



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Réception des soumissions - TPSGC / Bid Receiving
- PWGSC

Voir dans le document/
See herein

NA
Québec
NA

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

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution
TPSGC/PWGSC
601-1550, Avenue d'Estimauville
Québec
Québec
G1J 0C7

Title - Sujet S/O - Reprography Services (RMSO)	
Solicitation No. - N° de l'invitation E6QUE-190001/A	Date 2020-08-24
Client Reference No. - N° de référence du client E6QUE-190001	GETS Ref. No. - N° de réf. de SEAG PW-\$QCN-035-17974
File No. - N° de dossier QCN-9-42154 (035)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-09-16	
Time Zone Fuseau horaire Heure Avancée de l'Est HAE	
Delivery Required - Livraison exigée Voir Doc.	
Address Enquiries to: - Adresser toutes questions à: Deslauriers, Annie	Buyer Id - Id de l'acheteur qcn035
Telephone No. - N° de téléphone (418)571-5295 ()	FAX No. - N° de FAX (418)648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Tous les Ministères et Organismes fédéral du Québec métropolitain incluant Valcartier et Donnacona. Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

REGIAL MASTER STANDING OFFER (RMSO) – REPROGRAPHY SERVICES – QUEBEC REGION

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven (7) parts plus attachments and annexes, as follows:

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

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Periodic Usage Reports – Standing Offer and the Offerors' Demonstration of Environmental Commitment.

1.2 Summary

1.2.1 To provide on an as-and-when requested basis, reprography and binding services for documents with short, medium and long runs, plans and specifications, cover printing, digital printing on foamcore and coroplast, digitization of specifications, plans and related documents, burning of compact discs, and a pick-up and delivery service, all in accordance with the Statement of Work at Annex **A** of this Request for a Standing Offer.

These various reprography services are to be available to all departments, agencies and organizations of the Government of Canada located within a 55-km radius of 1550 D'Estimauville Avenue, Quebec City, QC, with the exception of the south shore of Quebec City. This area will be divided into (3) sectors, namely: 1) *Quebec*, 2) *Valcartier and 3) Donnacona*.

The period of the Standing Offer is for a period of two (2) years from the date of award with the possibility of one (1) year optional extension.

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The value of call-ups may vary widely, ranging from less than ten dollars to several hundreds of dollars. Most call-ups, however, will be under \$100.00.

1.2.2 This procurement is limited to Canadian services.

1.3 Debriefings

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

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

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.13 Transition to an e-Procurement Solution (EPS).

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2020-05-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.2 Submission of Offers

Offers must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the RFSO:

PWGSC Québec Region Bid Receiving Unit

Only offers submitted using epost Connect service will be accepted. The Offeror must send an email requesting to open an epost Connect conversation to the following address:

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

Note: Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instruction [2006](#), or to send offers through an epost Connect message if the Offeror is using its own licensing agreement for epost Connect.

It is the Offeror's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the Request for Standing Offers closing date.

Transmission of offers by facsimile or hardcopy to PWGSC will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

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

- a. an individual;

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension?

YES () NO ()

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

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

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

YES () NO ()

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;

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

2.4 Enquiries - Request for Standing Offers

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

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

2.5 Applicable Laws

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

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

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

The Offeror must submit its offer electronically in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

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

Offers transmitted by facsimile or hardcopy will not be accepted.

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annexe B - Basis of Payment detailed below.

3.1.1 Electronic Payment of Invoices - Offer

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

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

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Preferential margin for eco-responsible engagements

If the eco-responsible commitment is demonstrated to Canada's satisfaction, a preferential margin will be applied based on the respective rate in Annex E. This preferential margin will be offered on the total amount assessed for the financial assessment only.

Fictional example for a demonstration purpose only:

Supplier A has demonstrated its eco-responsible engagement to criteria E1 of Annex E.

