



## 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**

Communication Procurement Directorate/Direction de  
l'approvisionnement en communication

360 Albert St./ 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

<b>Title - Sujet</b> PRINTING STAMPS & PERMITS Printing and distribution of the Canadian Wildlife Habitat Conservation Stamp	
<b>Solicitation No. - N° de l'invitation</b> K2A52-210076/A	<b>Date</b> 2020-11-06
<b>Client Reference No. - N° de référence du client</b> K2A52-21-0076	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CW-035-79284	
<b>File No. - N° de dossier</b> cw035.K2A52-210076	<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> Eastern Standard Time EST <b>on - le 2020-12-01</b> Heure Normale du l'Est HNE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Keyserlingk (cw035), Andrea	<b>Buyer Id - Id de l'acheteur</b> cw035
<b>Telephone No. - N° de téléphone</b> (343) 551-1720 ( )	<b>FAX No. - N° de FAX</b> (613) 991-5870
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF THE ENVIRONMENT 4TH FL. 351 ST JOSEPH BLVD GATINEAU Quebec K1A0H3 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein – Voir ci-inclus	<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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## THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

Printing and distribution of the Canadian Wildlife Habitat Conservation Stamp, the Migratory Game Bird Hunting (MGBH) Permit and its related Hunting Regulation Summaries

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K2A52-210076  
Client Ref. No. - N° de réf. du client  
K2A52-210076

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cw035K2A52-210076

Buyer ID - Id de l'acheteur  
cw035  
CCC No./N° CCC - FMS No./N° VME

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments, and the Federal Contractors Program for Employment Equity - Certification and any other annexes.

### 1.2 Summary

Environment and Climate Change Canada (ECCC) has a requirement for the production and distribution of the Canadian Wildlife Habitat Conservation Stamp (stamp), the MGBH Permit, and Migratory Game Bird Hunting Regulation Summaries (hunting summaries) for three hunting seasons: 2021, 2022 and 2023. As well as any additional option years that may be exercised. ECCC also produces a select number associated Philatelic Products of the stamp for collection purposes.

The stamp is produced to the same standards as an official Canadian Commemorative Postage Stamp. The Bidder must be able to produce the stamp using 10-micron stochastic screening. The Artwork that is represented on the permit and the stamp will be provided by ECCC.

The Contract will be in effect for a period of three (3) years from award of contract inclusively with the irrevocable option to extend the terms of the Contract by up to three (3) additional one (1) year periods under the same conditions.

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

The requirement is limited to Canadian goods and services.

This procurement is subject to the following Comprehensive Land Claims Agreement(s):

- James Bay and Northern Quebec Agreement
- Labrador Inuit Land Claims Agreement
- Inuvialuit Final Agreement
- Gwich'in Comprehensive Land Claims Agreement
- Sahtu Dene and Metis Comprehensive Land Claims Agreement
- Tlicho Land Claims Agreement
- Nunavut Land Claims Agreement
- Umbrella Final Agreement

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.”

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

### 1.3 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.

## 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](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

#### 2.1.1 SACC Manual Clauses

[B4024T](#) (2020-07-01) - No Substitute Products

Bidders must provide products that are of the same description, brand name, model and/or part number as detailed in the item description of the bid solicitation. Bidders are advised that substitute products will not be considered.

**Tullis Russell Coatings C GRADE COATED 60LB STAMP PVA GUMMED – No substitute will be accepted.**

## 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in 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.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

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

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

## 2.3 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder 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 bid 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 Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPSs 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, Bidders agree that the successful Bidder'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 Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder 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 - 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.

## 2.6 Basis for Canada's Ownership of Intellectual Property

Environment and Climate Change Canada (ECCC) has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#), the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

## 2.7 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers 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) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

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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 Offer (One (1) hard copy and One (1) soft copy on USB key\*)

Section II: Financial Offer (One (1) hard copy and One (1) soft copy in MS excel format on USB key \*)

Section III: Certifications (One (1) hard copies and One (1) soft copy on USB key\*)

Section IV: Additional Information (One (1) hard copy and One (1) soft copy on USB key\*)

\* Sections I, II, III and IV may be saved as separate files on one (1) USB key

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 demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

## **Section II: Financial Bid**

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

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

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

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

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

### **3.1.3 SACC Manual Clauses**

## **Section III: Certifications**

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

## **Section IV: Additional Information**

### **3.1.4 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures**

**3.1.4.1** As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

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

**3.1.4.2** The Company Security Officer must ensure through the [Contract Security Program](#) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

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## 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

Bidders MUST meet the mandatory criteria of the RFP. No further consideration will be given to Bidders not meeting the mandatory criteria.

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

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

Sub-Contractor's experience will not be considered to meet these mandatory criteria.

