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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into six 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 | 6A, Standing Offer, and 6B, Resulting Contract Clauses:<br><br>6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>6B, 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 Electronic Payment Instruments, the Certification, Standing Offer Reporting, Additional Information and Evaluation Grids..

### **1.2 Summary**

"As and when requested", Canada has a requirement for the provision of printing services for the printing and finishing to final format of printed envelopes.

The period for making call-ups against the Standing Offer is from date of issuance to June 30, 2021, inclusive.

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional three (3) periods of one (1) year each, under the same conditions and at the rates or prices specified in the Standing Offer.

Standing Offers are offers to provide services at prearranged prices, under set terms and conditions, on an "if and when requested basis". No contract exists until a call-up against a Standing Offer is issued by the Identified User specified herein.

Canada anticipates that multiple standing offers for thirteen (13) standard envelope types may be authorized for nine (9) categories. The thirteen (13) standard envelopes are eight (8) without windows and five (5) with windows (Avpexine or Biodegradable material).

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**Offerors are invited to submit an Offer on one (1) or more categories.**

The Categories are:

**Group 1 Small Envelopes (units)**

Category 1 Low Quantity	500 – 5,000
Category 2 Medium Quantity	5,001 – 50,000
Category 3 High Quantity	50,001 and over

**Group 2 Large Envelopes (units)**

Category 4 Low Quantity	500 – 5,000
Category 5 Medium Quantity	5,001 – 50,000
Category 6 High Quantity	50,001 and over

**Group 3 Double window Envelopes (units)**

Category 7 Low Quantity	500 – 5,000
Category 8 Medium Quantity	5,001 – 50,000
Category 9 High Quantity	50,001 and over

**1.2.1 Call-up Limitation and Identified Users:**

**1.2.1.1 Individual call-ups issued by authorized Identified Users** against this Standing Offer **must not exceed \$25,000.00** (applicable taxes and all delivery charges included).

These services will be provided to any Government of Canada department, agency or Crown Corporation listed in Schedules I, I.1, II, and III of the Financial Administration Act, R.S., 1985, c. F-11 and any other identified users added to the Standing Offer through amendment.

**1.2.1.2 Individual call-ups issued by Public Services and Procurement Canada (PSPC) Communication Procurement Directorate** against this Standing Offer **must not exceed \$2 000,000.00** (applicable taxes and all delivery charges included).

PSPC may issue Call-ups on behalf any Government of Canada department, agency or Crown Corporation listed in Schedules I, I.1, II, and III of the Financial Administration Act, R.S., 1985, c. F-11.

**1.2.2** Canada expects to issue Standing Offers with all aboriginal and non-aboriginal suppliers that are deemed responsive to this Request for Standing Offers.

Offerors may qualify for set aside procurements under the federal government Procurement Strategy for Aboriginal Business under this Standing Offer.

If the Offeror is either a joint venture consisting of two (2) or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business, the Offeror will only be considered for both lists if the Offeror meets all of the conditions of the Set Aside Program for Aboriginal Business and none of the firms in the joint venture have also submitted an offer as a single entity.

**1.2.3** The requirement is limited to Canadian goods and services.

**1.2.3.1** For procurements that are not Set aside procurements under the federal government Procurement Strategy for Aboriginal Business

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

#### 1.2.3.2 For Set aside procurements under the federal government Procurement Strategy for Aboriginal Business

This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, refer to Annex 9.4 of the Supply Manual.

Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.

**1.2.4** The Request for Standing Offers (RFSO) is to establish National Master Standing Offers for the delivery of the requirement detailed in the RFSO, to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs)

**1.2.5** 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 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 will be in writing.

### 1.4 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.

### 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.

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

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.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 Instructions [2006](#), or to send offers through an epost Connect message if the Offeror is using its own licensing agreement for epost Connect.

**Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted**

### 2.3 Former Public Servant

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

#### 2.3.1 Definitions

For the purposes of this clause,

"Fee abatement formula" means the formula applied in the determination of the maximum fee payable during the one-year fee abatement period when the successful offeror is a former public servant in receipt of a pension paid under the [Public Service Superannuation Act](#).

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a) an individual;
- b) an individual who has incorporated;
- c) a partnership made of former public servants; or
- d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10 and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S. 1985, c. C-8.

#### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the 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](#).

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

#### **Work Force Adjustment Directive**

Is the 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.



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

## **2.4 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) 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 Ontario.

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 - epost Connect service**

- 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 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.

**Due to the nature of the RFSO, offers transmitted by facsimile will not be accepted.**

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

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>).

#### **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**

Offeror must submit their financial Offer in accordance with the Basis of Payment in Annex B.

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

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

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

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

#### **Section III: Certifications**

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

#### **Section IV: Additional Information**

##### **3.1.2 Offeror must submit the additional information required in Annex F.**

## **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.

#### **4.1.1 Technical Evaluation**

**Offerors must submit their offer in response to the Categories of their choice (1 – 9).**

Offers will be evaluated in accordance with the Category specific mandatory technical criteria for the category or categories for which the Offeror submitted its Offer.

##### **4.1.1.1 Mandatory Technical Criteria**

Categories 1, 4, and 7: The Mandatory technical evaluation criteria are included in Annex G.

Categories 2, 3, 5 and 6: The Mandatory technical evaluation criteria are included in Annex H

Categories 8 and 9: The Mandatory technical evaluation criteria are included in Annex I

**Offers submitted by offerors must meet all the Category specific mandatory technical criteria for the category or categories for which the Offeror submitted its Offer. No further consideration will be given to offers not meeting all of the mandatory criteria.**

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

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

**“External client(s)”**: means clients exterior to the Offeror's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Offeror.

**“Internal client(s)”**: means clients within the Offeror's own legal entity (or joint venture partnership) and includes the parent, subsidiaries and other affiliates of the Offeror.

**“Fabrication”**: means all activities and materials required to construct and produce the envelopes to final format.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Criteria**

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price-Offer

**Offerors must offer prices for all items included in the Categories of their choice (1-9). Each Category (1-9) will be evaluated individually.**

**By not providing a price for a component in a Category, the Offeror agrees that they will not be considered for issuance of a Standing Offer for that Category.**

Offerors must provide pricing in the format specified in the Annex B Basis of Payment.

The Offeror must submit firm, all-inclusive prices, FOB destination, Applicable Taxes extra, for each item identified in any one (1) or more of the Categories (1, 2, 3, 4, 5, 6, 7, 8, and 9) **of their choice** for the period of the Standing Offer and the extension periods.

#### **MS Excel spreadsheet, Annex B Basis of Payment and Pricing Schedule**

- a) Refer to the excel spreadsheet distributed as an electronic attachment on [www.buyandsell.gc.ca](http://www.buyandsell.gc.ca).
- b) Offerors are responsible for entering their prices on the MS Excel spreadsheet, Annex B Basis of Payment and Pricing Schedule, distributed as an electronic attachment on the government electronic tendering site ([www.buyandsell.gc.ca](http://www.buyandsell.gc.ca)) and returning the filled out spreadsheet, along with their proposal in Excel and as a PDF file.
- c) If there is a discrepancy between the wording of the Excel file and the PDF file, the wording of the PDF file will have priority over the wording of the Excel file.

