



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St. / 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

**Industrial Vehicles & Machinery Products Division**

**LEFTD - HS Division**

**140, O'Connor Street/**

**140, rue O'Connor,**

**East Tower, 4th Floor/**

**Tour Est, 4e étage**

**Ottawa**

**Ontario**

**K1A 0S5**

<b>Title - Sujet</b> Boxes and pallet sheets		
<b>Solicitation No. - N° de l'invitation</b> 45045-190064/A	<b>Date</b> 2020-04-30	
<b>Client Reference No. - N° de référence du client</b> 000011293		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HS-658-78699		
<b>File No. - N° de dossier</b> hs658.45045-190064	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-06-10</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Klassen-Hayes, Daphne		<b>Buyer Id - Id de l'acheteur</b> hs658
<b>Telephone No. - N° de téléphone</b> (613) 296-0230 ( )		<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> STATISTICS CANADA Shipping and Receiving 170 TUNNEYS PASTURE DRWY SHIPPING & RECEIVING, JEAN TALON BLDG. (B1W21) PARKDALE AVE, LOADING DOCK OTTAWA Ontario K1A0T6 Canada		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## **PART 1 - GENERAL INFORMATION**

**Given that many people are currently working from home and in an effort to reduce the spread of the coronavirus disease (COVID-19) within communities, bidders are highly encouraged to transmit their bid electronically using the epost Connect service. Information on the epost Connect service can be found in Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation.**

### **1.1 Security Requirements**

There are no security requirements.

### **1.2 Statement of Work - Bid**

Statistics Canada has a requirement to purchase custom mailing boxes as detailed under Annex A – Line item Details and Annex B - Statement of Work.

The requirement includes an option to purchase optional quantities to be exercised within six (6) months from the effective date of the contract.

### **1.3 Debriefings**

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

### **1.4 Trade Agreements**

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the Canada-Columbia Free Trade Agreement, the Canada-Chile Free Trade Agreement, the Canada Panama Free Trade Agreement, the Canada-Honduras Free Trade Agreement, and the Canadian Free Trade Agreement (CFTA).

### **1.5 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.

## 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: 90 days

### 2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified by the date, time and place indicated on page 1 of the bid solicitation.

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

[tpsgc.dgareceptiondessousmissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessousmissions-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.

### 2.3 Improvement of the Requirement During Bid Solicitation

Should Bidders consider that the specifications or Statement of Work 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 fifteen (15) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## **2.5 Applicable Laws**

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

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

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

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

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

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (two (2) hard copies)  
Section II: Financial Bid (one (1) hard copy)  
Section III: Certifications (one (1) hard copy)  
Section IV: Additional Information (one (1) hard copy)

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

If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

## **Section I: Technical Bid**

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

### **3.1.1 Samples**

The Bidder must, upon request from the Contracting Authority, provide a sample to the Technical Authority, transportation charges prepaid, and without charge to Canada, within fourteen (14) calendar days from the date of request.

The sample submitted by the Bidder will remain the property of Canada and will not be considered as part of the deliverables in any resulting contract. If the sample does not meet the requirements of the bid solicitation or the Bidder fails to comply with the request of the Contracting Authority, the bid will be declared non-responsive.

#### **3.1.1.1 Pre-Production Sample**

After contract award, the successful Bidder will be required to provide one (1) pre-production sample for Boxes # three (3) and five (5) of Annex A – Line Item Detail, to the Contracting Authority for acceptance within fourteen (14) calendar days from the effective date of the contract.

## **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment specified in Part Six.

Prices should appear in Annex A - Line Item Detail only.

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

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

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

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

### **3.1.3 Exchange Rate Fluctuation**

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

### **3.1.4 Pricing**

Bidders must submit firm prices, in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, Canadian Custom Duties and Excise Taxes included where applicable and Applicable Taxes must be shown separately.

