



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St. / 11 rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Office Supplies Kits	
Solicitation No. - N° de l'invitation 45045-190141/A	Date 2020-04-16
Client Reference No. - N° de référence du client 000011620	
GETS Reference No. - N° de référence de SEAG PW-\$\$PD-150-78656	
File No. - N° de dossier pd150.45045-190141	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-06-09	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Fulham, Veronique	Buyer Id - Id de l'acheteur pd150
Telephone No. - N° de téléphone (343) 550-1625 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: STATISTICS CANADA B1W21 170 TUNNEYS PASTURE SHIPPING & RECEIVING, JEAN-TALON BL OTTAWA Ontario K1A0T6 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Commercial Acquisitions & Fast Track Procurement
Div/Div des Acquisitions commerciales et achats en régime
accéléré
L'Esplanade Laurier,
East Tower 7th Floor
140 O'Connor, Street,
Ottawa
Ontario
K1A 0R5

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Statement of Requirement

The Statistics Canada Census Field Operations Project has a requirement to acquire Office Supplies Kits to be created for their crew leaders. The Office Supplies Kits must be assembled by the Contractor and shipped to the Census warehouse in Mississauga, Ontario.

1.2 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

1.3 Debriefings

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

1.4 epost Connect service

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.5 Phased Bid Compliance Process

The Phased Bid Compliance Process applies to this requirement.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit using epost Connect by the date, time and place indicated in the bid solicitation.

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

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

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

2.2.1 Improvement of Requirement during Solicitation Period

Should Bidders consider that the specifications or Statement of Requirement contained in the bid solicitation could be improved technically or technologically, Bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular Bidder will be given consideration provided they are submitted to the Contracting Authority at least 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must

Solicitation No. - N° de l'invitation
45045-190141/A
Client Ref. No. - N° de réf. du client
45045-190141

Amd. No. - N° de la modif.
File No. - N° du dossier
pd150.45045-190141

Buyer ID - Id de l'acheteur
pd150
CCC No./N° CCC - FMS No./N° VME

be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- To submit the bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid should be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

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

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

Section I: Technical Bid

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

In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

a. The Bidder's Technical Bid must include:

- i. One (1) copy of Page 1 of this Request for Proposal (RFP), signed and dated by an authorized representative of the Bidder.

Section II: Financial Bid

- a. Bidders must submit their financial bid in accordance with the Pricing Tables in Annex B- Basis of Payment, without any conditions, assumptions, restrictions or otherwise. Bidders must complete and submit with their Financial Bid, Table 2- Pricing Table. Any financial proposal that purports to restrict the way in which Canada acquires goods or services under the resulting contract, with the exception of those limitations that are expressly set out in this bid solicitation, will be treated as being non-responsive and the Bidder's bid will be given no further consideration.
- b. All costs to be included:
The financial bid must include all costs for the requirement described in the bid solicitation for the entire contract period. The identification of all necessary equipment, and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- c. Bidders must provide a firm unit price of the requested items, for the entire duration of the contract. The price of the bid must be in Canadian dollars, Delivered Duty Paid (DDP) at destination, Incoterms 2000, Canadian Custom Duties and Excise Taxes included where applicable and Applicable Taxes extra. Prices must only be included in the financial proposal.
- d. Failure to provide all of the required prices will result in the Bidder's bid proposal being declared non-responsive.

- e. Canada has the right to disqualify a bid if the price of any deliverables does not reflect a fair and actual market price.
- f. Prices submitted with the bid will form part of any resulting contract.

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) In addition to any other time periods established in the bid solicitation:
 - 1. Requests for Clarifications: If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have two (2) working days (or longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
 - 2. Extension of Time: If additional time is required by the Bidder, the Contracting Authority may grant an extension on his or her sole discretion.
- (d) Canada will use the Phased Bid Compliance Process described below.

4.1.1 Phased Bid Compliance Process

4.1.1.1 (2018-07-19) General

- (a) Canada is conducting the PBCP described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY

REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing

by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.

- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2019-03-04) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.1.1.2 (2018-03-13) Phase I: Financial Bid

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.

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- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

4.1.1.3 (2018-03-13) Phase II: Technical Bid

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.

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- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.1.1.4 (2018-03-13) Phase III: Final Evaluation of the Bid

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

4.1.2 Technical Evaluation

The evaluation of the technical bid will consist of mandatory technical criteria, which are evaluated on a simple pass/fail basis.