#### **4.2 Basis of Selection – Each Category**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria and mandatory financial criteria to be declared responsive.

For each category, all responsive offers will be recommended for issuance of a standing offer.

## 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 Additional Certifications Required with the Offer (for Aboriginal Businesses)

##### 5.1.2.1 Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#) of the *Supply Manual*.
2. The Offeror:
  - i. certifies that it meets, and will continue to meet throughout the duration of the Offer, the requirements described in the above-mentioned annex.
  - ii. agrees that any subcontractor it engages under the Offer must satisfy the requirements described in the above-mentioned annex.
  - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Offeror must check the applicable box below:
  - i. ( ) The Offeror is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.  
**OR**
  - ii. ( ) The Offeror is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

4. The Offeror must check the applicable box below:

- i. ☐ The Aboriginal business has fewer than six full-time employees.

**OR**

- ii. ☐ The Aboriginal business has six or more full-time employees.

5. The Offeror must, upon request by Canada, provide all information and evidence supporting this certification. The Offeror must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Offeror must provide all reasonably required facilities for any audits.

6. By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

**5.1.2.1.1 Owner/Employee Certification - Set-aside for Aboriginal Business**

If requested by the Standing Offer Authority, the Offeror must provide the following certification for each owner and employee who is Aboriginal:

1. I am \_\_\_\_\_ (*insert "an owner" and/or "a full-time employee"*) of \_\_\_\_\_ (*insert name of business*), and an Aboriginal person, as defined in Annex 9.4 of the *Supply Manual* entitled "Requirements for the Set-Aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Printed name of owner and/or employee

\_\_\_\_\_  
Signature of owner and/or employee

\_\_\_\_\_  
Date

**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>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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## 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.

Canada will also have the right to terminate the Call-up for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Offeror must provide the Standing Offer Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

## 5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

### 5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Offeror certifies that:

( ) the services offered are Canadian services as defined in paragraph 4 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.

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

## **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **6.1 Offer**

**6.1.1** The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A

#### **6.2 Security Requirements**

**6.2.1** There is no security requirement applicable to the Standing Offer.

#### **6.3 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.

##### **6.3.1 General Conditions**

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

##### **6.3.2 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 entitled Standing Offers Reporting. 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 seven (7) calendar days after the end of the reporting period.



## **6.4 Term of Standing Offer**

### **6.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from issuance to June 30, 2021, inclusive.

### **6.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional three (3) periods of one (1) year each, under the same conditions and at the rates or prices 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 before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

### **6.4.3 Comprehensive Land Claims Agreements (CLCAs)**

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

## **6.5 Authorities**

### **6.5.1 PSPC- Authority - CPD Standing Offer**

The PSPC-CPD Standing Offer Authority is:

Name: \_\_\_\_\_ or designated representative  
Public Works and Government Services Canada  
Acquisitions Branch  
Communication Procurement Directorate  
Address: 360 Albert Street, 12<sup>th</sup> Floor, Ottawa, Ontario

Telephone: Will be provided after issuance of the Standing Offer  
E-mail: [TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.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.

### **6.5.2 Project Authority**

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

### 6.5.3 Offeror's Representative

Offeror's Representative		Alternate to Offeror's Representative	
Name :		Name :	
Telephone:		Telephone:	
Cell :		Cell :	
E-mail:		E-mail:	

### 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 6.7 Identified Users

#### 6.7.1 Identified Users – Call-ups up to \$25,000.00 (applicable taxes and all delivery charges included):

Individual call-ups issued by authorized Identified Users against this Standing Offer must not exceed \$25,000.00 (applicable taxes and all delivery charges included).

The Identified Users authorized to make call-ups against the Standing Offer include:

1. Any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the [Financial Administration Act](#), R.S.C., 1985, c. F-11 and any other identified users added to the Standing Offer through amendment;
2. PSPC (Communication Procurement Directorate).

**The Identified User issuing the call-up is responsible for any contractual issues relating to individual Call-ups made against the Standing Offer.**

#### 6.7.2 PSPC - Communication Procurement Directorate Only – Call-ups from \$25,000.01 and up to \$2,000,000.00 (applicable taxes and all delivery charges included):

Individual call-ups issued by PSPC Communication Procurement Directorate against this Standing Offer must not exceed \$2,000,000.00 (applicable taxes and all delivery charges included).

The PSPC Communication Procurement Directorate may issue Call-ups on behalf any Government of Canada department, agency or Crown Corporation listed in Schedules I, I.1, II, and III of the Financial Administration Act, R.S., 1985, c. F-11.

### 6.8 Call-up Procedures

#### 6.8.1 Call-ups up to \$25,000.00 (applicable taxes and all delivery charges included):

##### 6.8.1.1 Offeror Selection- Call-ups up to \$25,000.00 (applicable taxes and all delivery charges included):

The Identified User through its Contracting Authority or the PSPC Communication Procurement Directorate will proceed as follows to issue a Call-up against the Standing Offer:

1. All Call-ups against the Standing Offer can be made with any qualified Offeror.
2. The responsibility for Offeror selection for any specific Call-up lies solely with the Identified User.

These Call-ups are non-competitive and only the non-competitive call-up authorities can be used.

**6.8.1.2 Procedures - Call-ups up to \$25,000.00 (applicable taxes and all delivery charges included):**

1. The Identified User or the PSPC-CPD Standing Offer Authority will prepare a Statement of Work specific to their requirement, and select an Offeror.
2. The Identified User or the PSPC-CPD Standing Offer Authority will send an e-mail to the Offeror which will include the Statement of Work specifying the type of envelopes to be produced, the required quantity, the unit price in accordance with the Pricing Schedule of the Annex B Basis of Payment, the delivery date, and the destination address(es).
3. Within two (2) business days of receipt of the Statement of Work from the Identified User or the PSPC-CPD Standing Offer Authority, the Offeror must respond by e-mail to confirm its availability to provide the envelopes within the specified time frame and must provide the shipping charges to deliver the complete order to the specified destination address(es).
4. If the requirement is deemed urgent by the Identified User or the PSPC-CPD Standing Offer Authority, the response time may be shorter.
5. If that offeror is able to meet the requirement, a Call-up will be made against its Standing Offer.
6. If that offeror is unable to meet the requirement, the Identified User or the PSPC-CPD Standing Offer Authority will select another offeror.
7. The Identified User or the PSPC-CPD Standing Offer Authority will continue and proceed as above until one (1) offeror indicates that it can meet the requirement of the call-up within the specified time frame.
8. The Identified User or the PSPC-CPD Standing Offer Authority will authorize the Offeror to proceed with the Work by issuing a Call-up against a Standing Offer.
9. The delivery deadlines as negotiated and specified in the Call-up against a Standing Offer must be adhered to.
10. The Offeror must not undertake any of the specified Work unless and until a Call-up against a Standing Offer is issued by the Identified User or the PSPC-CPD Standing Offer Authority. The total price specified in the Call-up must not be exceeded without the specific written authorization of the Identified User or the PSPC-CPD Standing Offer Authority.
11. For reporting purposes, the Identified User must send an electronic copy of the Call-up and any subsequent amendments to the PSPC-CPD Standing Offer Authority identified under the section entitled "6.5 Authorities" of the Contract.