### **Section III: Certifications**

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

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

Canada requests that Bidders submit the following information:

#### **3.1.5 Best Delivery Date – Bid (D0002T – 2014-06-26)**

##### **3.1.5.1 Item 001 - Firm Quantity**

While delivery is requested in accordance with **Appendix B3**, Bidders should indicate the best delivery that could be offered as follows:

**Destination #1** - TransContinental Printing, 275 Wellington St. East Aurora, ON L4G 6J9

Best delivery date is: \_\_\_\_\_

**Destination #2** - Transcontinental Printing, 2049 20<sup>th</sup> St E, Owen Sound, ON N4K 5R

Best delivery date is: \_\_\_\_\_

**Destination #3** - Statistics Canada Data Operation Centre, 200 boul. de la Technologie,  
Gatineau, Québec, J8Z 3H7

Best delivery date is: \_\_\_\_\_

**Destination #4** - STC – Warehouse, SCI Logistics 6780 Creditview Rd., Mississauga, ON,  
L5N 8E9

Best delivery date is: \_\_\_\_\_

##### **3.1.5.2 Item 002 - Optional Quantity**

If an option is exercised, up to five thousand (5000) each, Custom Boxes #1; #2; #3; #4; and #5 will be delivered under the same terms and conditions and on an as required basis, within six (6) months of the effective date of the contract.

The best delivery that could be offered is as follows: \_\_\_\_\_ weeks/calendar days after the option is exercised.



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

#	Mandatory Criteria	Bidder's response
		Demonstrated and identified supporting documentation (Bidders to insert data and page number)
<b>MTC1- Dimensions and Specifications</b>	The Bidder's proposed products (Custom Mailing Boxes and Pallets) must comply with all product dimensions and specifications as identified in Annex A – Line Item Detail and Annex B – SOW.	
<b>MTC2 – Experience</b>	The Bidder must demonstrate a minimum of three (3) years' experience in the production of custom mailing boxes and pallet sheets by providing a list of at least three (3) verifiable contracts completed within the last five (5) years.	
<b>MTC3 – Proof of Facility</b>	<p>The Bidder must demonstrate capability of meeting mandatory delivery date of 14 July 2020 by providing proof that they own or rent an established facility with production capability for the requirement.</p> <p>At a minimum, the Bidder must provide the following details:</p> <ol style="list-style-type: none"> <li>1. Name of facility</li> <li>2. Address of facility</li> </ol>	

## **4.1.2 Financial Evaluation**

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

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.

Bidders must quote a price for all destinations with the same NATO Stock Number.

## **4.2 Basis of Selection**

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest aggregate evaluated price per NATO Stock Number will be recommended for award of a contract.

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## 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.

## 5.2.3 Additional Certifications Precedent to Contract Award

### 5.2.3.1 General Environmental Criteria Certification

The Bidder must select and complete one of the following two certification statements.

A) The Bidder certifies that the Bidder is registered or meets ISO 14001.

\_\_\_\_\_  
Bidders' Authorized Representative Signature

\_\_\_\_\_  
Date

or

B) The Bidder certifies that the Bidder meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Bidder must indicate which four (4) criteria, as a minimum, are met.

<b>Green Practices within the Bidders' organization</b>	<b>Insert a checkmark for each criterion that is met</b>
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an	

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energy efficient certification.	
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\_\_\_\_\_  
Bidders' Authorized Representative Signature

\_\_\_\_\_  
Date

#### **5.2.3.2 Product Conformance**

The Bidder certifies that all goods proposed conform, and will continue to conform throughout the duration of the contract, to the requirement detailed under the Annex A "Line Item Detail" and in Annex B – Statement of Work.

\_\_\_\_\_  
Bidder's authorized representative signature

\_\_\_\_\_  
Date

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## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

**6.1.1** There is no security requirement applicable to the Contract.

### 6.2 Requirement – Contract

The Contractor must provide the items detailed under the Annex A -"Line Item Detail" and in accordance with Annex B – the Statement of Work.