The price of the financial evaluation, before the application of the preferential margin and in conformity with Annex B, is 100 000.00\$.

A preferential margin of 5% is applied as follows: $\$100,000.00 - \$5,000.00 = \$95,000.00$. Therefore, the total amount assessed after the application of the preferential margin.

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.1.3 Firm Price and (or) Rate

SACC Manual Clause M0019T (2007-05-25), Firm Price and (or) Rates.

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offer to be declared responsive. The price of a bid will be calculated by determining a total evaluation.

The price of a bid will be calculated by establishing a total evaluation amount. The total evaluation amount will be calculated by adding the evaluation amounts of each item. A firm unit price must be provided for each item with the exception of those items designated as "OPTIONAL". The Firm Unit Prices and the Firm Markup Percentage must be all-inclusive (administrative costs, profit and other direct expenses).

If the supplier has demonstrated its eco-responsible commitment to criterion E1 of Annex E, a preferential margin of 5% will be applied to the total sum of its financial evaluation. Of the responsive offers, the Offeror with the lowest total evaluation amount, based on the approximate quantities and values listed herein, will be recommended for issuance of a Standing Offer.

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The example below demonstrate which evaluation method will be used.

The evaluation amount for the standing offer period will be calculated by totalling the following items:

*For all **firm unit prices** referred to in **Annex B - Basis of Payment**: For each item, the approximate quantities will be multiplied by the associated firm unit price. All the resulting amounts will be totalled: **Initial period (two years from date of grant) + First year option.***

+

*For the **mark-up item** referred to in **Annex B - Basis of Payment**, the monetary value associated with this item is \$7,500,00, excluding applicable taxes, **MULTIPLIED** by the **mark-up percentage quoted by the Offeror**. Following the calculation of the mark-up, the result will be added to the total of the **Initial period (two years from date of grant) + First year option.***

-

*If the supplier has demonstrated its **eco-responsible commitment** at the level of criterion E1 of **Annex E**, a preferential margin of 5% will be applied on the total sum of its financial assessment.*

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity

"FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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

5.2.3 Additional Certifications precedent to Issuance of a Standing offer

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Offeror certifies that:

() the services offered are Canadian services as defined in paragraph 4 of clause [A3050T](#).

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

5.2.3.1.1 *SACC Manual* clause [A3050T](#) (2020-07-01) Canadian Content Definition.

5.2.4 Language Capability

By submitting an offer, the Offeror certifies that it has the language capability required to perform the Work, as described in the Annex A – Statement of work.

5.2.3.2 Certification of the use of Forest Stewardship Council (FSC) certified paper containing 30% recycled fiber

The offeror certifies that:

() the paper it uses for black and colour photocopying of all formats is Forest Stewardship Council (FSC) certified and contains a minimum of 30% post-consumer recycled fiber.

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PART 6 – SECURITY AND FINANCIAL REQUIREMENTS

6.1 Security Requirements

This requirement does not included security requirements.

6.2 Financial Capability

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

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of the resulting Standing Offer.

Notice: Numbering will be revised at the issuance of a Standing Offer.

A. STANDING OFFER

7.1 Offer

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.2.2 Standing Offers Reporting

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

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

Data must be submitted every six (6) months to the Standing Offer Authority.

The breakdown of the periods is as follows:

- First Year: Award to February 28, 2021 and March 1, 2021 to August 31, 2021;
- Second Year: September 1, 2021 to February 28, 2022 and March 1, 2022 to August 31, 2022;
- Third Year: September 1, 2022 to February 28, 2023 and March 1, 2023 to August 31, 2023.

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

7.3 Term of Standing Offer

7.3.1 Period of the Standing Offer

Call-ups against this Standing Offer may be made and services rendered for a period of two (2) years from the date of grant.

