶

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

1.5 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2019-03-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSO.

BY MAIL, FACSIMILE OR IN PERSON:

PWGSC Bid Receiving Unit
Public Services and Procurement Canada
Acquisitions Directorate - Quebec Region
Bonaventure Place, South-West Portal
800, de la Gauchetière West, Suite 7300
Montreal, Quebec, H5A 1L6

Facsimile: (514) 496-3822

BY EPOST CONNECT

For offerors choosing to submit using epost Connect for offers closing at the Bid Receiving Unit at PWGSC, the email address is:

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca

Note: Offers 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 Instruction [2006](#), or to send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect."

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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

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2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 5 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

Section I: Technical Offer
Section II: Financial Offer
Section III: Certifications
Section IV: Additional Information

- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Offer (2 hard copies)
Section II: Financial Offer (1 hard copie)
Section III: Certifications (1 hard copie)

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

If the Offeror is simultaneously providing copies of its offer 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.

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

Canada requests that offerors follow the format instructions described below in the preparation of hard copy of their offer:

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

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

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment.

3.1.1 Electronic Payment of Invoices - Offer

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

If Annex "D" 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 Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are two or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

4.1.1 Technical Evaluation

It is mandatory to provide the technical / descriptive documents of the product that you are offering (eg. drawing, data sheet, sketch, etc.) or a description to allow its technical evaluation. Failure to comply will render your bid non responsive.

Although the bidder must propose products that meet all of the following specifications and technical components described in Annex A, bids will be evaluated on the mandatory technical evaluation criteria .

4.1.1.1 Mandatory Technical Criteria

Mandatory technical evaluation criteria	<u>Documentation to provide at the RFSO closing date</u>
<p>1- Offerors' experience</p> <p>Offerors must demonstrate that they possess at least forty-eight (48) months* of experience in the delivery of printing and reprography services within the last sixty (60) months.</p>	<p>The following information must be provided for each client from whom the experience was gained:</p> <ul style="list-style-type: none"> a) Name of client organization b) Brief description of services provided c) Work start and end dates d) Volume of work performed
<p>2- Offerors' experience in legal services sector</p> <p>Offerors must demonstrate that they have provided printing and reprography services for a minimum of twelve (12) months* to at least one client in the legal services sector within the last sixty (60) months.</p>	<p>The following information must be provided for each client:</p> <ul style="list-style-type: none"> a) Name of client organization b) Brief description of services provided c) Work start and end dates d) Volume of documents

**Note that the months of experience can be obtained from different clients, but the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once.*

4.1.2 Financial Evaluation

4.1.2.1 SACC Manual Clause [M0222T\(2016-01-28\)](#), Evaluation of Price - Canadian/Foreign Offerors

IMPORTANT: Offers MUST be submitted in Canadian currency only. Failure to comply will render your offer non-responsive.

Conformity with annex B: Price determination. All requested prices must be filled on Annex B in order to proceed the complete financial evaluation. Failure to comply will render your offer non-responsive.

Total amount for financial evaluation will be evaluated as follows:

The average unit price of each part (A, B, C, D, E and F) in Annex B will be assign weights to each criterion in accordance with these parameters:

Part A = 80%
Part B = 8%
Part C = 9%
Part D = 2%
Part E = 1%

The following equation will be used:

TOTAL OF THE OFFER = Sum of all years :(Average unit price part A X 0.8+(Average unit price part B X 0.08)+(Average unit price part C X0.09)+(Average unit price part D X 0.02)+(Average hourly rate part E X 0.01)

Part F= 20% of the total of the offer

For each year, the following will be added to the total of the year: (Total of the year X 0.20)+ average markup of Part F.

4.2 Basis of Selection

4.2.1 SACC Manual Clause M0031T (2007-05-25), Basis of Selection - Mandatory Technical Criteria Only

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods and Canadian services.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the goods and services offered are Canadian goods and Canadian services, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the offer will result in the goods and services offered being treated as non-Canadian goods and non-Canadian services.

The Offeror certifies that:

() a minimum of 80 percent of the total price for the offer consist of Canadian goods and Canadian services as defined in paragraph 5 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#), Example 2, of the Supply Manual.