**6.8.2 Call-ups from \$25,000.01 and up to \$2,000,000.00 (applicable taxes and all delivery charges included) - Lowest Priced Standing Offer:**

The PSPC Communication Procurement Directorate will proceed as follows before issuing a Call-up Against the Standing Offer:

**Each Category (1-9) will be evaluated individually**

The PSPC-CPD Standing Offer Authority will determine the "highest-ranked Offeror"\* for each Category (1-9) by multiplying the all-inclusive prices in the Pricing Schedule of the Annex B Basis of Payment by the required quantity of the specified envelope type(s).

**\*For Each Category:**

**One envelope type:**

*The "highest-ranked Offeror" is defined as the Standing Offer with the lowest unit price in the Pricing Schedule of the Annex B Basis of Payment for the specified quantity range (in accordance with the required quantity of the envelope type specified in the Call-up).*

**Multiple envelope types in the same category:**

*The "highest-ranked Offeror" is defined as the Standing Offer with the lowest total evaluated price in accordance with the Pricing Schedule of the Annex B Basis of Payment for the specified quantity ranges of the envelope types specified in the Call-up.*

*The evaluated price of each of the specified envelope types (unit price for the quantity range multiplied by the required quantity) in the category will be added to obtain the total evaluated price.*

**6.8.2.1 Procedures - Call-ups \$25,000.01 and up to \$2,000,000.00 (applicable taxes and all delivery charges included):**

1. The PSPC-CPD Standing Offer Authority will send an e-mail to the highest-ranked Offeror to determine if the requirement can be satisfied by that Offeror.
2. The e-mail to the Offeror will include a Statement of Work specifying the type of envelopes to be produced, the required quantity, the unit price in accordance with the Pricing Schedule of the Annex B Basis of Payment, the delivery date, and the destination address(es).
3. Within two (2) business days of receipt of the Statement of Work from the PSPC-CPD Standing Offer Authority, the Offeror must respond by e-mail confirm its availability to provide the envelopes within the specified time frame and must provide the shipping charges to deliver the complete order to the specified destination address(es).
4. If the requirement is deemed urgent by the PSPC-CPD Standing Offer Authority, the response time may be shorter.
5. If highest-ranked Offeror is able to meet the requirement, a Call-up will be made against its standing offer.
6. If the highest-ranked Offeror is unable to meet the requirement, the PSPC-CPD Standing Offer Authority will contact the next ranked Offeror.
7. The PSPC-CPD Standing Offer Authority will continue and proceed as above until one (1) offeror indicates that it can meet the requirement of the Call-up within the specified time frame.
8. The PSPC-CPD Standing Offer Authority will authorize the Offeror to proceed with the Work by issuing a Call-up against a Standing Offer.
9. The delivery deadlines as negotiated and specified in the Call-up against a Standing Offer must be adhered to.
10. The Offeror must not undertake any of the specified Work unless and until a Call-up against a Standing Offer is issued by the PSPC-CPD Standing Offer Authority. The total price specified in the Call-up must not be exceeded without the specific written authorization of the PSPC-CPD Standing Offer Authority.

## 6.9 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](http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html) website ([http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search\\_for\\_forms-e.html](http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html)) :
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
  - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
  - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

Or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
  - standing offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;
  - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

## 6.10 Limitation of Call-ups

### 6.10.1 Identified Users

Individual call-ups issued by Identified Users against this Standing Offer must not exceed \$25,000.00 (applicable taxes and all delivery charges included).

### 6.10.2 PSPC Communication Procurement Directorate

Individual call-ups issued by PSPC Communication Procurement Directorate against this Standing Offer must not exceed \$2,000,000.00 (applicable taxes and all delivery charges included).

## 6.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the 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 [2030](#) (2018-06-21) General Conditions - Higher Complexity - Goods;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated \_\_\_\_\_.

## **6.12 Certifications and Additional Information**

### **6.12.1 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.

### **6.12.2 SACC Manual Clauses**

SACC Manual clause [M3060C](#) (2008-05-12) Canadian Content Certification

### **6.12.3 Procurements that have been set aside under the federal government Procurement Strategy for Aboriginal Business (PSAB)**

SACC Manual clause [A3000C](#) (2014-11-27) Aboriginal Business Certification

## **6.13 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 Ontario.

## **6.14 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.

### **6.1 Statement of Work**

The Contractor must provide the items detailed in the call-up against the Standing Offer.

### **6.2 Standard Clauses and Conditions**

#### **6.2.1 General Conditions**

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

Section 19 Interest on Overdue Accounts, of 2030 (2018-06-21), General Conditions - Higher Complexity - Goods will not apply to payments made by credit cards.

### **6.3 Term of Contract**

#### **6.3.1 Period of the Contract**

The period of the Contract is from date of Contract to \_\_\_\_\_, inclusively.

#### **6.3.2 Delivery Date**

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

### **6.4 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.

### **6.5 Payment**

#### **6.5.1 Basis of Payment - Firm Unit Prices**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B for a cost of \$ \_\_\_\_\_ insert the amount at contract award ). Customs duties are included and Applicable Taxes are extra.

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

#### **6.5.1.2 Basis of Payment – Cost reimbursable – Limitation of expenditure for Shipping (C0206C)**

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in Annex B, to a limitation of expenditure of \$\_\_\_\_\_ (*insert the amount at contract award*). Applicable Taxes are extra.

#### **6.5.2 Terms of Payment – Single Payment or Multiple Payments**

SACC Manual Clause H1000C (2008-05-12) Single Payment

OR

SACC Manual Clause H1001C (2008-05-12) Multiple Payments

#### **6.5.3 SACC Manual Clauses**

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

#### **6.5.4 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);

#### **6.6 Invoicing Instructions**

6.6.1 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.

Prepaid transportation costs must be shown as a separate item on the invoice.

The invoice must include the Standing Offer number and the call-up number.

6.6.2 Each invoice must be supported by a copy of the prepaid transportation bill of lading.

6.6.3 Invoices must be distributed as follows:

- One copy must be forwarded by e-mail to the Project Authority identified under the section 6.5.2 entitled "*Project Authority*" of the Standing Offer for certification and payment.
- One (1) copy must be forwarded to the Standing Offer Authority identified under the section 6.5.1 entitled "*Standing Offer Authority*" of the Standing Offer.

#### **6.7 Insurance**

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



## 6.8 SACC Manual Clauses

### 6.8.1 Inspection and Acceptance

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

### 6.8.2 Other SACC Manual Clauses

Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>)

SACC Reference	Section	Date
<a href="#">P1005C</a>	Packaging and Packing of Printed Products	2010-01-11
<a href="#">P1009C</a>	Author's Alterations	2007-11-30
<a href="#">P1010C</a>	Quality Levels for Printing	2010-01-11
<a href="#">P1012C</a>	Quality Levels for Envelopes	2010-01-11

## **ANNEX A**

### **STATEMENT OF WORK**

#### **A.1 OVERVIEW**

"As and when requested", Canada has a requirement for the provision of printing services for the printing and finishing to final format of thirteen (13) different types of printed envelopes.