7.3.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for **an additional one (1) year period** under the same conditions and at the rates or prices specified in the Standing Offer or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

7.4 Authorities

7.4.1 Standing Offer Authority

The Standing Offer Authority is:

Name : Annie Deslauriers
Title : Procurement Officer
Organization: Public Works and Government Services Canada
Acquisitions Branch
Address : 1550 D'Estimauville Avenue, Quebec City, Quebec G1J0C7
Telephone : 418-571-5295
Facsimile : 418-648-2209
E-mail address : annie.deslauriers@tpsgc-pwgsc.gc.ca

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

7.4.2 Project Authorities

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

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

7.4.3 Offeror's Representative

7.4.3.1 Standing Offer Manager: *(to be completed)*

Name: _____
Title: _____
Organization: _____
Address: _____
Phone number: _____
Email: _____

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7.4.3.2 Order tracking: *(to be completed)*

Name: _____
Title: _____
Organization: _____
Address: _____
Phone number: _____
Email: _____

7.5 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.6 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the **Financial Administration Act**, R.S., 1985, c. F-11 and located within a **55 km radius of 1550 D'Estimauville Avenue, Quebec city, Qc, with the exception of the south shore of Quebec city.**

7.7 Call-up Instrument

The Work will be authorized or confirmed by the Identified User (s) using form PWGSC-TPSGC 942, Call-up against a Standing Offer duly completed or electronic document.

Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.

7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$5 000.00** (Applicable Taxes included).

7.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$150,000.00** for the initial period and **\$75,000.00** for the optional period, (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when **75 percent** of this amount has been committed, or **3 months before the expiry date of the Standing Offer**, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) The general conditions 2029 (2020-05-28); General Conditions – Goods or Services (Low Dollar Value);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated _____. (will be added to the Standing Offer by PWGSC)

7.11 Certifications and Additional Information

7.11.1 Compliance

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

7.11.2 SACC Manual Clauses

M3060C (2008-05-12), Canadian Content Certification.

7.12 Applicable Laws

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

7.13 Transition to an E-Procurement Solution (EPS)

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

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

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

- a) [2029](#) (2020-05-28), General Conditions – Goods or Services (Low Dollar Value) apply to and form part of the Contract.

The following clause will be inserted if credit card payments are accepted by the offeror.

- b) Section 12, Interest on Overdue Accounts, of [2029](#) (2020-05-28) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Delivery Date

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment – Firm Unit Prices

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm unit price(s) detailed in Annex B. Customs duties are included and Applicable Taxes are extra.

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

7.5.2 Limitation of price

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

7.5.3 Single Payment

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.

7.5.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
P1005C (2010-01-11), Packaging and Packing of Printed Products
P1010C (2010-01-11), Quality Levels for Printing
P1011C (2010-01-11), Quality Levels for Colour Reproduction
P1015C (2010-01-11), Quality Levels for Labels
P1016C (2010-01-11), Quality Levels for Binding

7.5.5 Electronic Payment of Invoices – Call-up

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;

7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.7 Insurance Requirements

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

7.8 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

ANNEX A - STATEMENT OF WORK

1.0 DESCRIPTION

Provide, as and when required, Government of Canada departments, agencies and Crown corporations (clients) located within a **55 km radius of 1550 D'Estimauville avenue, Quebec City, QC, with the exception of the south shore of Quebec City**, with services that include, but are not limited to the following: reprography and binding services for documents with small, medium or large runs, cover printing, digital printing on foamcore or coroplast, laminating, digitization of technical specifications, plans and related documents, burning of compact discs, and pick-up and delivery of the work.

2.0 NEEDS

2.1 REPRODUCTION SERVICES

2.1.1 The paper used for black and color photocopying in all formats must be Forest Stewardship Council (FSC) certified and contain a minimum of 30% post-consumer recycled fiber.

2.2 Black photocopying

Photocopying of documents with black ink, single or double-sided, on white bond or coloured paper, according to the instructions of the call-up. The size of documents to be reproduced shall be 8½"x11", 8½"x14, 11"x17" or any other size larger than 11"x17" (single-sided). However, most documents to be copied shall be 8½"x11" and double-sided.