Mandatory evaluation criteria is included in Annex "F".

#### Definitions for the purposes of the mandatory technical criteria

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

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

#### Key Terms

**Postage style stamps** – A small usually adhesive label, produced to the same standards as an actual postage stamp, issued by a government and sold for commemorative purposes. It is not to be affixed to items of mail for the purposes of mailing.

**Booklet** – A small folded illustrated cover comprised of one single stamp pane tipped into a predetermined position with brief information on the stamp theme.

**Souvenir sheet** – A small sheet of stamps comprised of one or more perforated stamps, printed with a background design matching with the stamp issue theme.

**Pane** – A complete, attached grouping of stamps within a sheet.

**Folder** – A folded illustrated cover used to enclose one souvenir sheet of stamps or a corner block with brief information on the stamp theme.

**Permit** – Used to authorize an activity which is prohibited by regulations unless authorization is provided by the permit document.

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**Philatelic Product** – A collection of products which includes the booklets, folders, sets of stamps and souvenir sheets.

**PVA** – Polyvinyl alcohol

**Mandatory requirements are:**

**M.1. Experience Printing and Producing Stamps and Related Stamp Booklets and Stamp Folders**

The Bidder must demonstrate that it has experience printing and producing postage style stamps with corresponding booklets and folders as described in the Annex “A” Statement of Work and all Appendices.

To demonstrate that the Bidder has experience printing and producing postage style stamps with corresponding booklets and folders as described in the Annex A Statement of Work, the Bidder must provide a detailed description of two (2) previous contracts for which the Bidder was under contract to one (1) or two (2) external clients to provide the printing and finishing/binding of postage style stamps and corresponding booklets and folders.

**M.1.1 Experience Printing and finishing Postage Style Stamps**

The detailed description of the two (2) previous contracts must demonstrate all of the following:

M.1.1.a: The postage style stamps printed by the Bidder for EACH of the two (2) described contracts were printed using 4 colour process or printed using a minimum of four (4) different ink colours.

M.1.1.b: The postage style stamps printed by the Bidder for at least one (1) of the two (2) contracts were printed using 10-micron stochastic screening for the printed image on the stamp.

M.1.1.c: The postage style stamps produced by the Bidder for at least one (1) of the two (2) contracts required 10-pinhole perforation.

M.1.1.d: The postage style stamps produced by the Bidder for EACH of the two (2) described contracts required a gummed pane on the unprinted side.

M.1.1.e: The quantity of postage style stamps produced by the Bidder for at least one (1) of the two (2) contracts was a minimum of 100,000 individual stamps.

**M.1.2. Experience Printing and Finishing Related Stamp Booklets**

The detailed description of the two (2) previous contracts must demonstrate all of the following:

M.1.2.a: For at least one (1) of the two (2) described contracts, the Bidder printed and produced a minimum of 10,000 related stamp booklets.

M.1.2.b: For at least one (1) of the two (2) described contracts, the Bidder tipped-in to printed stamp or stamp pane in each booklet.

**M.1.3 Experience Printing and Finishing Related Stamp Folders**

The detailed description of the two (2) contracts must demonstrate all of the following:

M.1.3.a: For at least one (1) of the two (2) described contracts, the Bidder printed and produced a minimum of 10,000 corresponding stamp folders.

M.1.3.b: For at least one (1) of the two (2) described contracts, the Bidder inserted (does not include binding) a printed stamp or stamp pane tipped-in to each folder.

**M.1.4 The detailed description for EACH of the two (2) previous contracts must include the following information:**

M.1.4.a: The client information

M.1.4.b: The printing and production requirements of the postage style stamps produced by the Bidder, including all of the following:

- the number of ink colours used to print the stamps;
- the stochastic screening requirements (as applicable to the contract);
- the perforation requirements of the stamps;
- the quantity of individual stamps printed and finished by the Bidder.

M.1.4.c: As applicable to the Contract, the production requirements for the related stamp booklets produced by the Bidder including all of the following:

- a description of the required stamp booklets;
- a description of how the stamps/stamp panes were tipped-in to the related stamp booklets;
- the quantity of stamp booklets printed and finished by the Bidder.

M.1.4.d: As applicable to the Contract, the production requirements for the related stamp folders including all of the following:

- a description of the required stamp folders;
- the insertion requirements of the stamps/stamp panes into the related stamp folders;
- the quantity of stamp folders produced with stamps/stamp panes inserted.

**M.2 Experience Printing Documents with Sequential Numbering**

The Bidder must demonstrate experience in the printing of documents requiring sequential numbering.