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

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer 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 Offeror 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 - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/canada-labour's) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

The Offeror must supply a copy of a certification under any one (1) of the following environmental programs:

- Environmental Choice Program - EcoLogoM Program CCD-041 (Lithographic Printing Services)
- Forest Stewardship Council (FSC) Chain-of-Custody Certification (COC)
- Sustainable Forestry Initiative (SFI) Chain-of-Custody Certification
- Canadian Standards Association Sustainable Forest Management Standards (CSA/SFMS)
- Program for the Endorsement of Forest Certifications (PEFC)
- ISO 14001

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (d) the Offeror's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (e) the Offeror must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Financial Capability

SACC Manual clause [M9033T](#) (2011-05-16) Financial Capability

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

7.2.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No 19140-190081

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (**DOS**) with approved Document Safeguarding at the level of **PROTECTED B**, issued by the Contract Security Program (CSP) of the Industrial Security Sector (ISS), Public Works and Government Services (PWGSC).
2. The Contractor/Offeror personnel requiring access to **PROTECTED** information, assets or work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the CSP/ISS/PWGSC.
3. The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce or store **PROTECTED** information until the CSP/ISS/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED B.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of the CSP/ISS/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition)

7.2.2 Offeror's Sites or Premises Requiring Safeguarding

7.2.2.1 Where safeguarding measures are required in the performance of the Work, the Offeror must diligently maintain up-to-date the information related to the Offeror's and proposed individuals' sites or premises for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

7.2.2.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Offeror and individual(s) hold a valid security clearance at the required level.

7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

7.3.1 General Conditions

[2005](#) (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in annex "E Reports". If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than 30 calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from April 1st, 2020 or from the date of issue for one year.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for three (3) additional periods of one year, from _____ to _____, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

Solicitation No. - N° de l'invitation
19140-190081/A
Client Ref. No. - N° de réf. du client
19140-190081

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-9-42253

Buyer ID - Id de l'acheteur
MTA 280
CCC No./N° CCC - FMS No./N° VME

7.4.4 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Standing Offer.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Annie Blanchet
Title: Supply specialist
Public Works and Government Services Canada
Acquisitions Branch

Telephone: 514-605-3664
Facsimile: 514-496-3822
E-mail address: annie.blanchet@tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

The Project Authority for the Standing Offer is:

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

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

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative

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

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

7.6 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.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Department of Justice and various federal departments and agencies in the western region of Quebec, located at Guy-Favreau Complex, Montreal, Quebec.

7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$70 000.00 (Applicable Taxes included).

7.10 Financial Limitation

Le coût total, pour le Canada, des commandes subséquentes à l'offre à commandes ne doit pas dépasser le montant de _____ \$, (*taxes applicables exclues*) à moins d'une autorisation écrite du responsable de l'offre à commandes. L'offrant ne doit pas exécuter de travaux ou fournir des services ou des articles sur réception de commandes qui porteraient le coût total, pour le Canada à un montant supérieur au montant indiqué précédemment, sauf si une telle augmentation est autorisée.

L'offrant doit aviser le responsable de l'offre à commandes si cette somme est suffisante dès que 75 p. 100 de ce montant est engagé, ou _____ mois avant l'expiration de l'offre à commandes, selon la première des deux circonstances à se présenter. Toutefois, si à n'importe quel moment, l'offrant juge que ladite limite sera dépassée, il doit en aviser aussitôt le responsable de l'offre à commandes.

7.11 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2018-06-21), General conditions: Services (medium complexity)
- e) Annex A, Requirement
- f) Annex B, Basis of Payment
- g) Annex C, Security Requirements Check List
- h) Annex D, Electronic payment instruments
- i) Annex E, Reports
- j) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable.*)

7.12 Certifications and Additional Information

7.12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).

7.14 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Requirement

The Contractor must perform the Work and provide the items described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2010C (2018-06-21), General conditions: Services (medium complexity) apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Period of the Contract

The Work is to be performed during the period of 24 hours for regular works, during the period of 4 hours for rush service and during the period of 2 hours for urgent service; all after receipt of the Printing Services Request Form and original documents by the Contractor.

7.3.2 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

7.4 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.

7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit prices as specified in Annex B. 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.