The documents shall be reproduced from paper copies or electronic media. Electronic media provided to the Contractor may be in the form of e-mail messages, USB keys or compact discs. These media may be coded in Windows for various operating environments. Printed documents shall be sorted or grouped according to the instructions of the call-up.

2.3 Colour photocopying

High-quality document colour copying, single or double-sided. The size of documents to be reproduced shall be 8½"x11", 8½"x14", 11"x17" or any other size larger than 11"x17" (single-sided). However, most documents to be copied shall be 8½"x11" and double-sided.

The documents shall be reproduced from paper copies or electronic media. Electronic media provided to the Contractor may be in the form of e-mail messages or compact discs. These media may be coded in Windows for various operating environments. Printed documents shall be sorted or grouped according to the instructions of the call-up. These documents shall be reproduced on coloured copy paper (Hammermill or equivalent) 140M.

2.4 Acetates

Photocopying of documents using black or coloured ink. The size of documents to be reproduced shall be 8½"x11" or 8½"x14."

The documents shall be reproduced from paper copies or electronic media. The documents shall be reproduced from paper copies or electronic media. Electronic media provided to the Contractor may be in the form of e-mail messages or compact discs. These media may be coded in Windows for various operating environments. Printed documents shall be sorted or grouped according to the instructions of the

call-up. The documents shall be reproduced on 10 mil acetate transparencies.

3 COVER PRINTING

Single-sided cover page printing in black or colour. The size of covers to be printed shall be 8½" x 11" or 8½" x 14". However, the size of most of the documents to be reproduced shall be 8½" x 11", using black ink.

The documents shall be reproduced from paper copies or electronic media. The documents shall be reproduced from paper copies or electronic media. Electronic media provided to the Contractor may be in the form of e-mail messages, USB keys or compact discs. These media may be coded in Windows for various operating environments. Printed documents shall be sorted or grouped according to the instructions of the call-up. The documents shall be reproduced on Rockland (or equivalent) 130M paper for black printing or Cornwall coated glossy paper C1Sm 10pt (or equivalent) or black or colour printing, according to the instructions of the call-up.

4 TECHNICAL PLAN/DRAWING REPRODUCTION

4.1 Plan/drawing reproduction

The height of plans/drawings to be reproduced shall be 18", 24", 30", 33" or 36" x any length. However, the size of most plans/drawings to be reproduced shall be 30" x 42". Original plans/drawings shall sometimes be magnified up to 200% or reduced by 50%. The plans/drawings shall be reproduced on regular bond paper in black (or blue) or other colours.

The plans/drawings shall be reproduced from paper copies or electronic media. Electronic media provided to the Contractor may be in the form of e-mail messages, USB keys or compact discs. These media may be coded in Windows for various operating environments.

Each reproduced drawing shall be in single-sheet form, i.e. complete. No composite drawings composed of sections joined together by gluing or other means shall be accepted.

In addition, when the paper used for the reproduction is larger than the plan/drawing reproduced, the extraneous paper shall be removed by the supplier. The strip of extraneous paper surrounding the entire plan/drawing must never exceed 2" (54mm) in width.

4.2 Plotting of CAD plans/drawings

Colour ink-jet printing of CAD plans/drawings from electronic files at sizes up to 36" in width x any length, on bond paper.

5. BINDING

5.1 Folding

Some sheets shall require folding according to specifications provided upon placement of call-up.

5.2 Folding with insert

Some sheets shall require folding and insertion into documents to be reproduced according to specifications provided upon placement of call-up. The size of sheets to be reproduced shall be 8½"x11", 8½"x14" or 11"x17".