In providing this service the Offeror must, at a minimum:

- Provide the specified proofs for approval prior to production;
- Supply all materials;
- Print as per the final approved artwork and final approved proofs;
- Produce to final format as specified;
- Package and deliver finished envelopes as specified.

##### **A.1.1 ENVIRONMENTAL STATEMENT:**

Canada is committed to greening its supply chain. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired.

Environmentally preferable goods and services are those that have a lesser or reduced impact on the environment over the life cycle of the good or service, when compared with competing goods or services serving the same purpose. Environmental performance considerations include, among other things: Improvement of energy and water efficiency, support of reusing and recycling and the use of renewable resources; reduction of toxic and hazardous substances, greenhouse gas emissions and contaminants, and reduction of waste.

The Offeror must make every possible effort towards supplying print services that are the result of environmentally sound processes, without detracting from the appearance or specifications of said items.

#### **A.2 REQUIREMENT**

The Offeror must supply printing services for the printing and finishing to final format of thirteen (13) different types of printed envelopes "if and when requested" in accordance with the following technical requirements:

##### **A.2.1 PRINTING QUALITY LEVELS**

[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>)

The quality level is Informational, to be in accordance with the Public Works and Government Services Canada publication entitled "Quality Levels for Printing" and /or "Quality Levels for Envelopes", latest Issues.

##### **A.2.2 PRODUCTION METHODS**

The Offeror must use printing methods suitable to produce the work in each call-up. The Offeror must also ensure that the criteria for the print quality level stated are met.

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### **A.2.3 PRINTING OVERRUNS/UNDERRUNS**

No overruns/underruns will be accepted.

### **A.2.4 MATERIAL SUPPLIED**

Printing on envelopes must be completed in accordance with the instructions provided with each call-up. The location of the printing (Front, Back, and Flap of the envelopes) will be specified on the individual call-up. Samples may be provided with each call-up.

#### **A.2.4.1 Artwork:**

The Offeror may be required to create the artwork for the printing from instructions provided with the call-up. Typesetting and positioning of the text must be in accordance with the Federal Identity Program (FIP) Guidelines. Information on the FIP may be obtained at:

<https://www.canada.ca/en/treasury-board-secretariat/services/government-communications/federal-identity-program/technical-specifications.html>

<https://www.canada.ca/en/treasury-board-secretariat/services/government-communications/federal-identity-program/manual.html#toc11>

Certain designated users may request the Offeror to hold artwork supplied for specific envelopes and overprint as required according to call-ups as they are received. These call-ups will identify the envelopes and quantities required.

### **A.2.5 PROOFS**

For each call-up, the Offeror must provide proofs to the Project Authority identified in the Call-up prior to production as follows:

#### **A.2.5.1: All envelopes:**

An electronic proof by e-mail as a PDF file. PDF proofs must reflect the final printed image of the envelopes at 100% of actual size. The PDF proofs must indicate the position and outline of the windows. The PDF proofs must indicate all crop marks and score lines. All dimensions must be 100% of actual size.

**And**

#### **A.2.5.2: Window envelopes only:**

One (1) pre-production construction proof (unprinted) produced to final format as specified in the Call-up. The construction proof must be trimmed to final size and constructed as specified in this Annex A Statement of Work.

All finishing to final format of the envelopes produced for call-ups must match the approved quality, and construction proofs.

The creation, the delivery of proofs, and the approval process must be accounted for within the call-up schedule.

The Project Authority identified in the Call-up will provide written approval or request for corrections of the PDF proof and the construction proof to the Offeror by e-mail within two (2) business days of receipt of proofs at the Proofs address.

### A.2.5.3. Correction to proofs resulting from the Offeror's error

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

## A.2.6 DESCRIPTION

### A.2.6.1 STANDARD ENVELOPES

#### A.2.6.1.1 ENVELOPE SIZES:

##### Small Envelopes

1. 3-7/8" x 8-7/8" Number 9 Business
2. 3-7/8" x 8-7/8" Number 9 Business with standard size window or special size window
3. 4-1/8" x 9-1/2" Number 10 Business
4. 4-1/8" X 9 1/2" Number 10 Business with standard size window or special size window

##### Large Envelopes

5. 7-1/2" x 10-1/2"
6. 9" x 12"
7. 9 1/2" x 12"
8. 9 1/2" x 12" with standard size window or special size window
9. 9 1/2" x 15"
10. 10" x 13"
11. 13" x 17"

##### Double Window Envelopes

12. 3-7/8" x 8-7/8" Number 9 Business with standard size windows or special size windows
13. 4-1/8" X 9 1/2" Number 10 Business with standard size windows or special size windows

#### A.2.6.1.2 WINDOW SIZE:

Window Envelope	Double Window Envelope
<b><u>For quantities below 50,001:</u></b>  <b>Standard Size:</b> 1 1/8" x 4 1/2"	<b><u>For quantities below 50,001:</u></b>  <b>3-7/8" x 8-7/8" - Standard Sizes:</b> Window #1: 1-1/4" height x 3-1/2" width Window #2: 1" height x 4" width  <b>4-1/8" X 9 1/2" - Standard Sizes:</b> Window #1: 1" height x 3-1/2" width Window #2: 1-1/8" height x x 4" width
<b>Standard Position:</b> From Left: 5/8". From Bottom: 3/4"	<b>3-7/8" x 8-7/8" - Standard Position:</b> Window #1: At 5/8"from left edge and 2-1/8" from bottom edge

	Window #2: At 5/8" from left edge and 5/8" from bottom edge  4-1/8" X 9 1/2" - <b>Standard Position:</b>  Window #1: At 1/2" from left edge and 2-2-1/2" from bottom edge  Window #2: At 1/2" from left edge and 3/4" from bottom edge
<b><u>For quantities of 50,001 or more:</u></b>  A special window size may be requested. The special window size will be less or equal to 10 square inches at any position.	<b><u>For quantities of 50,001 or more:</u></b>  A special window sizes may be requested. The special window sizes will be less or equal to 10 square inches at any position.

#### **A.2.6.1.3 ENVELOPE STOCK:**

All envelopes use 24 lb Recycled Envelope Natural Kraft Paper, minimum 30% recycled content

#### **A.2.6.1.4 WINDOW MATERIAL:**

- **Window Envelope:**

The window material must be glued around the edges of the windows in a manner that will not interfere with automated insertion of inserts into the envelopes.

- **Double Window Envelope:**

Only one piece of avpexine material must be used to cover both windows. The avpexine material must be glued around the edges of each of the windows and must also be glued around the outer edges of the one (1) piece of the avpexine material.

The Offeror must ensure that the avpexine material goes up to, but not over, the score of the flap fold.

The edge of the avpexine material should end approximately 1/16" from the flap fold.

- **Standard Window Material:** Avpexine
- **Optional Window material:** made of Biodegradable material
- Window material must meet or exceed Canada Post's standards as described in the "Postal Standards for Lettermail and Incentive Lettermail" publication available on their website at: <https://www.canadapost.ca/tools/pg/manual/PGletterml-e.asp>

**Haze:** Measured according to ASTM International D1003. Haze must not exceed 75%.

**Gloss:** ASTM International D 2457 - 60- degree Procedure – Standard Method of Test for Specular Gloss of Plastic Films. Gloss reading must be of 159 or less.