#### 6.2.1 Technical Changes, Substitutes and Alternatives

Any technical changes, equivalent products and alternatives proposed by the Contractor must be evaluated for acceptance by the Technical Authority. Any equivalent products and alternatives must be equivalent in form, fit, function and performance. Equivalent products and alternatives that are offered as equivalent will only be acceptable once they are approved by the Technical Authority as an equivalent. A contract amendment or a completed Design Change/Deviation form will be issued.

Should the Technical Authority not accept the equivalent product or the alternative and the Contractor is unable to meet the technical requirement, Canada may terminate the contract for default in accordance with the general conditions stated in the contract.

#### 6.2.2 Pre-Production Sample

After contract award, the Contractor must provide one (1) pre-production sample for items three (3) and five (5) to the Contracting Authority within fourteen (14) calendar days from the effective date of the contract.

The Contractor must carry out all required inspections and tests on the pre-production sample to verify conformance to the requirements specified in the contract.

The Contractor must provide the sample(s) and a copy of the inspection and test report(s), when requested, to the Contracting Authority, transportation charges prepaid, and without charge to Canada. The sample(s) submitted by the Contractor will remain the property of Canada.

The Contracting Authority will notify the Contractor, in writing, of the conditional acceptance, acceptance, or rejection of the pre-production sample(s). The notice of conditional acceptance or acceptance shall not relieve the Contractor from complying with all contractual requirements.

The Contractor must not commence the production and must not make any deliveries until the Contractor has received notification from the Contracting Authority that the sample(s) is (are) acceptable. Any production before sample acceptance will be at the sole risk of the Contractor.

Where the Contracting Authority rejects the pre-production sample(s) submitted by the Contractor because it is unable to meet the contractual requirements, Canada shall terminate the contract for Default in accordance with the general conditions stated in the Contract.

The pre-production sample(s) may not be required if the Contractor is currently in production. The Contractor must submit a written request for waiver of the pre-production sample(s) to the Contracting Authority. The waiving of this requirement will be at the discretion of the Contracting Authority.

### **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 Delivery date**

The Contractor must provide the firm quantity detailed under the Annex A – Line Item Detail and in accordance with Annex B – Statement of Work, including Appendages BI and BII.

#### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to six (6) months from the date of contract award under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### **6.4.3 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex “B”, Appendix B2 of the Contract.

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Daphne Klassen-Hayes,  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Logistics, Electrical, Fuel and Transportation Directorate  
HS Division

L'Esplanade Laurier (LEL) East Tower, 4th floor  
140, O'Connor Street, Ottawa (Ontario) K1A 0S5

Telephone: 613 296-0230

E-mail address: daphne.klassen-hayes@pwgsc-tpsgc.gc.ca

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

### 6.5.2 Project Authority

The Project Authority for the Contract is: (to be inserted by PWGSC)

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

### 6.5.3 Contractor's Representative

#### General enquiries

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

Telephone No: \_\_\_\_\_

Facsimile No: \_\_\_\_\_

E-mail address: \_\_\_\_\_

#### Delivery follow-up

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

Telephone No: \_\_\_\_\_

Facsimile No: \_\_\_\_\_

E-mail address: \_\_\_\_\_



## **6.6 Payment**

### **6.6.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, Canadian Custom Duties, Excise Taxes included where applicable and Applicable Taxes extra.

### **6.6.2 SACC Manual Clauses**

<b>SACC Reference</b>	<b>Title</b>	<b>Date</b>
C6000C	Limitation of Price	2017-08-17
H1001C	Multiple Payments	2008-05-12

### **6.6.3 Electronic Payment of Invoices – Contract**

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. 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 on the invoice is completed.
2. The contractor is requested to provide invoices in electronic format unless otherwise specified by the Contracting Authority or Procurement Authority, thereby reducing printed material.
3. Invoices must be distributed as follows:
  - (a) The original must be forwarded or e-mail to the Procurement Authority identified under the section entitled "Authorities" of the Contract for acceptance and payment.
  - (b) One (1) copy must be forwarded or e-mailed 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) 2010A (2018-06-21) General Conditions - Goods (Medium Complexity);
- (c) Annex A, Line Item Details;
- (d) Annex B, Statement of Work;
- (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on \_\_\_\_\_” or “, as amended on \_\_\_\_\_” and insert date(s) of clarification(s) or amendment(s)*)