4.1.2.1 Mandatory Technical Criteria

- a. The Bidder must comply and meet with all mandatory technical requirements and all terms and conditions in this bid solicitation.
- b. Each bid will be reviewed with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified with the words “must” or “mandatory” is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified. The evaluation team may determine that a bid does not meet a mandatory requirement at any time during that evaluation process.
- c. The mandatory technical criteria are described in Table 1- Mandatory Criteria which must be provided at bid closing.
- d. Bidders are cautioned that Table 1- Mandatory Criteria does not include all the mandatory requirements of this solicitation. This solicitation contains other mandatory requirements dealing with the submission, format and content of proposals, including the mandatory submission of certifications and mandatory requirements for the submission of the cost proposal. It is the Bidder's sole responsibility to read the entire solicitation to ensure that it complies with all mandatory requirements of this solicitation.
- e. Bidders are required to complete and submit with their technical proposal Table 1- Mandatory Criteria. The format of the table should be similar to the format shown herein.
- f. Substantiation of Compliance to Mandatory Criteria: Bidders must provide substantiation of compliance for each mandatory criteria. Bidders must provide a narrative (or reference to a narrative) in the column titled “Bidder Substantiation” providing sufficient product description, service description, documentation and/or other information as necessary to substantiate, to the sole satisfaction of the Government evaluators, of how each mandatory criteria is met. If there is insufficient space in the table, Bidders may simply reference the substantiating documentation included in other sections of the proposal. Where it is necessary to refer to other documentation, Bidders should include in the table the precise location of the reference material including the page and paragraph numbers as required. Bidders are cautioned that a simple restatement that the Bidder complies with the requirement will not be considered substantiation.
- g. The Phased Bid Compliance Process will apply to all mandatory technical criteria.

Table 1- Mandatory Criteria

	Mandatory Technical Criteria	Additional Evaluation Guidelines	Bidder Substantiation
1. Office Supplies Kits			
1.1	The Bidder must provide a photo of the Office Supplies Kit A and Kit B, as well as all items requested in each box.	The photos must include: <ol style="list-style-type: none"> a. the packaging of Office Supplies Kit A and Kit B; b. all items requested in the specific box next to the packaging. 	
1.2	The Bidder must provide a specifications sheet which	To substantiate, the Bidder must provide:	

	demonstrates that the proposed Office Supplies Kit A and Office Supply Kit B is compliant to the technical requirements defined in Annex A- Statement of Requirement, section 3.1 Contents of Crew Leader Office Supply Kits.	<ul style="list-style-type: none"> a. A list of all the items included in the Office Supplies Kit A and Kit B; b. Manufacturer model number for all of the items included in Office Supplies Kit A and Kit B; c. Brand name and Series name of each item included in the Office Supplies Kit A and Kit B. 	
1.3	Assembly and delivery of the requested items must be made on or before December 30, 2020.	The Bidders must certify below at 1.3.1 that they have the capability to assemble and deliver the requested items on or before December 30, 2020.	
1.3.1 I, _____ (Bidder's name) certify that the assembly and delivery of the requested items will be made on or before December 30, 2020.			
1.4	<p>Quality Assurance Process:</p> <p>In order to ensure that the Office Supplies Kits include all of the requested items, the Bidder must submit with their bid a resume of how they intend to implement a quality assurance process for this requirement.</p>	At a minimum, the Bidder must demonstrate that every 50 Office Supplies Kit is verified to ensure that all the required items are correct and included. Bidders must detail the specifications of the process that will be implemented.	
1.5	The Bidder must certify that they have the ability to honor the manufacturer's warranty of the items requested.		

4.1.3 Financial Evaluation

- a. The financial evaluation will be conducted by calculating the Total Bid Price using Table 2- Pricing Table below, which will be used to complete the table in Annex B- Basis of Payment at contract award.