#### **A.2.6.1.5 INK:**

Printing with black Ink. Vegetable-based is preferred, although other environmentally preferable inks are acceptable.

**The usage of the Canada Wordmark must be as follows:**

1. for #9 Business envelopes use 24 pt. wordmark;
2. for #10 Business envelopes use 28 pt. wordmark;
3. for any envelope larger than size #10 Business, use:
  - a) 42 pt. wordmark for up to and including size 9-1/2" x 12" (where 10 pt. and 8 pt. type is used for the signature text);
  - or**
  - b) 48 pt. wordmark for sizes larger than 9-1/2" x 12" (where 12 pt. and 10 pt. type is used for the signature text).
4. The Canada wordmark must be positioned so as to be centered vertically and horizontally on the flap in all cases, regardless of type of envelope construction or size.

**A.2.6.1.6 CONSTRUCTION:**

- All envelopes except Item 11 (13" x 17") are Open Side. All envelopes must be either cross-back, inside or outside side seams.
- Envelopes must be provided according to the specifications included in each individual Call-up.

**A.2.6.1.7 FLAP:**

Full glue

**A.3 PACKAGING AND LABELLING:**

**A.3.1 Packaging**

All cartons, boxes and packing material must be recyclable and/or compostable and/or reusable.

For this Standing Offer, only cartons/boxes having a minimum 70% recycled content from manufacturers who are using fiber originating from a sustainably-managed forest certified to a third-party verified forest certification standard such as the Forestry Stewardship Council (FSC), Sustainable Forestry Initiative (SFI) or the Canadian Standards Association Sustainable Forest Management Standard (CSA/SFMS) will be acceptable.

To ensure envelopes arrive at destination in an undamaged condition, packaging and labelling must be, at a minimum, in accordance with SACC Manual clause P1005C (2010-01-11) Packaging and packing of Printed Products.

**A.3.1.1 Double Window Envelopes:**

The Offeror must package the envelopes uniformly in boxes containing no more than 2,000 envelopes per box. Boxes must contain the same quantity in each box.

**A.3.1.2** The call-up document will specify any special packaging instructions required by the client and will be limited to following formats:

- Bands (elastics or paper) of 100's
- Tabbing in 100's

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### A.3.2 Labelling

- All cartons or packages must be clearly identified as to quantity and contents.
- The Offeror is responsible for addressing any items being delivered according to the delivery address supplied, including output and application of any required labels.
- All boxes must have labels indicating the envelope form number, envelope title, quantity enclosed, and destination address.
- **"NE PAS SUPERPOSER/ DO NOT DOUBLE STACK"** signs must be placed on all four (4) sides and the top of each skid.

### A.3.3 Skids / pallets

- Each pallet MUST be 40" wide by 48' long or less with a 4" fork opening and bottom boards.
- Material MUST be packed no higher than 54" including skid.
- The maximum weight of a loaded pallet is not to exceed 2,000 pounds.
- Skids MUST be secured with no possibility of slippage of the boxes during transit.
- Cartons must be packed as a solid block. No gaps within the unit.
- Outer edges of the carton must be within, the outer edges of the pallet. No Overhang.

### A.3.4 Packing Slips:

Each shipment must be accompanied by a clear and detailed packing slip/waybill. All packing slips must indicate the item title, the number of items within each package/box, the total number of boxes for the shipment and the total quantity of each item shipped.

## A.4 DELIVERY SCHEDULE

### A.4.1 Approved Delivery Schedule

The delivery deadlines as negotiated and specified in the Call-up against a Standing Offer document must be adhered to.

### A.4.2 Delivery Addresses

As per specification of each call-up, the exact address details will be provided in the call-up.

## A.5 COMPONENTS:

- All components required for completing a call-up/order, whether produced or purchased by the Offeror, or supplied to the Offeror are the property of the Government of Canada.
- The Offeror must return all components to the Project Authority identified with each call-up/order within five (5) working days of receiving the request to do so and at no additional cost to Canada.
- Components must be packaged appropriately and shipped in a manner to ensure safe delivery at the specified destination.
- Components include any electronic files that the Offeror may be holding as part of a call-up.
- The Offeror must provide a copy of the final electronic file used to print the requirement. Invoices will not be paid until final electronic files are received. The Offeror must download the files to appropriate media as requested. The Offeror must identify the files being returned by labelling the media with the files contained on it and also providing a hard copy printout identifying all files on the media.

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## **A.6 DESTINATION:**

Destination will be specified in the individual call-up form. All shipments from the Offeror are subject to inspection and acceptance by the Project Authority, identified in the call-up, at destination. Any shipment of poor quality stock, poor packaging, or broken pallets will be returned to the Offeror at its expense for replacement or repackaging. All deliveries must be FOB Destination.

## **A.7 QUALITY ASSURANCE BY THE OFFEROR**

The Offeror must perform all necessary quality assurance procedures to ensure that the flag meets the specified quality levels and specifications of the Annex A Statement of Work. The Government of Canada reserves the right to return all flags received in whole or in part at the Offeror's expense immediately if flags do not conform to specifications of the Statement of Work.

## **A.8 ENVIRONMENTAL PLAN**

The Offeror must maintain a company environmental plan (including environmental measures to be undertaken in office operations) that includes a minimum of eight (8) of the following environmental measures:

- a. Encourages electronic distribution of proofs
- b. Standardized Eco-labels that indicate certification of supplier processes as environmentally preferable
- c. Energy efficiency measures, such as use of ENERGY STAR qualified equipment where applicable
- d. Energy efficient lighting systems and lighting fixtures
- e. Selection of printing processes with reduced use of hazardous chemicals
- f. Use of vegetable-based inks
- g. Paper certified as originating from sustainably managed forests (CSA, FSC or SFI, or Ecologo certification)
- h. Paper has minimum recycled content of 30% (post-consumer waste)
- i. Waste management and disposal programs in place
- j. Carbon offset plan
- k. Considers the complete lifecycle of products and services provided
- l. Efficient use of electric equipment to conserve energy
- m. Administrative practices that result in reduced paper use, for example
  - Administrative documents printed in duplex (double sided) format
  - Administrative documents printed in black and white format
  - Reuse of packaging, where possible
  - Use of recycled products
- n. Travel reduction



## ANNEX B

### BASIS OF PAYMENT

The Offerors must submit firm, all-inclusive prices in Canadian dollars, the applicable Sales Tax excluded, **FOB destination\***, Canadian customs duties and excise taxes included.

#### Shipping costs EXTRA.

The Offeror must submit firm, all-inclusive prices, FOB destination, Applicable Taxes extra, for each item in **one (1) or more of the Categories (1, 2, 3, 4, 5, 6, 7, 8, and 9) identified** that covers the Standing Offer and the extension periods. Prices must include all materials and operations (set-up charges, provision of proofs, printing, fabrication to final format, etc.) to supply the final products and ready the items for shipping.