## 6.11 SACC Manual Clauses

B7500C	Excess Goods	2006-06-16
D2000C	Marking	2007-11-30
D2001C	Labelling	2007-11-30
D2025C	Wood packaging materials	2017-08-17
G1005C	Insurance	2016-01-28

Annex “A” – Line Item Detail

Line Item	Description	Firm Quantity	Delivery Destination	Optional Quantity	Unit of Issue	Price per Unit	Total Unit Price
1.	<p><b><u>Box #1: Class 1B (domestic service, packaging), Style 1, Grade C-6, Minimum ECT 44 lb./in (275), C Flute, Single Wall</u></b></p> <p><b><u>Production Requirements:</u></b></p> <p>Corrugated fiberboard, standard brown, regular slotted (RSC), single wall, glued joint assembly, knocked-down assembly. 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). Minimum ECT</p> <p><b><u>Dimensions:</u></b></p> <p>*** The tolerance for all box dimensions must not exceed 1/8 inch (0.3175 cm).</p> <p><b>Length: 20 inches (50.8 cm)</b></p> <p><b>Width: 9.75 inches (24.76cm)</b></p> <p><b>Height: 6.5 inches (16.51 cm)</b></p> <p><b><u>Imaging Requirements:</u></b> Specified in Appendix B1 of Annex B under Section 1</p> <p><b><u>Packaging Requirements:</u></b> Must be packaged in bundles of twenty-five (25) cartons per Bundle.</p>	376 Bundles (9,400 boxes)	#1	200 Bundles (5,000 boxes)	1 Bundle = 25 Boxes		