7.5.2 Limitation of Price

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

7.5.3 SACC Manual Clauses

SACC Manual clause [H1000C](#) (2008-05-12), Single Payment

7.5.4 SACC Manual Clauses

SACC Manual clause [C2000C](#) (2007-11-30) Taxes - Foreign-based Contractor

SACC Manual clause [C2605C](#) (2008-05-12), Canadian Customs Duties and Sales Tax - Foreign-based Contractor

SACC Manual clause [A9068C](#) (2010-01-11), Government Site Regulations

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

SACC Manual clause [P1011C](#) (2010-01-11), Quality Levels for Colour Reproduction

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

7.5.5 Electronic Payment of Invoices – Call-up

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);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.6 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 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.

7.7 Insurance

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

ANNEX "A"- STATEMENT OF WORK

1. Title

Printing and reprography services for the Quebec Regional Office (QRO) of the Department of Justice Canada as well as for various federal departments in western Quebec located at Guy Favreau Complex, 7th floor, East Tower, 200 René Lévesque Boulevard West, Montreal, QC, H2Z 1X4.

2. Objective

Procure printing and reprography services for the QRO of the Department of Justice Canada, on an as-and-when-requested basis.

3. Context

The Department of Justice Canada is the legal services provider of the Government of Canada. The Department thus has an ongoing need for printing and reprography services to support its legal activities. The required services consist of copying and printing documents in electronic format, the binding of documents for short-, medium- and long-term use and the digitization of paper documents (e.g. into PDF format). The documents concern the routine activities of the Department of Justice and may be designated up to Protected B.

4.1 Description of need

The Contractor must provide all equipment, material and labour to carry out the work. To facilitate file processing, the Department of Justice Canada will provide the Contractor with various original documents, e.g. legal documents and files, printed material, cards and boxes of documents of various sizes and formats.

4.2 Production service

The work may include removing staples and other binding from original documents, deadlines permitting. Post-it notes may be affixed to the original documents; these must be removed then re-affixed once their contents have been reproduced on Post-it notes affixed to the copies. The work may involve protected information. The Contractor must ensure that measures are taken to protect this information and the documents whenever a request is processed or a document is handled.

The Contractor agrees to meet the specific needs indicated by the project authority for each order. Tasks required of the Contractor include but are not limited to the following: black-and-white, colour, and two-sided reprography, copying onto cover stock, copying a bound book, digitization of original documents, plastic comb, spiral and wire stitch binding, three-hole punch, stapling, tabs/labels and indexes, inserts, transparent inserts, page numbering.

At its discretion, the Department of Justice Canada may provide printing and binding materials for specific printing requests.

Original documents may be provided in paper or electronic format (USB key, CD, DVD).

At the time of delivery, the Offeror agrees to return to the client all materials used in the printing process in the same condition they were received.

4.3 Space

A space of approximately 33 square metres (14' 4" wide x 23' 1" deep) within the offices occupied by the Department of Justice Canada will be made available to the Offeror free of charge for the duration of this standing offer. The exact size, location and other characteristics of the space made available to the Offeror will be determined solely by the Department of Justice and may be modified (at the expense of the Department of Justice) at any time depending on the Department's needs and at its sole discretion. Approval must be obtained from Justice Canada before any work-related renovations are carried out.

The space may be used by the Offeror only to carry out the work outlined in this standing offer. It should be noted that the Offeror will not have access to the rest of the Department of Justice's offices, and therefore must use the public washrooms located on the same floor as the shopping centre (Level 00).

Documents being processed must be locked in a secure filing cabinet at the end of the day. Justice Canada must have the combination and access to the space at all times.

4.4 Hours of availability and service timelines

The Offeror must provide services during Guy Favreau Complex operating hours. It is thus understood that the regular business hours of the workshop will be from 8 a.m. to 5 p.m., Monday through Friday, excluding statutory holidays. For any work performed outside this window at the written request of a client, an hourly rate for irregular time will be added to the document price, provided that this has already been specifically authorized by the Department of Justice project authority.

Standard service: Delivery to the client within twenty-four (24) hours (regular work hours) of receipt of the Printing Services Request Form and original documents by the Contractor.

Premium services (subject to surcharge)

When authorized in writing by the designated Department of Justice project authority, percentage surcharges indicated in the annex entitled Basis of Payment may be applied to the standard rate in the following cases:

- **Rush service:** Delivery to the client within four (4) hours of receipt of the Printing Services Request Form and original documents by the Contractor.
- **Urgent service:** Delivery to the client within two (2) hours of receipt of the Printing Services Request Form and original documents by the Contractor.
- **Services performed outside regular work hours:** Express or urgent service requests requiring that part or all of the work be performed outside regular work hours to follow service periods.