The Categories are:

Group 1 Small Envelopes	
Low Quantity	500 – 5,000
Medium Quantity	5,001 – 50,000
High Quantity	50,001 and over
Group 2 Large Envelopes	
Low Quantity	500 – 5,000
Medium Quantity	5,001 – 50,000
High Quantity	50,001 and over
Group 3 Double Window Envelopes	
Low Quantity	500 – 5,000
Medium Quantity	5,001 – 50,000
High Quantity	50,001 and over

**By not providing a price for a component in a Category, the Offeror agrees that they are not to be considered for issuance of a Standing Offer for that Category.**

#### **FOB DESTINATION**

*For this requirement, FOB destination indicates that the title to the shipment will pass from the Offeror to the recipient at the destination address. The Offeror is responsible for each shipment until it arrives at the final destination address. The Call-up will not be completed until the shipment arrives at the destination address.*

#### **SHIPPING COSTS**

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

#### **TRAVEL AND LIVING EXPENSES**

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

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## **B.1 – B.4 PRICING SCHEDULE**

Refer to the excel spreadsheet distributed as an electronic attachment on [www.buyandsell.gc.ca](http://www.buyandsell.gc.ca).

B.1 STANDING OFFER PERIOD - PRICING SCHEDULE

B.2 FIRST EXTENSION PERIOD - PRICING SCHEDULE

B.3 SECOND EXTENSION PERIOD - PRICING SCHEDULE

B.4 THIRD EXTENSION PERIOD - PRICING SCHEDULE

## **B.5 PAPER ADJUSTMENT CLAUSES (OFFER AND STANDING OFFER)**

Offerors must complete the B.5.a *P2011 - T - Paper – Price Adjustment* Clause and include it with their Offer. If the Offeror does not complete and provide the B.5.a *P2011 - T – Paper - Price Adjustment* Clause with the Offer, no Paper Price Adjustment Clause will be included in the Standing Offer and no price escalation/adjustment will be granted based on increased paper costs during the period of the Standing Offer.

### **B.5.a P2011 - T - Paper – Adjustment - Offer**

- 1 The resulting standing offer will contain provision for price adjustment (increase or decrease) of the portion of the price directly related to the base transaction cost of paper. Price adjustment will apply only to increase or decrease of the base transaction cost of paper that may occur at any time during the resulting standing offer period but not before thirty (30) days after the issuance of the standing offer.
2. Offerors must provide their base transaction cost(s) and the quantity of the paper on which the base transaction cost is established in their offer as follows:
  - a. **Refer to the excel spreadsheet distributed as an electronic attachment on [www.buyandsell.gc.ca](http://www.buyandsell.gc.ca).**
3. Upon request from the Standing Offer Authority, offerors must provide supporting documentation to confirm the base transaction cost. Such documentation may consist of a copy of the quotation from the paper supplier(s).

### **B.5.b P2011 - C - Paper – Adjustment – Standing Offer**

1. The portion of the price directly related to the base transaction cost of paper is subject to price adjustment (increase or decrease) at any time during the standing offer period but not before \_\_\_\_\_ (*insert the date corresponding to the end of the 30-day period after the issuance of the standing offer*). The price will be adjusted using the percentage of the announced increase or decrease that came into effect by applying it to the applicable base transaction cost.
2. To request a price adjustment, the Offeror must provide the Standing Offer Authority with a notice indicating the increase or decrease in the base transaction cost of paper identified below. Such notice must contain the price as publicly announced by at least three (3) paper suppliers who supply the grade specified in the Standing Offer and the date the price came into effect.
3. The base transaction cost of paper subject to price adjustment as follows:
  - a. **Refer to the excel spreadsheet distributed as an electronic attachment on [www.buyandsell.gc.ca](http://www.buyandsell.gc.ca).**

Solicitation No. - N° de l'invitation  
EN578-201500/A  
Client Ref. No. - N° de réf. du client  
EN578-201500

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CW001.EN578-201500

Buyer ID - Id de l'acheteur  
CW001  
CCC No./N° CCC - FMS No./N° VME

- 
4. The Offeror must provide a copy of the quotation from the paper supplier(s) to support the above base transaction cost and a copy of the revised quotation from the paper supplier(s) to support the adjusted base transaction cost.
  5. Any price adjustment must be approved by the Standing Offer Authority and will be evidenced through a revision to the Standing Offer.

Solicitation No. - N° de l'invitation  
EN578-201500/A  
Client Ref. No. - N° de réf. du client  
EN578-201500

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CW001.EN578-201500

Buyer ID - Id de l'acheteur  
CW001  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX C to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **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)

## ANNEX D "to PART 5 OF THE REQUEST FOR STANDING OFFERS

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Offeror, by submitting the present information to the Standing Offer Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare an offer non-responsive, or may set-aside a Standing Offer, or will declare a contractor in default, if a certification is found to be untrue, whether during the offer evaluation period, during the Standing Offer period, or during the contract period. Canada will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with any request or requirement imposed by Canada may render the Offer non-responsive, may result in the Standing Offer set-aside or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the RFSO closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Offeror certifies having no work force in Canada.
- ☐ A2. The Offeror certifies being a public sector employer.
- ☐ A3. The Offeror certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Offeror certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Offeror has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1 The Offeror certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.
- OR
- ☐ A5.2. The Offeror certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to issuance of a standing offer, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Offeror is not a Joint Venture.

OR

- ☐ B2. The Offeror is a Joint venture and each member of the Joint Venture must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

Solicitation No. - N° de l'invitation  
EN578-201500/A  
Client Ref. No. - N° de réf. du client  
EN578-201500

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CW001.EN578-201500

Buyer ID - Id de l'acheteur  
CW001  
CCC No./N° CCC - FMS No./N° VME

## ANNEX E

### STANDING OFFER REPORTING

The data must be submitted on a quarterly basis to the Public Works and Government Services Canada Standing Offer Authority.

Please use the Standing Offer number in the Subject line and clearly indicate:

- The Standing Offer number for which the data is submitted;
- The period for which the data has been accumulated (start date to end date);
- The total spent to date.

Standing Offer No.							
Period of the report:							
Date of Request	Identified User and contact information	Invoice Number	Quantity	Category (#1, #2, #3, #4, #5, #6, #7, #8, or #9)	Shipping Cost	Total Value of the Call-up (applicable taxes extra)	Total Value of the Call-up (applicable taxes included)

## ANNEX F

### ADDITIONAL INFORMATION

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

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

##### Requirements

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

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

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

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

#### F.2 PROCUREMENT BUSINESS NUMBER:

**The Offeror must provide its Procurement Business Number.**

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

#### F.3 OFFEROR'S PROPOSED SITE(S)

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

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

### F.3.2 List of Subcontractor(s)

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

Even if Canada consents to a subcontract, the Contractor is responsible for performing the Contract and Canada is not responsible to any subcontractor. The Contractor is responsible for any matters or things done or provided by any subcontractor under the Contract and for paying any subcontractors for any part of the Work they perform.

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

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



## ANNEX G

### TECHNICAL EVALUATION CRITERIA – CATEGORIES 1, 4, AND 7

#### REQUEST FOR STANDING OFFER:

**TITLE:** Printing and finishing to final format of printed envelopes.

**OFFEROR:** \_\_\_\_\_

#### EVALUATION GRID - CATEGORIES 1, 4, AND 7

EVALUATION SUMMARY		
MANDATORY REQUIREMENTS	ACHIEVED	NOT ACHIEVED

#### MANDATORY EVALUATION CRITERIA

Offers submitted by Offerors must meet all the mandatory technical criteria of the Request for Standing Offer (RFSO). No further consideration will be given to Offers not meeting all of the mandatory criteria.