5.3 Insertion into binders

Some documents shall require insertion into binders. These binders shall be supplied by the client or supplier, according to the instructions of the call-up. Binders may contain a black- or coloured-ink-printed cover page, spine and dividers, according to the instructions of the call-up. Binder sizes shall be ½", 5/8", 1", 1½", 2", 2½" or 3". Insertion in binders includes hole punching.

5.4 Document binding

Certain documents shall require binding using one of the following binding methods according to the instructions of the call-up.

- a) Cerlox binding
- b) Plastic spiral (hole punching included)
- c) Staple or stitch in one corner
- d) Two lateral staples
- e) Three lateral staples
- f) Leaflet binding with staples
- g) Acco lever arch or equivalent (hole punching included)

The number of sheets to be bound may vary as follows:

- a) 1 to 25 sheets;
- b) 26 to 75 sheets;
- c) 76 to 100 sheets;
- d) 101 to 200 sheets;
- e) 201 sheets or more.

5.5 Binding of plans/drawings

Plans/drawings may be bound with a band and staples, according to the instructions of the call-up.

5.6 Hole punching

Some documents may be punched with 1, 2 or 3 standardized holes, according to the instructions of the call-up.

5.7 Padding

Pads include cutting (if applicable), paperboard and assembly. The paper and printing are already covered in Section 1 of the Statement of Work. Pads shall be assembled with a rubberized glue on one side and a piece of paperboard on the other. Pads shall be 50 or 100 pages. Sizes may be as follows:

- a) maximum of 4¼" x 5½", i.e. four times on an 8½" x 11" sheet;
- b) maximum of 4¼" x 7", i.e. four times on an 8½" x 14" sheet;
- c) maximum of 5½" x 8½", i.e. twice on an 8½" x 11" sheet;
- d) 8½" x 11";
- e) 8½" x 14".

6. DIGITAL PRINTING ON FOAMCORE OR COROPLAST

Digital printing on ¼" Foamcore (or equivalent) or ¼" Coroplast (or equivalent), according to the instructions of the call-up.

7. LAMINATION (PLASTICIZING)

Some items shall require single or double-sided lamination, up to 36" in height x any length. The plastic film shall be 1.7mil or 3.0mil, according to the instructions of the call-up. Film of 3.0mil is recommended, however, for sheets 24 inches or larger.

8. DIGITIZATION AND BURNING OF COMPACT DISCS

8.1 Digitization

The size of documents to be digitized shall be 8½"x11" up to 36"x any length. However, the size of most documents to be digitized shall be 30" x 42". Digitization resolution shall be 400DPI.

8.1.1 Regular document

Regular documents, other than specifications, shall be digitized and saved as single PDF files, unless instructed otherwise. The size of regular documents to be digitized shall be 8½"x11", 8½"x14" and 11"x17". Approximately 98% of documents to be digitized shall be 8½"x11". See Section 8.2 for compact disc burning instructions.

8.1.2 Specifications

Specifications are technical documents that have a standardized structure. Depending on the instructions of the call-up, specifications can be digitized and saved in a single PDF file or in as many files as there are sections in the specifications.

In situations where a PDF file is required for each section of the specifications, each section shall be digitized and saved in PDF file format and shall be named with the section number and title of the corresponding section, based on the following list:

- A) Division 01- General description
- B) Division 02- Locations of work
- C) Division 03- Concrete
- D) Division 04- Masonry
- E) Division 05- Metallurgy
- F) Division 06- Wood and plastics
- G) Division 07- Mould protection and thermal insulation
- H) Division 08- Windows and doors
- I) Division 09- Finishing
- J) Division 10- Specialties
- K) Division 11- Equipment
- L) Division 12- Supplies
- M) Division 13- Special construction
- N) Division 14- Conversion of systems
- O) Division 15- Mechanical
- P) Division 16- Electrical

All of the PDF files for the specification shall be grouped in a folder entitled "Specifications."

The first pages of the specifications called "Plans & Specifications" or "Table of contents" shall be digitized and saved as a PDF file. This file shall be entitled "Specifications - Table of contents." These pages can sometimes be called "Section 00 - Table of contents."