Table 2- Pricing Table

Office Supplies Kits				
ITEM #	TYPES OF OFFICE SUPPLIES KITS (A)	FIRM UNIT PRICE FOR EVALUATION PURPOSES (B)	QTY FOR EVALUATION PURPOSES (C)	TOTAL PRICE FOR EVALUATION PURPOSES (D) = (B X C)
1	Office Supplies Kit A	\$ _____ /kit	425	\$ _____
2	Office Supplies Kit A: - Without Writing Paper Pads and Red, Legal File Folders	\$ _____ /kit	425	\$ _____
3	Office Supplies Kit B	\$ _____ /kit	1,835	\$ _____
4	Office Supplies Kit B: - Without Writing Paper Pads and Red, Legal File Folders	\$ _____ /kit	1,835	\$ _____
TOTAL BID PRICE (Sum of 1 through 4 from column D)				\$ _____

b. Evaluation of Price- Canadian/ Foreign Bidders

1. The price of the bid will be evaluated as follows:
 - a. Canadian-based bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
 - b. foreign-based Bidders must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders.
2. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
3. Although Canada reserves the right to award the Contract either on an FOB plant or FOB destination, Canada requests that Bidders provide prices FOB their plant or shipping point and FOB destination. Bids will be assessed on an FOB destination basis.
4. For the purpose of the bid solicitation, Bidders with an address in Canada are considered Canadian-based Bidders and Bidders with an address outside of Canada are considered foreign-based Bidders.

c. Taxes- Foreign-based Contractor

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Unless specified otherwise in the Contract, the price includes no amount for any federal excise tax, state or local sales or use tax, or any other tax of a similar nature, or any Canadian tax whatsoever. The price, however, includes all other taxes. If the Work is normally subject to federal excise tax, Canada will, upon request, provide the Contractor a certificate of exemption from such federal excise tax in the form prescribed by the federal regulations.

Canada will provide the Contractor evidence of export that may be requested by the tax authorities. If, as a result of Canada's failure to do so, the Contractor has to pay federal excise tax, Canada will reimburse the Contractor if the Contractor takes such steps as Canada may require to recover any payment made by the Contractor. The Contractor must refund to Canada any amount so recovered.

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive.

The responsive bid with the lowest evaluation Total Bid Price will be recommended for award of a contract

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

There is no security requirement applicable to the Contract.

6.2 Statement of Requirement

The Contractor must assemble and deliver office supplies kits in accordance with the Requirement at Annex A- Statement of Requirement.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

- a. The "Initial Contract Period" which begins on the date the contract is awarded and end twelve (12) months later.

The contract will terminate only once all obligations of all Parties have been performed, including warranties, or upon earlier termination as indicated in the General Terms and Conditions.

6.4.2 Delivery Date

All the deliverables must be received on or before December 30, 2020.

6.4.3 Delivery Point

The delivery must be made to the following delivery point:

SCI Logistics
6780 Creditview Rd.
Mississauga, ON L5N 8E9

6.4.4 Optional Goods

The Contractor grants to Canada the irrevocable option to acquire the goods described at Annex A of the Contract under the same conditions and at the price stated in the Contract. The option may only be

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exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

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

6.4.5 Excess Goods

The quantity of goods to be delivered by the Contractor is specified in the Contract. The Contractor remains liable for any shipment in excess of that quantity whether the excess quantity is shipped voluntarily or as a result of an error by the Contractor. Canada will not make any payment to the Contractor for goods shipped in excess of the specified quantity. Canada will not return the said goods to the Contractor unless the Contractor agrees to pay for all the costs related to the return, including but not limited to administrative, shipping and handling costs. Canada will have the right to deduct such costs from any invoice submitted by the Contractor.

6.5 Authorities

6.5.1 Contracting Authority

Name: Véronique Fulham
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Consumer Goods and Information Products Division- PD Division
Address: 140 O'Connor Street, Ottawa, ON K1A 0R5

Telephone: (343) 550-1625
E-mail address: veronique.fulham@tpsgc-pwgsc.gc.ca

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

6.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: *to be included at contract award*
Title: _____
Organization: _____
Address: _____

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

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

6.5.3 Contractor's Representative

Name: *to be included at contract award*

Telephone: _____

Facsimile: _____

E-mail: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the contract, the Contractor will be paid a firm unit price as specified in Annex B- Basis of Payment. The Contractor will be paid in Canadian dollars, Delivered Duty Paid (DDP) at destination, Incoterms 2000, Canadian Customs Duties, Excise Taxes included where applicable and Applicable Taxes extra.

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

6.6.2 Multiple Payments

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

6.6.3 Shipping Instructions- Delivery at Destination

The Contractor must ship the goods prepaid DDP- Delivered Duty Paid to the destination address listed in Annex A. Unless otherwise directed, delivery must be made by the most economical means. Shipping charges must be shown as a separate item on the Contractor's invoice. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and Applicable Taxes.

6.6.4 SACC Manual Clauses

C2000C (2007-11-30) Taxes- Foreign-based Contractor

6.6.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instruments:

- a. Direct Deposit (Domestic and International);
- b. Wire Transfer (International Only)

6.7 Invoicing Instructions

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

completed.