The Offeror agrees to add a resource within three (3) hours of being advised of an unexpected need by the designated Department of Justice project authority.

4.5 Work request procedures

The Offeror must ensure resource availability at all times during the regular business hours of the workshop. In the event of an absence or an early scheduled departure by a member of its staff, the Offeror must notify the contact person at the Department before 8 a.m. the same day or within thirty (30) minutes of the departure and undertakes to find replacements for absent (or on-site) staff to ensure continuous service. The Offeror must ensure that the replacement staff have the necessary security clearance at all times and that this clearance is valid.

The Offeror must ensure that one or multiple resources are available to work outside regular hours if necessary. The client must advise the Offeror by 12:00 p.m. (noon) the day work outside regular hours is required.

In addition to providing technical equipment, the Offeror must provide the material required for reprography work (photocopiers, binding machines, shredders, telephone and telephone line, fax machine, server, computer, paper, binders, tabs, Internet connection, etc.). In the event the Offeror's hard drives must be replaced or the contract has ended, the Offeror agrees to return the drives to Justice Canada, as they may contain information designated up to Protected B.

The Offeror agrees to provide the equipment required for the work and to perform regular maintenance to ensure it operates in a safe and adequate manner. Unless there is an unforeseen mechanical breakdown, the Offeror undertakes to maintain own equipment outside regular hours of service. At the request of Justice Canada, the Offeror must provide proof that the technician responsible for maintenance has the required security clearance in accordance with the security clauses of the Standing Offer.

4.6 Electronic capabilities

The Offeror must demonstrate ability to facilitate and secure the transmission of electronic orders (received from the Department of Justice Canada), including documents downloaded in a security classification up to and including Protected B. The handling and safeguarding of classified and protected information and assets are addressed in chapter 5 of the Industrial Security Manual: <https://www.tpsgc-pwgsc.gc.ca/esc-src/msi-ism/index-eng.html>.

The Supplier must be able to submit an electronic version (PDF) of any copied document. At the Department of Justice's request, electronic documents must be provided on a USB key, a CD or a DVD, or in another format according to the level of security necessary. The Department of Justice will provide all materials (i.e. USB keys, CDs or DVDs) required to provide this service.

4.7 Delivery of supplies for the Offeror

The Offeror is responsible for receiving own materials. The receiving dock is located on level S1 (entrance at 1125 Jeanne Mance Street, Montreal, H2Z 1Y1). The Offeror's materials must be stored in the space provided by the Department. If the Offeror wishes to acquire a storage space in Guy Favreau Complex, a request must be made directly to the relevant authorities.

Maintenance of the premises (cleaning) is provided by the building manager. The maintenance schedule will be the same as that of the floor on which the Offeror's space is located. It is the Offeror's responsibility to keep the premises clean, tidy and secure.

The Department of Justice is responsible for the maintenance and repair of the infrastructure (building) of the space. The Offeror is not permitted to modify existing infrastructure, such as the electrical system and fixed furnishings (counters, etc.). The Department of Justice is responsible for renovation projects, which are to be carried out solely to improve service or meet specific needs to perform necessary tasks. Any expenses will be covered by Justice Canada, with the exception of those related to the installation of anti-fatigue mats or the modification of ceiling lighting.

The Offeror must provide a Printing Services Request Form. This must include all types of requests listed in the annex as well as invoicing checks.

The Offeror must use recycled paper (20 lb) with a Type I or Type III ecolabel (e.g. EcoLogo). Coloured paper must be 20–24 lb bond and contain at least 30% postconsumer waste*. Cover stock must be 50–67 lb with at least 20% post-consumer waste*.

Printers must be ENERGY STAR certified.

The Offeror must follow an empty ink cartridge collection program.

**Post-consumer waste:* For paper, this is defined as content originating specifically from products used by consumers that are collected through residential and commercial recycling programs. Paper with a higher content of post-consumer material is the environmentally friendly choice, as it supports collection programs that tie the system together and reduces the quantity of waste that ends up in landfills.

5. Order collection and delivery

5.1 All subsequent orders from federal departments and agencies must be sent to the reprography workshop by the staff of these federal departments and agencies.