The "Specifications - Table of contents" PDF file shall be filed at the same level as the "Specifications," "Plans/drawings" and "Addenda" folders.

In the event that there is an Addendum, the text shall be digitized and saved in a single PDF file. The plans/drawings shall be digitized and saved as single PDF files for each plan/drawing. The name to identify PDF files of text shall be as follows: "Addenda number #x" and the name to use for each Addendum plan/drawing PDF file shall be as follows: "Addenda number #x- QU-04026-M D-G1," i.e. the number generally located in the lower right corner of the plan/drawing.

All addendum PDF files shall be grouped in a folder entitled "Addenda." See Section 8.2 for instructions on burning compact discs.

8.1.3 Plans/drawings

Each plan/drawing shall be digitized and saved in PDF file format. One plan/drawing per file. The files shall be named using the number generally located in the lower right corner of the plan/drawing (e.g. QU-04026-M D-G1).

All plan/drawing PDF files shall be grouped in a folder called "plans/drawings." See Section 8.2 for instructions on burning compact discs.

8.2 Burning compact discs

Burning of compact discs shall be done using high-quality compact discs.

8.2.1 Regular documents

Space permitting, burn all PDF files for a given work on a single disc, unless instructed otherwise.

8.2.2 Plans and specifications

PDF files shall be burned onto high-quality compact discs. PDF files shall be arranged as follows on the compact disc:

- a) Space permitting, burn all specification and plan/drawing PDF files onto a single disc;
- b) In the event that the documents to be digitized are bilingual, burn French and English versions of PDF files of specifications and plans/drawings onto a single disc, space permitting;
- c) If there is not enough space on the compact disc, burn French versions of PDF files of specifications and plans/drawings onto a single disc and burn English versions of PDF files of specifications and plans/drawings onto a second compact disc, space permitting;
- d) If there is not enough space, burn French versions of PDF files of specifications onto one compact disc, English versions of PDF files of specifications onto a second compact disc and PDF files of plans/drawings onto a third compact disc.

8.3 Compact disc identification label

According to the instructions of the call-up, compact discs may or may not have identification labels. The label shall consist of a specially designed sticker printed in black or in colour, according to the instructions of the call-up.

Optional: The supplier may propose a label using a direct printing process in black or colour.

Unless specified at the instructions of the call-up, the text format of the label shall be at the supplier's discretion.

8.4 Packaging of compact discs

Compact discs shall be delivered in plastic cases with transparent covers or in non-cushioned paper sleeves with flaps and windows that show the label, according to the instructions of the call-up.

9. CUTTING

Cutting services may be required for some items, like paper or paperboard, according to the instructions of the call-up.

10. PICK-UP AND DELIVERY

10.1 Pick-up and delivery - regular work

For all types of pick-up and delivery, three sectors have been delineated. The first is identified as the Quebec sector. This sector encompasses the departments of Public Works and Government Services Canada, Fisheries and Oceans, Parks Canada, Aboriginal affairs and Northern Development Canada, Environment Canada, Agriculture and Agri-food Canada, etc. All the federal departments, agencies and organizations in this sector lie within a radius of 20 Km from the 1550 D'Estimauville Avenue, Quebec City, Quebec, G1J 0C7.

The second sector is Valcartier, which includes the Department of National Defence, Defence Research and Development Canada, etc. All the federal departments, agencies and organizations in this sector lie within a radius of 35 Km from the 1550 D'Estimauville Avenue, Quebec City, Quebec, G1J 0C7.

The third sector is Donnacona, which includes the Correctional Service of Canada. All the federal departments, agencies and organizations in this sector lie within a radius of 55 Km from the 1550 D'Estimauville Avenue, Quebec City, Quebec, G1J 0C7.