2. Invoices must be distributed as follows:

- a. One (1) copy in high quality PDF format must be forwarded to the following e-mail address for certification and payment:

(to be completed at contract award)

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

6.8 Certifications and Additional Information

6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.9 Applicable Laws

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

6.10 Priority of Documents

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

- a. the Articles of Agreement;
b. the general conditions 2010A (2018-06-21) General conditions: Goods (medium complexity)
c. Annex A, Statement of Requirement;
d. Annex B, Basis of Payment;
e. the Contractor's bid dated _____ *(to be completed at contract award)*

6.11 SACC Manual Clauses

G1005C (2016-01-28) Insurance- No Specific Requirement

ANNEX A- STATEMENT OF REQUIREMENT

1. Objective

The Statistics Canada Census Field Operations Project has a requirement for Office Supplies Kits for their crew leaders. The Office Supplies Kits must be assembled by the Contractor and shipped to the Census warehouse in Mississauga, Ontario. The requirement for assembly and shipping of the Office Supplies Kits is in an effort to eliminate the risk of backorders, reduce the pick-and-pack workload of the warehouse staff, decrease the footprint of the warehouse space and, save in shipping costs.

2. Background

Census hires approximately 2,100 crew leaders in order to facilitate the collection of Census Questionnaires. The acquisition of Office Supplies Kits aids in the completion of their collection operations.

During Census 2016, all office supplies were ordered at Head Office in Ottawa, delivered to the Census warehouse in Brockville for the pick and pack process, then shipped out to the various Census office locations across Canada. There were mass quantities of supplies ordered from various suppliers which resulted in backorders and created a chain effect impacting operations and increasing costs.

The goal, within the procurement and shipping activities for the 2021 operations, is to create efficiencies in this process. Statistics Canada requires a supplier who has the capacity to create these Office Supplies Kits as described below and ship them to the Census warehouse.

3. Requirements

- a. The Contractor must provide Office Supplies Kits as per the specifications listed in section 3.1 of the Statement of Requirement. Statistics Canada will not accept any substitutions.
- b. The Contractor must assemble and provide two separate Office Supplies Kits with the required quantities and brands.
- c. The Contractor must assemble and deliver the following quantities of the two types of Office Supplies Kits:

Office Supplies Kits	Quantities
Kit A	425
Kit B	1,835

- d. The Office Supplies Kits must be clearly labelled on the outside of each box for easy pick and pack at our Census warehouse by Statistics Canada.
- e. The Contractor must comply with the quality control process indicated in the Contractor's bid in order to ensure that the Office Supplies Kits are complete before delivery to the Census warehouse. If an Office Supplies Kit received is incomplete/ incorrect, the Contractor must replace the Office Supplies Kit at no cost to Statistics Canada.
- f. **Delivery Address: Census Warehouse Location**
SCI Logistics
6780 Creditview Rd.
Mississauga, ON L5N 8E9

- g. The Contractor must have sufficient quantities of supplies available. There must not be any back-ordering due to time constraints. The Census production period encompasses a short prescribed amount of time, and any delays in receiving required materials to perform operations can cause major risk to its success.

3.1 Contents of Crew Leader Office Supply Kits

The following tables contain a breakdown of office supplies which must be included in each Office Supplies Kits (A & B).