5.2 For jobs that cannot be done while the client waits, the person in charge at the workshop will inform the requestor by telephone or email once the job has been completed, so the documents can be picked up.

5.3 The Supplier must cover any expenses related to extra work performed in error.

5.4 Payment methods: Justice Canada reserves the right to pay using one of two methods, namely direct deposit or credit card. The Supplier must be able to accept these two methods.

SUB-CONTRACTING IS NOT PERMITTED
ALL WORK MUST BE CARRIED OUT BY THE SUPPLIER

6. Mandatory technical requirements

6.1 Offeror quality assurance

The Offeror must maintain a quality assurance regime in the printing workshop and provide evidence of such by detailing a performance and quality approach in the offer. To illustrate its approach, the Offeror must provide information on the following elements:

- a) How work quality and workshop performance will be maintained for the duration of the Standing Offer.
- b) How questions/problems will be handled and resolved in the printing workshop.
- c) How the supervisor and employees of the Offeror's printing workshop will communicate with identified users.

6.2 Electronic capabilities

The Offeror must be able to facilitate and secure the transmission of electronic orders (received from the Department of Justice Canada), including documents downloaded in a security classification up to and including Protected B.

The handing and safeguarding of classified and protected information and assets are addressed in chapter 5 of the Industrial Security Manual: <https://www.tpsgc-pwgsc.gc.ca/esc-src/msi-ism/index-eng.html>.

6.3 Environmental programs

The Offeror must have obtained certification under any one (1) of the following environmental programs:

- Environmental Choice Program - EcoLogoM Program CCD-041 (Lithographic Printing Services)
- Forest Stewardship Council (FSC) Chain-of-Custody Certification (COC)
- Sustainable Forestry Initiative (SFI) Chain-of-Custody Certification
- Canadian Standards Association Sustainable Forest Management Standards (CSA/SFMS)
- Program for the Endorsement of Forest Certifications (PEFC)
- ISO 14001

Note: The Offeror must supply a copy of its current certifications.

(see **5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer**)

ANNEX "B"-BASIS OF PAYMENT

The bidder must submit firm unit prices for all items. Handling must be included in all prices with the exception of Part E.

Part A: Reprography

	<i>Date of issue to March 31, 2021</i>		<i>April 1st, 2021 to March 31, 2022</i>		<i>April 1st, 2022 to March 31, 2023</i>		<i>April 1st, 2023 to March 31, 2024</i>	
1 a) White paper	Price/one-sided copy	Price/two-sided copy	Price/one-sided copy	Price/two-sided copy	Price/one-sided copy	Price/two-sided copy	Price/one-sided copy	Price/two-sided copy
Size 8 ½ x 11	\$	\$	\$	\$	\$	\$	\$	\$
Size 8 ½ x 14	\$	\$	\$	\$	\$	\$	\$	\$
Size 11 x 17	\$	\$	\$	\$	\$	\$	\$	\$
1 b) Colour paper								
Size 8 ½ x 11	\$	\$	\$	\$	\$	\$	\$	\$
Size 8 ½ x 14	\$	\$	\$	\$	\$	\$	\$	\$
Size 11 x 17	\$	\$	\$	\$	\$	\$	\$	\$
2 a) Rockland 130m cover stock	Price/one-sided copy	Price of cover stock without printing	Price/one-sided copy	Price of cover stock without printing	Price/one-sided copy	Price of cover stock without printing	Price/one-sided copy	Price of cover stock without printing
Size 8 ½ x 11	\$	\$	\$	\$	\$	\$	\$	\$
Size 8 ½ x 14	\$	\$	\$	\$	\$	\$	\$	\$
2 b) Wausau Papers Re-Entry Red 23.38M Astrobright Cover 8 ½ x 11								
Size 8 ½ x 11	\$	\$	\$	\$	\$	\$	\$	\$
3 Blank tab printing (one side only)	Price/one-sided tab	Unit price without printing	Price/one-sided tab	Unit price without printing	Price/one-sided tab	Unit price without printing	Price/one-sided tab	Unit price without printing
Size 5 positions	\$	\$	\$	\$	\$	\$	\$	\$
Size 8 ½ x 11	\$	\$	\$	\$	\$	\$	\$	\$
Size 8 ½ x 14	\$	\$	\$	\$	\$	\$	\$	\$
Size 8 positions	\$	\$	\$	\$	\$	\$	\$	\$
Size 8 ½ x 11	\$	\$	\$	\$	\$	\$	\$	\$
Size 8 ½ x 14	\$	\$	\$	\$	\$	\$	\$	\$
Size 10 positions	\$	\$	\$	\$	\$	\$	\$	\$
Size 8 ½ x 11	\$	\$	\$	\$	\$	\$	\$	\$
Size 8 ½ x 14	\$	\$	\$	\$	\$	\$	\$	\$
4 Bound book copying (first copy)	Per original	Price/two-sided copy	Per original	Price/two-sided copy	Per original	Price/two-sided copy	Per original	Price/two-sided copy
Per original	\$	\$	\$	\$	\$	\$	\$	\$