Splitting of delivery charges for a given location: It may happen that the supplier will receive several call-ups simultaneously for the same location, as the 1550 D'Estimauville Avenue. In such a situation, the supplier is required to split the pick-up and/or delivery charges among separate invoices.

Example: Three different department located at 1550 D'Estimauville avenue call for reprography services on the same day. The supplier picks up all the documents at the same time and location and delivers the finished jobs in one trip to the same location. Pick-up and delivery charges for this service are \$3.00 (Arbitrary rate for the purpose of example). This means that the supplier must bill pick-up and delivery charges of \$1.00 on each of three invoices (one per office) with a brief explanation. On the other hand, if multiple trips are required to pick up and deliver other call-ups under the Standing Offer at the same location on the same day, but at different time during the day, the supplier should not split pick-up and delivery charges with the other orders. The supplier should try his best to coordinate pick-up and/or delivery from a same location.

10.1.1 By email

Email pick-up refers to the sending by the client of the call-up form and the related electronic documents to the supplier and the email delivery of the completed digitized work including the invoice and copy of the original call-up by the supplier.

No additional pick-up or delivery charges are to be billed in such circumstances.

10.1.2 By surface transport (by the supplier or by its courier service)

10.1.2.1 Pick-up:

Pick-up by surface transport refers to the collection of the call-up form and related material by the supplier or its courier service.

Call-up with Pick-up by surface transport will be placed by the client by telephone request or email to the supplier. The documents to be reproduced and material shall be appropriately packaged by the client.

The cost of pick-up for regular work is to be charged on an individual basis according to the Basis of Payment - Annex B. The contractor must include in its price schedule approximately 15 minutes for security checks on entering and leaving some of the Government buildings.

10.1.2.2 Delivery:

Delivery by surface transport refers to the return of the completed work including the invoice, copy of the original call-up and extra material by the supplier or its courier service. Documents and material related to the completed work must be appropriately packaged by the supplier.

The cost of delivery for regular work is to be charged on an individual basis according to the Basis of Payment - Annex B. The contractor must include in its price schedule approximately 15 minutes for security checks on entering and leaving some of the Government buildings.

10.2 Delivery periods for regular work

Customary business hours, i.e., from 8:00 a.m. to 12:00 p.m. and 1:00p.m. to 4:00p.m., Monday to Friday, excluding holidays and weekends.

10.2.1 Pick-up

A) Telephone or Email Call-ups

For each of the three sectors, pick-up shall be made by the supplier or its courier service within four (4) hours of the call or e-mail for pick-up in the case of calls made or e-mail sent between 8:00 and noon and between 1:00 and 2:00 pm, or before 12:00 the following morning for calls made or e-mail sent between 2:00 and 4:00 pm.

10.2.2 Delivery

For each of the three sectors, in the case of call-ups placed by telephone or e-mail, the work must be delivered within 48 hours of pick-up or of receipt of the e-mail by the supplier.

11. URGENT WORK

11.1 Urgent pick-up and delivery

Work deemed "urgent" may require a service call and final delivery within 24 hours. Fees for urgent pick-ups and deliveries may be charged for this type of work, in accordance with the Basis of Payment in Annex B. The contractor must include in its price schedule approximately 15 minutes for security checks on entering and leaving some of the Government buildings.

Deadlines for pick-up and delivery will be set jointly by the client and the supplier when such situations arise.

In certain urgent cases, representatives of the various federal departments, organizations and agencies must have the option of dropping off and picking up documents at the supplier's facilities.

11.2 Surcharge

Work deemed "urgent" are those describe under article 11.1 The supplier may charge a surcharge in the form of a percentage increase applicable to the total of firm unit prices of the call-up before urgent pick-up and delivery charges and GST in accordance with the Basis of Payment - Annex B. The deadline shall be set jointly by the client and the supplier.

12. WORK MATERIAL

All the material needed to execute a call-up -- supplied by the client or supplied and purchased by the supplier for said call-up -- shall be considered the property of Canada and shall be returned to the client, transport fees paid, upon completion of the work.