Office Supplies Kit A

	Office Supplies Kit A	Total items required in the Office Supplies Kit	Required Brand	Product Number
1.	Calculator, Hand held	1 item	CALCULATOR 10 DIGIT HANDHELD SHARP	EL377WB
2.	Eraser, White	18 items	STAEDTLER RASOPLAST ERASER	526 B20
3.	Highlighter, Yellow	2 items	SHARPIE TANK HIGHLIGHTER FYEL	25025
4.	Marker, Permanent, Black	2 items	SHARPIE CHISEL PERMANENT MARKER	38201
5.	Pen, Ball point, Black	42 items	PAPERMATE INKJOY 300ST BALLPOINT PENS, 0.7MM, BLACK	1959314
6.	Pen, Ball point, Red	3 items	ZEBRA SARASA GEL PENS, RETRACTABLE, 0.7MM, RED	22230
7.	Pencil sharpener	1 item	SHARPENER,PENCIL,METAL,SINGLE	51010
8.	Pencils HB	42 items	STAEDTLER® NORICA PENCIL WITH ERASER, HB	132 46CB12
9.	Post-it, Notes (3" x 3")	5 pads	POST-IT® SUPER STICKY POP-UP NOTES 3" X 3" PLAIN PADS 90-SHEETS X 6, CANARY YELLOW	R330-6SSCY-C
10.	Rubber Band, 6"	1 box	RUBBER BAND , SIZE #18,1/4LB	89016
11.	Ruler, 12"/30cm	18 items	WESTCOTT® 30CM/12" CLEAR ACRYLIC RULER	85030
12.	Scissors	1 item	WESTCOTT KLEENEARTH 7" ANTIMICROBIAL STRAIGHT SCISSORS	15582
13.	Red, Legal, File Folders	25 items/1 box	HILROY FILE FOLDERS REVERSIBLE 1/2 CUT TAB 10.5 POINT LEGAL 9" X 14-7/8", RED	65161
14.	Clear Packing Tape	2 rolls	SCOTCH® 3710 SHIPPING PACKAGING TAPE 48 MM X 50 M, CLEAR	3710-6PK
15.	Paper Clips	1 box	ACCO PREMIUM QUALITY #1 SIZE PAPER CLIPS, SMOOTH	5050572380
16.	Stapler	1 item	WESTCOTT® FULL STRIP STAPLER WITH PLASTIC BASE, BLACK	06051
17.	Staple Remover	1 item	WESTCOTT® CLAW TYPE STAPLE REMOVER	21550
18.	Staples	1 box	SWINGLINE® STANDARD STAPLES, 1/4" LEG	7471135108

19.	Writing paper pad	40 pads	HILROY PERFORATED PADS 8 1/2 X 11	54132
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Office Supplies Kit B

	Office Supplies Kit B	Total items required in the Office Supplies Kit	Requested Brand	Product Number
1.	Calculator, Hand held	1 item	CALCULATOR 10 DIGIT HANDHELD SHARP	EL377WB
2.	Eraser, White	26 items	STAEDTLER RASOPLAST ERASER	526 B20
3.	Highlighter, Yellow	2 items	SHARPIE TANK HIGHLIGHTER FYEL	25025
4.	Marker, Permanent, Black	2 items	SHARPIE CHISEL PERMANENT MARKER	38201
5.	Pen, Ball point, Black	60 items	PAPERMATE INKJOY 300ST BALLPOINT PENS, 0.7MM, BLACK	1959314
6.	Pen, Ball point, Red	3 items	ZEBRA SARASA GEL PENS, RETRACTABLE, 0.7MM, RED	22230
7.	Pencil sharpener	1 item	SHARPENER,PENCIL,METAL,SINGLE	51010
8.	Pencils HB	60 items	STAEDTLER® NORICA PENCIL WITH ERASER, HB	132 46CB12
9.	Post-it, Notes (3" x 3")	5 pads	POST-IT® SUPER STICKY POP-UP NOTES 3" X 3" PLAIN PADS 90-SHEETS X 6, CANARY YELLOW	R330-6SSCY-C
10.	Rubber Band, 6"	1 box	RUBBER BAND , SIZE #18,1/4LB	89016
11.	Ruler, 12"/30cm	26 items	WESTCOTT® 30CM/12" CLEAR ACRYLIC RULER	85030
12.	Scissors	1 item	WESTCOTT KLEENEARTH 7" ANTIMICROBIAL STRAIGHT SCISSORS	15582
13.	Red, Legal, File Folders	25 items/1 box	HILROY FILE FOLDERS REVERSIBLE 1/2 CUT TAB 10.5 POINT LEGAL 9" X 14-7/8", RED	65161
14.	Clear Packing Tape	2 rolls	SCOTCH® 3710 SHIPPING PACKAGING TAPE 48 MM X 50 M, CLEAR	3710-6PK
15.	Paper Clips	1 box	ACCO PREMIUM QUALITY #1 SIZE PAPER CLIPS, SMOOTH	5050572380
16.	Stapler	1 item	WESTCOTT® FULL STRIP STAPLER WITH PLASTIC BASE, BLACK	06051
17.	Staple Remover	1 item	WESTCOTT® CLAW TYPE STAPLE REMOVER	21550
18.	Staples	1 box	SWINGLINE® STANDARD STAPLES, 1/4" LEG	7471135108
19.	Writing paper pad	60 pads	HILROY PERFORATED PADS 8 1/2 X 11	54132

3.2 Quality of Supplies

The Contractor must provide products that are of the same description, brand name, model and/or part number as detailed in the item description in Table 1 and Table 2 of section 3.1. The Contractor must not

provide any substitute products unless it has been approved by the client. The substituted product will be evidenced in a contract amendment which can only be completed by the Contracting Authority.