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

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

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

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

#### MANDATORY CRITERIA

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

**“External client(s)”**: means clients exterior to the Offeror's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Offeror.

**“Internal client(s)”**: means clients within the Offeror's own legal entity (or joint venture partnership) and includes the parent, subsidiaries and other affiliates of the Offeror.

**“Fabrication”**: means all activities and materials required to produce the envelopes to final format.

## M.1. OFFEROR'S EXPERIENCE – CATEGORIES 1, 4, AND 7

### M.1.1 Experience

The Offeror must demonstrate that it has been contractually bound to at least two (2) separate external clients (outside of the Offeror's own company) to provide printing of envelopes.

These two (2) submitted contracts must have started or have been completed on or after January 1, 2015.

### M.1.2 Description of Contracts

**For each of the two (2) described contracts, the Offeror must provide the following information:**

- (a) A description of the envelopes provided by the Offeror;
- (b) A description of the printing requirements of the envelopes provided by the Offeror;
- (c) The quantity of the envelopes provided by the Offeror;
- (d) The Client information for the Contract.

M.1.1	CATEGORIES 1, 4, AND 7 Evaluation criteria – Experience	Compliant	Non-Compliant	Page Reference in Offer
	The description demonstrates that the Offeror has been contractually bound to at least two (2) separate external clients (outside of the Offeror's own company) to provide printing and fabrication of envelopes.			
	The description demonstrates that these two (2) submitted contracts must have started or have been completed on or after January 1, 2015.			
M.1.2	Evaluation criteria - Description of Contracts	Compliant	Non-Compliant	Page Reference in Offer
(a)	The Offeror provided a description of the envelopes provided by the Offeror			
	Contract 1:			
	Contract 2:			
(b)	The Offeror provided a description of the printing requirements of the envelopes provided by the Offeror			
	Contract 1:			
	Contract 2:			
(c)	The Offeror provided the quantity of the envelopes provided by the Offeror			
	Contract 1:			
	Contract 2:			

(d)	The Offeror provided the Client information for the Contract demonstrating separate external clients			
	Contract 1:			
	Contract 2:			

## M.2 ENVIRONMENTAL CONSIDERATIONS - CATEGORIES 1, 4, AND 7

The Offeror must provide a proposed company environmental plan (including environmental measures to be undertaken in office operations) that includes a minimum of eight (8) of the following environmental measures:

The Offeror must maintain a company environmental plan (including environmental measures to be undertaken in office operations) that includes a minimum of eight (8) of the following environmental measures:

- a. Encourages electronic distribution of proofs
- b. Standardized Eco-labels that indicate certification of supplier processes as environmentally preferable
- c. Energy efficiency measures, such as use of ENERGY STAR qualified equipment where applicable
- d. Energy efficient lighting systems and lighting fixtures
- e. Selection of printing processes with reduced use of hazardous chemicals
- f. Use of vegetable-based inks
- g. Paper certified as originating from sustainably managed forests (CSA, FSC or SFI, or Ecologo certification)
- h. Paper has minimum recycled content of 30% (post-consumer waste)
- i. Waste management and disposal programs in place
- j. Carbon offset plan
- k. Considers the complete lifecycle of products and services provided
- l. Efficient use of electric equipment to conserve energy
- m. Administrative practices that result in reduced paper use, for example
  - Administrative documents printed in duplex (double sided) format
  - Administrative documents printed in black and white format
  - Reuse of packaging, where possible
  - Use of recycled products
- n. Travel reduction

M.2	CATEGORIES 1, 4, AND 7 Evaluation criteria – Environmental Considerations	Compliant	Non-Compliant	Page Reference in Offer
	The Offeror provided a proposed company environmental plan which includes a minimum of eight (8) of the listed environmental measures (a. – n.).			

## ANNEX H

### TECHNICAL EVALUATION CRITERIA– CATEGORIES 2, 3, 5 AND 6

#### REQUEST FOR STANDING OFFER:

**TITLE:** Printing and finishing to final format of printed envelopes.

**OFFEROR:** \_\_\_\_\_

#### EVALUATION GRID - CATEGORIES 2, 3, 5 AND 6

EVALUATION SUMMARY		
MANDATORY REQUIREMENTS	ACHIEVED	NOT ACHIEVED

#### MANDATORY EVALUATION CRITERIA

Offers submitted by Offerors must meet all the mandatory technical criteria of the Request for Standing Offer (RFSO). No further consideration will be given to Offers not meeting all of the mandatory criteria.

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

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

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

#### MANDATORY CRITERIA

Offerors **MUST** meet the mandatory criteria of the Request for Standing Offer. No further consideration will be given to Offers not meeting the mandatory criteria.

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

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

**“External client(s)”**: means clients exterior to the Offeror's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Offeror.

**“Internal client(s)”**: means clients within the Offeror's own legal entity (or joint venture partnership) and includes the parent, subsidiaries and other affiliates of the Offeror.

**“Fabrication”**: means all activities and materials required to produce the envelopes to final format.

## M.1. OFFEROR'S EXPERIENCE – CATEGORIES 2, 3, 5 AND 6

### M.1.1 Experience

The Offeror must demonstrate that it has been contractually bound to at least two (2) separate external clients (outside of the Offeror's own company) to provide printing and fabrication to final format of envelopes.

M.1.1.a **Each of the two (2) submitted contracts**, must have been for the provision of a **minimum quantity of 50,000** printed envelopes.

M.1.1.b These two (2) submitted contracts must have started or have been completed on or after January 1, 2015.

### M.1.2 Description of Contracts

**For each of the two (2) described contracts**, the Offeror must provide the following information:

- (a) A description of the envelopes provided by the Offeror;
- (b) A description of the printing requirements of the envelopes provided by the Offeror;
- (c) A description of the fabrication requirements of the envelopes provided by the Offeror;
- (d) The quantity of the envelopes provided by the Offeror for the Contract;
- (e) The Client information for the Contract.