The total of the 38 unit prices contained in Part A will be divided by 38 to give the average unit price for Part A for each year.

Part B: Binding

	<i>Date of issue to March 31, 2021</i>		<i>April 1st, 2021 to March 31, 2022</i>		<i>April 1st, 2022 to March 31, 2023</i>		<i>April 1st, 2023 to March 31, 2024</i>	
	Binding 11 in. (price per binding)	Binding 14 in. (price per binding)	Binding 11 in. (price per binding)	Binding 14 in. (price per binding)	Binding 11 in. (price per binding)	Binding 14 in. (price per binding)	Binding 11 in. (price per binding)	Binding 14 in. (price per binding)
a) Cerlox-black or white, punching included								
1 to 20 sheets (1/4)	\$	\$	\$	\$	\$	\$	\$	\$
21 to 50 sheets (3/8)	\$	\$	\$	\$	\$	\$	\$	\$
51 to 80 sheets (1/2)	\$	\$	\$	\$	\$	\$	\$	\$
81 to 110 sheets (5/8)	\$	\$	\$	\$	\$	\$	\$	\$
111 to 130 sheets (3/4)	\$	\$	\$	\$	\$	\$	\$	\$
131 to 160 sheets (7/8)	\$	\$	\$	\$	\$	\$	\$	\$
161 to 190 sheets (1)	\$	\$	\$	\$	\$	\$	\$	\$
191 to 220 sheets (1 1/4)	\$	\$	\$	\$	\$	\$	\$	\$
221 to 280 sheets (1 1/2)	\$	\$	\$	\$	\$	\$	\$	\$
281 to 350 sheets (1 3/4)	\$	\$	\$	\$	\$	\$	\$	\$
351 to 400 sheets (2)	\$	\$	\$	\$	\$	\$	\$	\$
b) Plastic spiral, punching included								
1 to 20 sheets (1/4)	\$	\$	\$	\$	\$	\$	\$	\$
21 to 50 sheets (3/8)	\$	\$	\$	\$	\$	\$	\$	\$
51 to 80 sheets (1/2)	\$	\$	\$	\$	\$	\$	\$	\$
81 to 110 sheets (5/8)	\$	\$	\$	\$	\$	\$	\$	\$
111 to 130 sheets (3/4)	\$	\$	\$	\$	\$	\$	\$	\$
131 to 160 sheets (7/8)	\$	\$	\$	\$	\$	\$	\$	\$
161 to 190 sheets (1)	\$	\$	\$	\$	\$	\$	\$	\$
191 to 220 sheets (1 1/4)	\$	\$	\$	\$	\$	\$	\$	\$
221 to 280 sheets (1 1/2)	\$	\$	\$	\$	\$	\$	\$	\$
281 to 350 sheets (1 3/4)	\$	\$	\$	\$	\$	\$	\$	\$
351 to 400 sheets (2)	\$	\$	\$	\$	\$	\$	\$	\$
c) Unsewn binding with black fabric back cover	Size 11 in.	Size 14 in.	Size 11 in.	Size 14 in.	Size 11 in.	Size 14 in.	Size 11 in.	Size 14 in.
1 to 25 sheets	\$	\$	\$	\$	\$	\$	\$	\$
26 to 75 sheets	\$	\$	\$	\$	\$	\$	\$	\$
76 to 100 sheets	\$	\$	\$	\$	\$	\$	\$	\$
101 to 200 sheets	\$	\$	\$	\$	\$	\$	\$	\$
201 to 300 sheets	\$	\$	\$	\$	\$	\$	\$	\$
d) Assembly (wire stitching)	Manual	Automatic	Manual	Automatic	Manual	Automatic	Manual	Automatic
Assembly	\$	\$	\$	\$	\$	\$	\$	\$

The total of the 56 unit prices contained in Part B will be divided by 56 to give the average unit price for Part B for each year.