2.	<p><b><u>Box #2: Class 1B (domestic, service packaging), Style 1, Grade C-6, Min. ECT 44 lb./in. (275), C Flute, Single Wall.</u></b></p> <p><b><u>Production Requirements:</u></b></p> <p>Corrugated fiberboard, standard brown, regular slotted (RSC), single wall, glued joint assembly, knocked-down assembly. 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). The direction of the corrugation (flute vertical) shall be parallel to the height dimension.</p> <p><b><u>Dimensions:</u></b></p> <p>*** The tolerance for all box dimensions must not exceed 1/8 inch (0.3175 cm).</p> <p><b>Length: 20 inches (50.8cm)</b></p> <p><b>Width: 9.75 inches (24.76 cm)</b></p> <p><b>Height: 13 inches (33.02 cm)</b></p> <p><b><u>Imaging Requirements:</u></b> Specified in Appendix B1 of Annex B under Section 1</p> <p><b><u>Packaging Requirements:</u></b> Must be packaged in bundles of twenty-five (25) cartons per Bundle.</p>	236 Bundles (5,903 boxes)	#1	200 Bundles (5,000 boxes)	1 Bundle = 25 Boxes	
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3.	<p><b><u>Box #3: Class 1B (domestic service, packaging), Style 1, Grade C-6, Min. ECT 44 lb./in (275), C Flute, Single Wall</u></b></p> <p><b><u>Production Requirements:</u></b></p> <p>Corrugated fiberboard, standard brown, regular slotted (RSC), single wall, glued joint assembly, knocked-down assembly. 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). The direction of the corrugation (flute vertical) shall be parallel to the height dimension.</p> <p><b><u>Dimensions:</u></b></p> <p>*** The tolerance for all box dimensions must not exceed 1/8 inch (0.3175 cm).</p> <p><b>Length: 12 inches (30.48cm)</b></p> <p><b>Width: 9 inches (22.86cm)</b></p> <p><b>Height: 10 inches (25.4cm)</b></p> <p><b><u>Imaging Requirements:</u></b> Specified in Appendix B1 of Annex B under Section 1</p> <p><b><u>Packaging Requirements:</u></b> Must be packaged in bundles of twenty-five (25) cartons per Bundle.</p>	336 Bundles (8,395 boxes)	#1	200 Bundles (5,000 boxes)	1 Bundle = 25 Boxes		
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4.	<p><b><u>Box #3: Class 1B (domestic service, packaging), Style 1, Grade C-6, Min. ECT 44 lb./in (275), C Flute, Single Wall</u></b></p> <p><b><u>Production Requirements:</u></b></p> <p>Corrugated fiberboard, standard brown, regular slotted (RSC), single wall, glued joint assembly, knocked-down assembly. 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). The direction of the corrugation (flute vertical) shall be parallel to the height dimension.</p> <p><b><u>Dimensions:</u></b></p> <p>*** The tolerance for all box dimensions must not exceed 1/8 inch (0.3175 cm)</p> <p><b>Length: 12 inches (30.48cm)</b></p> <p><b>Width: 9 inches (22.86cm)</b></p> <p><b>Height: 10 inches (25.4cm)</b></p> <p><b><u>Imaging Requirements:</u></b> Specified in Appendix B1 of Annex B under Section 1</p> <p><b><u>Packaging Requirements:</u></b> Must be packaged in bundles of twenty-five (25) cartons per Bundle.</p>	1,232 Bundles (30,798 boxes)	#2	200 Bundles (5,000 boxes)	1 Bundle = 25 Boxes	
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5.	<p><b><u>Box #3: Class 1B (domestic service, packaging), Style 1, Grade C-6, Min. ECT 44 lb./in (275), C Flute, Single Wall</u></b></p> <p><b><u>Production Requirements:</u></b></p> <p>Corrugated fiberboard, standard brown, regular slotted (RSC), single wall, glued joint assembly, knocked-down assembly. 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). The direction of the corrugation (flute vertical) shall be parallel to the height dimension.</p> <p><b><u>Dimensions:</u></b></p> <p>*** The tolerance for all box dimensions must not exceed 1/8 inch <b>(0.3175 cm)</b></p> <p><b>Length:12 inches (30.48cm)</b></p> <p><b>Width: 9 inches (22.86cm)</b></p> <p><b>Height: 10 inches (25.4cm)</b></p> <p><b><u>Imaging Requirements:</u></b> Specified in Appendix B1 of Annex B under Section 1</p> <p><b><u>Packaging Requirements:</u></b> Must be packaged in bundles of twenty-five (25) cartons per Bundle.</p>	920 Bundles (23,000 boxes)	#4	200 Bundles (5,000 boxes)	1 Bundle = 25 Boxes	
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6.	<p><b><u>Box #4:</u> Class 1B (domestic service, packaging), Style 1, Grade C-6, Min. ECT 44 lb./in (275), C Flute, Single Wall.</b></p> <p><b><u>Production Requirements:</u></b></p> <p>Corrugated fiberboard, standard brown, regular slotted (RSC), single wall, glued joint assembly, knocked-down assembly. 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). The direction of the corrugation (flute vertical) shall be parallel to the height dimension.</p> <p><b><u>Dimensions:</u></b></p> <p>*** The tolerance for all box dimensions must not exceed 1/8 inch (0.3175 cm)</p> <p><b><u>Length:</u></b> 11.25 inches <b>(28.57 cm)</b></p> <p><b><u>Width:</u></b> 8.75 inches <b>(22.22 cm)</b></p> <p><b><u>Height:</u></b>6 inches <b>(15.24 cm)</b></p> <p><b><u>Imaging Requirements:</u></b> No Imaging Requirements for Box #4.</p> <p><b><u>Packaging Requirements:</u></b> Must be packaged in bundles of twenty-five (25) cartons per Bundle.</p>	1640 Bundles (41,000 boxes)	#3	200 Bundles (5,000 boxes)	1 Bundle = 25 Boxes	
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7.	<p><b>Box #5: Class 1 B (domestic service, packaging), Style 1, Grade c-17, Min. ECT 51 lbs./in (350), BC Flute, Double Wall.</b></p> <p><b><u>Production Requirements:</u></b> Corrugated fiberboard, standard brown, regular slotted (RSC), double wall, glued joint assembly, knocked-down assembly. 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). The direction of the corrugation (flute vertical) shall be parallel to the height dimension.</p> <p><b><u>Dimensions:</u></b></p> <p>*** The tolerance for all box dimensions must not exceed 1/8 inch (0.3175 cm)</p> <p>Length: 19 inches <b>(48.26 cm)</b></p> <p>Width: 12.5 inches <b>(31.75 cm)</b></p> <p>Height: 10.5 inches <b>(26.67 cm)</b></p> <p><b><u>Imaging Requirements:</u></b> Specified in Appendix B1 of Annex B under Section 1</p> <p><b><u>Packaging Requirements:</u></b> Must be packaged in bundles of twenty-five (25) cartons per Bundle.</p>	1200 Bundles (30,000 boxes)	#4	200 Bundles (5,000 boxes)	1 Bundle = 25 Boxes	
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8.	<p><b><u>Pallet Sheets:</u></b> Class C-15, Type 3, Min. ECT 42 lb./in (200), BC Flute, Double Wall.</p> <p><b><u>Production Requirements:</u></b> Corrugated fiberboard, standard brown, double wall.</p> <p><b><u>Dimensions:</u></b> 41 inches x 41 inches (104.14 cm x 104.14 cm) *** The tolerance for the Pallet Sheets dimensions must not exceed 1/8 inch (0.3175 cm)</p> <p><b><u>Imaging Requirements:</u></b> N/A</p> <p><b><u>Packaging Requirements:</u></b> Must be packaged in bundles of twenty-five (25) fibreboards per Bundle.</p>	2 Bundles (50 Pallet Sheets)	#1	nil	1 Bundle = 25 Pallet Sheets (Fibre-boards)	
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## ANNEX "B" - STATEMENT OF WORK