3.3 Box Requirements

3.3.1 Environmental Considerations

The Government of Canada is committed to implementing the Policy on Green Procurement. The policy strives to enable government to procure, operate and dispose of its assets in a manner that protects the environment and supports sustainable development objectives.

Statistics Canada has elected the box requirement to incorporate one or more of the following criterion where reasonably practicable. This choice has been implemented in an effort to demonstrate the federal government's commitment and leadership with respect to greening its procurement process for this requirement:

- i. Products made from post-consumer recycled content;
- ii. Products coming from sustainable forests to reduce forestry activity;
- iii. Chlorine-free products to eliminate the formation of chlorinated organic compounds;
- iv. Labels that are biodegradable or recyclable to reduce the resultant solid waste.

3.3.2 Box Requirements

The Contractor must provide boxes to house each Office Supplies Kit individually. The box must have both strength and durability in order to accommodate the weight of the Office Supplies Kit and keep its shape during the shipping process. The box requirements for each Office Supplies Kit is as follows:

a. Office Supplies Kit A:

- i. Corrugated fiberboard;
- ii. Standard brown;
- iii. Regular slotted (RSC);
- iv. Single wall;
- v. Glued joint assembly;
- vi. Knocked-down assembly;
- vii. In addition joint of the box to be glued at mid panel of the width side of the box instead of a standard glued joint corner (length meeting width); and
- viii. Minimum edge crush test (ECT).

b. Office Supplies Kit B:

- i. Corrugated fiberboard;
- ii. Standard brown;
- iii. Regular slotted (RSC);
- iv. Double wall;
- v. Glued joint assembly;
- vi. Knocked-down assembly;
- vii. In addition joint of the box to be glued at mid panel of the width side of the box instead of the standard glued joint corner (length meeting with width); and
- viii. The direction of the corrugation (flute vertical) shall be parallel to the height dimension.

3.3.3 Box Shipping

Stacked boxes on pallets must not exceed the dimensions of 4L x 4W x 5H ft. All pallets must be triple-wrapped, and must never be stacked on-top of another.

3.4 Labelling of Office Supplies Kits

a. Each Office Supplies Kit must be clearly labelled (bilingual) with the following information based on the type of Office Supplies Kit:

i. Office Supplies Kit A

SUP-550

Crew Leader Office Supply Kit A (14)
To be opened by Crew Leader only

SUP-550

Trousse de fournitures de bureau A pour chef d'équipe (14)
Doit seulement être ouverte par le chef d'équipe

ii. Office Supplies Kit B

SUP-551

Crew Leader Office Supply Kit B (22)
To be opened by Crew Leader only

SUP-551

Trousse de fournitures de bureau B pour chef d'équipe (22)
Doit seulement être ouverte par le chef d'équipe

b. Additional Label Specifications:

- i. A label affixed to 2 sides of each box;
- ii. SUP ID info to be bold font;
- iii. Minimum font size = 18

3.5 Shipping Procedures

- a. An e-mail notification must be sent out to the Census warehouse (*e-mail to be provided at contract award*), with a copy to the Census Field Operations Project in Ottawa (*e-mail to be provided at contract award*), when an order has been shipped. The notification must include the estimated time and date of arrival and postal tracking number for the shipment.
- b. Phased delivery is accepted, however the Contractor must be able to assemble and deliver 300 Office Supplies Kit A's and 200 Office Supplies Kit B's, to the Mississauga Census warehouse no later than September 30th, 2020.

The remaining Office Supplies Kits must be assembled and delivered to the Census warehouse no later than December 30st, 2020.

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ANNEX B- BASIS OF PAYMENT

Office Supplies Kits				
	Types of Office Supplies Kits	Firm Unit Price	Quantity	Total Price
1	Office Supplies Kit A	\$ /kit		\$
2	Office Supplies Kit A: Without Writing Paper Pads and Red, Legal File Folders	\$ /kit		\$
3	Office Supplies Kit B	\$ /kit		\$
4	Office Supplies Kit B: Without Writing Paper Pads and Red, Legal File Folders	\$ /kit		\$
Total Price				\$

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ANNEX C to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instruments:

- () Direct Deposit (Domestic and International);
- () Wire Transfer (International Only)