Part C: Insertion

1) Insertion of dividers with plasticized tabs, black print (A to Z), one side only. 1/26 cut, buff colour

The Offeror agrees to provide tabbed dividers. Letters from A to Z will be required and invoiced separately, according to the number of dividers required for each request.

	<i>Date of issue to March 31, 2021</i>	<i>April 1st, 2021 to March 31, 2022</i>	<i>April 1st, 2022 to March 31, 2023</i>	<i>April 1st, 2023 to March 31, 2024</i>
8 ½ X 11	\$ each (material and insertion)	\$ each (material and insertion)	\$ each (material and insertion)	\$ each (material and insertion)
8 ½ X 14	\$ each (material and insertion)	\$ each (material and insertion)	\$ each (material and insertion)	\$ each (material and insertion)

2) Insertion of dividers with plasticized tabs, black print (1 to ...), one side only. 1/25 cut, buff colour

The Offeror agrees to provide tabbed dividers. Numbers from 1 up will be required and invoiced separately, according to the number of dividers required for each request.

	<i>Date of issue to March 31, 2021</i>	<i>April 1st, 2021 to March 31, 2022</i>	<i>April 1st, 2022 to March 31, 2023</i>	<i>April 1st, 2023 to March 31, 2024</i>
8 ½ X 11	\$ each (material and insertion)	\$ each (material and insertion)	\$ each (material and insertion)	\$ each (material and insertion)
8 ½ X 14	\$ each (material and insertion)	\$ each (material and insertion)	\$ each (material and insertion)	\$ each (material and insertion)

3) Insertion of non-printed sheets (white or colour)

	<i>Date of issue to March 31, 2021</i>	<i>April 1st, 2021 to March 31, 2022</i>	<i>April 1st, 2022 to March 31, 2023</i>	<i>April 1st, 2023 to March 31, 2024</i>
8 ½ X 11	\$ each (material and insertion)	\$ each (material and insertion)	\$ each (material and insertion)	\$ each (material and insertion)
8 ½ X 14	\$ each (material and insertion)	\$ each (material and insertion)	\$ each (material and insertion)	\$ each (material and insertion)

4) Transparent protective film

	<i>Date of issue to March 31, 2021</i>	<i>April 1st, 2021 to March 31, 2022</i>	<i>April 1st, 2022 to March 31, 2023</i>	<i>April 1st, 2023 to March 31, 2024</i>
8 ½ X 11	\$ each (material and insertion)	\$ each (material and insertion)	\$ each (material and insertion)	\$ each (material and insertion)
8 ½ X 14	\$ each (material and insertion)	\$ each (material and insertion)	\$ each (material and insertion)	\$ each (material and insertion)

The total of the 8 unit prices contained in Part C will be divided by 8 to give the average unit price for Part C for each year.

Part D: Miscellaneous

Description	Date of issue to March 31, 2021	April 1st, 2021 to March 31, 2022	April 1st, 2022 to March 31, 2023	April 1st, 2023 to March 31, 2024
1- Machine folding (make-ready included, maximum 2 folds)	\$ /1000 folds	\$ /1000 folds	\$ /1000 folds	\$ /1000 folds
2- Hand folding	\$ each	\$ each	\$ each	\$ each
3- Perforation (Drill)				
a) 3 holes	\$ /1000 sheets	\$ /1000 sheets	\$ /1000 sheets	\$ /1000 sheets
b) 4 holes	\$ /1000 sheets	\$ /1000 sheets	\$ /1000 sheets	\$ /1000 sheets
4- Padding including cardboard backing	\$ /1000 sheets	\$ /1000 sheets	\$ /1000 sheets	\$ /1000 sheets
5- Packaging				
a) paper tape	\$ each	\$ each	\$ each	\$ each
b) shrink film	\$ each	\$ each	\$ each	\$ each
c) 1 cubic foot box	\$ each	\$ each	\$ each	\$ each
6- Transportation cost for all work performed at the successful Offeror's premises (not at the Guy Favreau Complex), at the request of the client department.	\$ each	\$ each	\$ each	\$ each
7-Scanning (black and white)				
Dimension 8 ½ * 11 (one-sided)	\$ each	\$ each	\$ each	\$ each
Dimension 8 ½ * 14 (one-sided)	\$ each	\$ each	\$ each	\$ each
Dimension 11 * 17 (one-sided)	\$ each	\$ each	\$ each	\$ each
8-Scanning (color)				
Dimension 8 ½ * 11 (one-sided)	\$ each	\$ each	\$ each	\$ each
Dimension 8 ½ * 14 (one-sided)	\$ each	\$ each	\$ each	\$ each
Dimension 11 * 17 (one-sided)	\$ each	\$ each	\$ each	\$ each