### Statement of Work For Custom Mailing Boxes and Pallet Liners

#### 1.0 SCOPE

Statistics Canada has a requirement for five (5) types of custom mailing boxes; and pallet sheets for the 2021 Census of Canada, as detailed herein.

#### 2.0 Requirement

The custom boxes and pallet liners must be supplied and delivered as detailed in Annex A - Line Item Detail and in accordance with the details herein.

##### 2.1 Acronyms and Abbreviations used in this document:

Abbreviation	Full Title / Definition
CEAG	Census of Agriculture
CM	Centimetre
CPOP	Census of Population
In	Inch
QPT	Questionnaire Production Task
STC	Statistics Canada
FOP	Field Operations
ECT	Edge Crush Test
DOC	Data Operations Center

##### 2.2 Publications Applicable to this Document

Abbreviation	Identification	Website Link
CGSB	Canadian General Standards Board	<a href="http://www.tpsgc-pwgsc.gc.ca/ongc-cgsb">http://www.tpsgc-pwgsc.gc.ca/ongc-cgsb</a>
PSPC	Public Service and Procurement Canada – Quality Levels for Printing	<a href="http://www.tpsgc-pwgsc.gc.ca/app-acq/guides/nqi-qlp-eng.html">http://www.tpsgc-pwgsc.gc.ca/app-acq/guides/nqi-qlp-eng.html</a>

#### 2.3 Deliverables

The Contractor must provide the items detailed under the Annex A -"Line Item Detail" and in accordance with Annex B – the Statement of Work.

##### 2.3.1 Box #1

**Description** – Box, shipping and storage, to be manufactured in accordance with Appendix I of this document; the Line item Details; and with CAN/CSBG-43.22-2001.

**Purpose** – This type of box is used to ship small Census packages, Census of Population (CPOP) and Census of Agriculture (CEAG) self-mailers from the Printer to the Warehouse

### **2.3.2 Box #2**

**Description** – Box, shipping and storage, to be manufactured in accordance with Appendix I of this document; the Line Item Details; and with CAN/CSBG-43.22-2001.

**Purpose** – This type of box is used to ship large Census packages from the Printer to the Warehouse.

### **2.3.3 Box # 3**

**Description** – Box, shipping and storage, to be manufactured in accordance with Appendix I of this document; the Line Item Details, and with CAN/CSBG-43.22-2001.