M.1.1	CATEGORIES 2, 3, 5 AND 6 Evaluation criteria – Experience	Compliant	Non-Compliant	Page Reference in Offer
	The description demonstrates that the Offeror has been contractually bound to at least two (2) separate external clients (outside of the Offeror's own company) to provide printing and fabrication to final format of envelopes.			
(a)	The description demonstrates that each of the two (2) submitted contracts were for the provision of a minimum quantity of 50,000 printed envelopes.			
(b)	The description demonstrates that these two (2) submitted contracts must have started or have been completed on or after January 1, 2015.			
M.1.2	Evaluation criteria - Description of Contracts	Compliant	Non-Compliant	Page Reference in Offer
(a)	The Offeror provided a description of the envelopes provided by the Offeror			
	Contract 1:			
	Contract 2:			
(b)	The Offeror provided a description of the printing requirements of the envelopes provided by the Offeror			
	Contract 1:			

	Contract 2:			
(c)	The Offeror provided a description of the fabrication requirements of the envelopes provided by the Offeror			
	Contract 1:			
	Contract 2:			
(c)	The Offeror provided quantity of envelopes provided by the Offeror.			
	Contract 1:			
	Contract 2:			
(d)	The Offeror provided the Client information for the Contract demonstrating separate external clients			
	Contract 1:			
	Contract 2:			

## M.2 ENVIRONMENTAL CONSIDERATIONS - CATEGORIES 2, 3, 5 AND 6

The Offeror must provide a proposed company environmental plan (including environmental measures to be undertaken in office operations) that includes a minimum of eight (8) of the following environmental measures:

The Offeror must maintain a company environmental plan (including environmental measures to be undertaken in office operations) that includes a minimum of eight (8) of the following environmental measures:

- a. Encourages electronic distribution of proofs
- b. Standardized Eco-labels that indicate certification of supplier processes as environmentally preferable
- c. Energy efficiency measures, such as use of ENERGY STAR qualified equipment where applicable
- d. Energy efficient lighting systems and lighting fixtures
- e. Selection of printing processes with reduced use of hazardous chemicals
- f. Use of vegetable-based inks
- g. Paper certified as originating from sustainably managed forests (CSA, FSC or SFI, or Ecologo certification)
- h. Paper has minimum recycled content of 30% (post-consumer waste)
- i. Waste management and disposal programs in place
- j. Carbon offset plan
- k. Considers the complete lifecycle of products and services provided
- l. Efficient use of electric equipment to conserve energy
- m. Administrative practices that result in reduced paper use, for example
  - Administrative documents printed in duplex (double sided) format
  - Administrative documents printed in black and white format
  - Reuse of packaging, where possible
  - Use of recycled products
- n. Travel reduction

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M.2	CATEGORIES 2, 3, 5 AND 6 Evaluation criteria – Environmental Considerations	Compliant	Non-Compliant	Page Reference in Offer
	The Offeror provided a proposed company environmental plan which includes a minimum of eight (8) of the listed environmental measures (a. – n.).			

## ANNEX I

### TECHNICAL EVALUATION CRITERIA- CATEGORIES 8 AND 9

#### REQUEST FOR STANDING OFFER:

**TITLE:** Printing and finishing to final format of printed envelopes.

**OFFEROR:** \_\_\_\_\_

#### EVALUATION GRID - CATEGORIES 8 AND 9

EVALUATION SUMMARY		
MANDATORY REQUIREMENTS	ACHIEVED	NOT ACHIEVED

#### MANDATORY EVALUATION CRITERIA

Offers submitted by Offerors must meet all the mandatory technical criteria of the Request for Standing Offer (RFSO). No further consideration will be given to Offers not meeting all of the mandatory criteria.

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

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

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

#### MANDATORY CRITERIA

Offerors **MUST** meet the mandatory criteria of the Request for Standing Offer. No further consideration will be given to Offers not meeting the mandatory criteria.

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

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

**“External client(s)”**: means clients exterior to the Offeror's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Offeror.

**“Internal client(s)”**: means clients within the Offeror's own legal entity (or joint venture partnership) and includes the parent, subsidiaries and other affiliates of the Offeror.

**“Fabrication”**: means all activities and materials required to construct and produce the envelopes to final format.



## M.1. OFFEROR'S EXPERIENCE – CATEGORIES 8 AND 9

### M.1.1 Experience

The Offeror must demonstrate that it has been contractually bound to at least two (2) separate external clients (outside of the Offeror's own company) to provide printing and fabrication to final format of double window envelopes.

M.1.1.a These two (2) submitted contracts, must have been for the provision of a **minimum quantity of 50,000** printed double window envelopes.

M.1.1.b These two (2) submitted contracts must have started or have been completed on or after January 1, 2015.

### M.1.2 Description of Contracts

**For each of the two (2) described contracts, the Offeror must provide the following information:**

- (a) A description of the double window envelopes provided by the Offeror;
- (b) A description of the printing requirements of the envelopes provided by the Offeror;
- (c) A description of the fabrication requirements of the envelopes provided by the Offeror;
- (d) A description of the windows;
- (e) The quantity of the double window envelopes provided by the Offeror for the Contract;
- (f) The Client information for the Contract.

M.1.1	CATEGORIES 8 AND 9 Evaluation criteria – Experience	Compliant	Non-Compliant	Page Reference in Offer
	The description demonstrates that the Offeror has been contractually bound to at least two (2) separate external clients (outside of the Offeror's own company) to provide printing and finishing to final format of double window envelopes.			
(a)	The description demonstrates these two (2) submitted contracts were for the provision of a minimum quantity of 50,000 printed double window envelopes.			
(b)	The description demonstrates that these two (2) submitted contracts must have started or have been completed on or after January 1, 2015.			
M.1.2	Evaluation criteria - Description of Contracts	Compliant	Non-Compliant	Page Reference in Offer
(a)	The Offeror provided a description of the envelopes provided by the Offeror			
	Contract 1:			
	Contract 2:			
(b)	The Offeror provided a description of the printing			

	requirements of the envelopes provided by the Offeror			
	Contract 1:			
	Contract 2:			
(c)	The Offeror provided a description of the fabrication requirements of the envelopes provided by the Offeror			
	Contract 1:			
	Contract 2:			
(d)	The Offeror provided a description of the windows			
	Contract 1:			
	Contract 2:			
(e)	The Offeror provided quantity of double window envelopes provided by the Offeror.			
	Contract 1:			
	Contract 2:			
(f)	The Offeror provided the Client information for the Contract demonstrating separate external clients			
	Contract 1:			
	Contract 2:			

## M.2 ENVIRONMENTAL CONSIDERATIONS - CATEGORIES 8 AND 9

The Offeror must provide a proposed company environmental plan (including environmental measures to be undertaken in office operations) that includes a minimum of eight (8) of the following environmental measures:

The Offeror must maintain a company environmental plan (including environmental measures to be undertaken in office operations) that includes a minimum of eight (8) of the following environmental measures:

- Encourages electronic distribution of proofs
- Standardized Eco-labels that indicate certification of supplier processes as environmentally preferable
- Energy efficiency measures, such as use of ENERGY STAR qualified equipment where applicable
- Energy efficient lighting systems and lighting fixtures
- Selection of printing processes with reduced use of hazardous chemicals
- Use of vegetable-based inks
- Paper certified as originating from sustainably managed forests (CSA, FSC or SFI, or Ecologo certification)
- Paper has minimum recycled content of 30% (post-consumer waste)
- Waste management and disposal programs in place
- Carbon offset plan
- Considers the complete lifecycle of products and services provided
- Efficient use of electric equipment to conserve energy

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m. Administrative practices that result in reduced paper use, for example

- Administrative documents printed in duplex (double sided) format
- Administrative documents printed in black and white format
- Reuse of packaging, where possible
- Use of recycled products

n. Travel reduction

M.2	CATEGORIES 8 AND 9 Evaluation criteria – Environmental Considerations	Compliant	Non-Compliant	Page Reference in Offer
	The Offeror provided a proposed company environmental plan which includes a minimum of eight (8) of the listed environmental measures (a. – o.).			