The total of the 15 unit prices contained in Part D will be divided by 15 to give the average unit price for Part D for each year.

Part E: Time work

	<i>Date of issue to March 31, 2021</i>	<i>April 1st, 2021 to March 31, 2022</i>	<i>April 1st, 2022 to March 31, 2023</i>	<i>April 1st, 2023 to March 31, 2024</i>
1- Manual intervention: Some projects may require a lot of manual intervention. Examples: Originals with attachments that must be assembled or disassembled according to the instructions received; handwritten transcriptions of information on self-adhesive Post-it type paper to be added to the reproduced document. Insertion in binders	\$ /hour	\$ /hour	\$ /hour	\$ /hour
2- Work requested outside regular hours	\$ /hour	\$ /hour	\$ /hour	\$ /hour

The total of the 2 hourly rates in Part E will be divided by 2 to give the average hourly rate for Part E for each year.

Part F* : Premium services

	<u>% mark-up rates for services standard to be applied</u>			
Services	<i>Date of issue to March 31, 2021</i>	<i>April 1st, 2021 to March 31, 2022</i>	<i>April 1st, 2022 to March 31, 2023</i>	<i>April 1st, 2023 to March 31, 2024</i>
- Rush service: Delivery to the client within four (4) hours of receipt of the Printing Services Request Form and original documents by the Contractor.	_____ %	_____ %	_____ %	_____ %
- Urgent service: Delivery to the client within two (2) hours of receipt of the Printing Services Request Form and original documents by the Contractor.	_____ %	_____ %	_____ %	_____ %

The total of the 2 mark-up rates in Part F will be divided by 2 to give the average mark-up rates for Part F for each year.

* This part represents 20% of the total of the work mentioned in this offer.

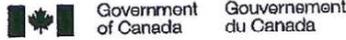
ANNEX "C" SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat Reprographie 2020 - Justice - 1000027754 Security Classification / Classification de sécurité

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Justice Canada	2. Branch or Directorate / Direction générale ou Direction	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Services de reprographie au Complexe Guy-Favreau Montréal QC		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO NON CLASSIFIED <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET / TRÈS SECRET <input type="checkbox"/>
	NATO SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>
	COSMIC TOP SECRET I <input type="checkbox"/>	
	COSMIC TRÈS SECRET <input type="checkbox"/>	



Contract Number / Numéro du contrat Reprographie 2020 - Justice - 100027754
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET- SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux: Non applicable - le fournisseur est une conférencière

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



Contract Number / Numéro du contrat Reprographie 2020 - Justice - 1000027754
Security Classification / Classification de sécurité

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
 Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions. Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	O	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED Protégé			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production		✓														
IT Media / Support TI		✓														
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Solicitation No. - N° de l'invitation
19140-190081/A
Client Ref. No. - N° de réf. du client
19140-190081

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-9-42253

Buyer ID - Id de l'acheteur
MTA 280
CCC No./N° CCC - FMS No./N° VME

ANNEX “D” ELECTRONIC PAYMENT INSTRUMENTS

The Offeror 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);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

Solicitation No. - N° de l'invitation
19140-190081/A
Client Ref. No. - N° de réf. du client
19140-190081

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-9-42253

Buyer ID - Id de l'acheteur
MTA 280
CCC No./N° CCC - FMS No./N° VME

ANNEX “E” Reports

QUARTERLY REPORT - (example of reports)
FIRST QUARTER: April 1st, 2020 to June 30, 2020

No. OCPR	Departments	Call-up number	Call-up summary	Value	Total value per department	Total cumulative value
Total cumulative value for the period						
Total cumulative value of the standing offer						