**Purpose** – This type of box is used by the QPT to ship loose questionnaires from the Printer to the Warehouse; and for shipping purposes.

### **2.3.4 Box # 4**

**Description** – Box, shipping and storage, to be manufactured in accordance with Appendix I of this document; the Line Item Details; and with CAN/CSBG-43.22-2001.

**Purpose** – This type of box is used to store and move questionnaires in and around the Data Operations Centre (DOC). The boxes will be used for final and long term storage following census processing.

### **2.3.5 Box # 5**

**Description** – Box, shipping and storage, to be manufactured in accordance with Appendix I of this document; the Line Item Details; and with CAN/CSBG-43.22-2001.

**Purpose** – This type of box is used to contain shipping materials from the warehouse to Census Crew Leaders.

### **2.3.6 Pallet Sheets**

**Description** – Pallet sheet, shipping and storage, to be manufactured in accordance with CAN/CSBG-43.22-2001.

**Purpose** – Pallet sheets are required to provide extra support in the building of skids at the printer.

## Appendix B1 – Imaging Requirements

### 1. Imaging Requirements for Box #1, #2, #3 and #5

**Description** – The following is to be printed on each of the 2 larger/longer exterior sides of Box #1, #2, #3 and #5, centered, in 5/8 in. characters, in upper case using black ink.



**Imaging Quality** – Informational Quality. The Contractor must perform the Work in accordance with the quality requirements described in the document Quality Levels for Printing and Quality Levels for Colour Reproduction, latest issue. These documents are available on the following Website: <http://www.tpsgc-pwgsc.gc.ca/app-acq/guides/nqi-qlp-eng.html>

**Ink** – Black

**Material Supplied by Statistics Canada** – PDF for text to be printed (.pdf). Contractor must do typesetting, produce the plates and die.

**Appendix B2 – Delivery Destination (DD) Table**

<b>Delivery Destination #</b>	<b>Delivery Location</b>	<b>Delivery Address</b>	<b>Special Instructions</b>
<b>1.</b>	Transcontinental Printing	275 Wellington St. East Aurora, ON L4G 6J9	<b><i>Point of Contact upon delivery to be provided at time of contract award</i></b>
<b>2.</b>	Transcontinental Printing	2049 20 <sup>th</sup> St E, Owen Sound, ON N4K 5R2	<b><i>Point of Contact upon delivery to be provided at time of contract award</i></b>
<b>3.</b>	Statistics Canada Data Operation Centre	200 boul. de la Technologie, Gatineau, Québec, J8Z 3H7	<b><i>Point of Contact upon delivery to be provided at time of contract award</i></b>
<b>4.</b>	STC - Warehouse	SCI Logistics 6780 Creditview Rd. Mississauga, ONT L5N 8E9	<b><i>Point of Contact upon delivery to be provided at time of contract award</i></b>

### Appendix B3- Delivery Due Dates by Destination

Delivery Destination	Delivery Location	Requested Firm Delivery Date	Portion of Quantity for Firm Delivery
1.	Transcontinental Printing 275 Wellington St. East, Aurora, ON., L4G 6J9	August 4 <sup>th</sup> 2020	100%
2.	Transcontinental Printing 2049 20 <sup>th</sup> St E, Owen Sound, ON N4K 5R2	August 4 <sup>th</sup> 2020	100%
3.	Statistics Canada Data Operations Centre  200 boul. de la Technologie, Gatineau, Québec, J8Z 3H7	September 8th 2020	100%
4.	STC - Warehouse SCI Logistics 6780 Creditview Rd. Mississauga, ONT L5N 8E9	July 14 <sup>th</sup> , 2020 and	50%
4.	STC - Warehouse SCI Logistics 6780 Creditview Rd. Mississauga, ONT L5N 8E9	August 11 <sup>th</sup> , 2020	50%

### **ANNEX “C” - ELECTRONIC PAYMENT INSTRUMENTS**

As indicated in Part 3, clause 3.1.2, the Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.

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

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