13. ENVIRONMENTAL REQUIREMENT

A contractor must participate in a program to recover used ink cartridges. For example, empty cartridges can be sent to the remanufacturing contractor or directly to a recycler.

14. VALUE OF CALL-UPS

The monetary value of call-ups may vary widely, ranging from less than ten dollars to several hundreds of dollars. Most call-ups, however, will be under \$100.00.

If a client so requests, when several low-value call-ups are placed within the same month, the Offeror may be required to merge the invoices and present the client with a single aggregate invoice for the services rendered in the course of the month.

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File No. - N° du dossier
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Buyer ID - Id de l'acheteur
QCN035
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ANNEX B - BASIS OF PAYMENT

The Basis of payment (Annex B) appended to the request for Standing Offers package is to be inserted at this point and forms part of this document.

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E6QUE-190001

Amd. No. - N° de la modif.
File No. - N° du dossier
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Buyer ID - Id de l'acheteur
QCN035
CCC No./N° CCC - FMS No./N° VME

ANNEX C - ELECTRONIC PAYMENT INSTRUMENTS

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

- VISA Acquisition Card;
- MasterCard Acquisition Card.

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Client Ref. No. - N° de réf. du client
E6QUE-190001

Amd. No. - N° de la modif.
File No. - N° du dossier
QCN-9-42154

Buyer ID - Id de l'acheteur
QCN035
CCC No./N° CCC - FMS No./N° VME

ANNEX D – PERIODIC USAGE REPORTS – STANDING OFFER

Regional Master Standing Offer (RMSO)

E6QUE-190001/001/QCN, Reprography Services

Offeror's Name : _____

Report period : from _____ to _____

Name of client department: _____

Items	Number of Call-ups	Date	Total Amount
1. Reproduction services			_____ \$
2. Cover printing			_____ \$
3. Technical Plan/Drawing reproduction			_____ \$
4. Binding			_____ \$
5. Digital printing on Foamcore or Coroplast			_____ \$
6. Lamination (Plastisizing)			_____ \$
7. Digitization and burning of compact discs			_____ \$
8. Cutting			_____ \$
9. Pick-up and Delivery			_____ \$
Montant total : (taxes extra)			_____ \$

Signature : _____

Date (YYYY-MM-DD) : _____

ANNEXE E – PREFERENTIAL MARGIN FOR ECO-RESPONSIBLE ENGAGEMENTS

The department of Public Services and Procurement Canada (PSPC) is implementing the federal government's Policy on Green Procurement. <https://www.tpsgc-pwgsc.gc.ca/app-acq/ae-gp/paecolif-pgpts-eng.html>

As a result, green procurement criteria is incorporated into this Request for Standing Offers. The preferential margin is applied to demonstrate the environmental's commitment. A description of the preferential margin is provided in the section 4.1.1.1 – **Preferential margin for eco-responsible engagements.**

For "Environmental Commitment E1" if you certify "Yes", you must provide the corresponding « Required Document ». Failure to provide the required information listed below within the time frame provided, the preferential margin will not be applied to the Financial Evaluation.

Environmental Management measures from the Offeror's operations	Environmental Commitment	Yes	No	Required Document	Preferential Margin Offered
E1	<p>Have you obtained one of the following certifications?</p> <ul style="list-style-type: none"> • Environmental Choice Program - EcoLogoM Program CCD-041 (Lithography Services); • Forest Stewardship Council (FSC) - Chain of Custody Certification; • Sustainable Forestry Initiative (SFI) - Chain of Custody Certification; • Canadian Standards Association Sustainable Forest Management Standards (CSA/SFM); • Program for the Endorsement of Forest Certification schemes (PEFC); • ISO 14001; • « ICI on recycle » Certification with a minimum of level 2 « performance ». 			A copy of your certification(s).	5%