To demonstrate that the Bidder has experience in the production of printed documents such as the permits described in the Statement of Work (see Appendix "A"), the Bidder must provide a detailed description of three (3) previous contracts, for which the Bidder was under contract to one (1) or two (2) external clients to provide the printing, finishing/binding and serialization of documents as described in the Annex "A" Statement of Work.

**M.2.1** The detailed description of the three (3) contracts must demonstrate that the Bidder sequentially numbered the documents printed and produced for both contracts.

**M.2.2** The detailed description of the three (3) contracts must demonstrate that for at least two (2) of the three (3) described contracts the Bidder sequentially numbered a minimum of 150,000 documents as a part of a continuous sequence of numbers.

**M.2.3** The detailed description for EACH of the three (3) contracts must include the following information:

M.2.3.a: the client information;

M.2.3.b: a description of the printed documents produced by the Bidder;

M.2.3.c: the quantity of printed documents produced by the Bidder;

M.2.3.d: the numbering sequence (for example from 000001 to 150000) of the sequentially numbered documents produced by the Bidder.

### **M.3 Experience Printing Universal Product Code (UPC) and Unique Barcodes**

The Bidder must demonstrate that it has experience printing UPCs and unique barcodes.

To demonstrate that the Bidder has experience printing UPCs and unique barcodes as described in the Statement of Work, the Bidder must provide a detailed description of previous contract for which the Bidder was under contract to an external client to print and produce a document or documents with a UPC and a unique barcode.

#### **M.3.1 The detailed description must include the following for the contract:**

M.3.1.a: the client information;

M.3.1.b: a description of the UPC and unique bar code printing requirements on the documents.

### **M.4 Business Continuity Plan (BCP)**

#### **M.4.1 Bidder's Corporate BCP**

The Bidder must provide a detailed description of the Bidder's corporate BCP. The description must demonstrate the extent to which the Bidder's current corporate BCP has been developed and implemented within the Bidder's organization.

The description of the Bidder's current BCP must provide information to demonstrate all of the following:

M.4.1.a: The Bidder's BCP is part of the Bidder's corporate policies and procedures,

M.4.1.b: The Bidder's BCP has been tested for "real world" relevance and has been reviewed and revised as required in order to be current;

M.4.1.c: The Bidder has established a corporate management team for Business Continuity with defined roles and responsibilities;

M.4.1.d: The Bidder has established protocols for Business Continuity for escalating levels of incident management up to disaster recovery;

M.4.1.e: How the BCP is communicated throughout the company.

#### **M.4.2 BCP to maintain production and delivery to meet the Environment Canada production requirements**

The Bidder must provide a BCP to maintain production and delivery to meet the Environment Canada production requirements during events that would negatively impact its normal operations.

**M.4.2.1** The Bidder must identify each facility (physical plant where the work required under the Contract would be carried out including facilities that are owned by same legal entity as the Bidder and/or joint venture partner[s]) that will be used to complete the work as described in Annex "A" Statement of Work.

**M.4.2.2** The BCP must describe the Bidder's current capability to maintain production and delivery to meet the requirements of the Statement of Work for all of the following work activities:

M.4.2.2.a: Printing of stamps using 10-micron stochastic screening;

M.4.2.2.b: Finishing of stamps (including perforation);

M.4.2.2.c: Printing of booklets and folders;

M.4.2.2.d: Finishing of booklets including tipping in of stamps in the booklets or folders

M.4.2.2.e: Finishing of folders including insertion of stamps in the folders

M.4.2.2.f: Printing and finishing (including application of U-glue, scoring, folding, perforation and sequential numbering) of permits as specified in Annex "A" Statement of Work

M.4.2.2.g: Printing and finishing (folding) of summaries as described in Annex "A" Statement of Work.

The Bidder must provide a description of the Bidder's equipment and the number of resources to be used to complete the required production for each of the activities listed above (a – g).

The Bidder must provide a back-up plan including a description of the equipment and the number of resources available to ensure continuity of production during events that would negatively impact its normal operations.

#### **4.1.2 Financial Evaluation**

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

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid)

#### **4.2 Basis of Selection**

##### **4.2.1 Mandatory Technical Criteria**

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

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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 Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

#### 5.1.2 Additional Certifications Required with the Bid

##### 5.1.2.1 Canadian Content Certification

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

### 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 specified 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>), 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](#) 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.

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

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

## **5.2.3 Additional Certifications Precedent to Contract Award**

### **5.2.3.1 Canadian Content Certification**

This procurement is limited to Canadian goods.

The Bidder certifies that:

( ) the good(s) offered are Canadian goods as defined in paragraph 1 of clause [A3050T](#).

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

Bidders should submit this certification completed with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after contract award. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

1. At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

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- 
- (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. Before award of contract, the following conditions must be met:
- (a) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

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## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

### 7.2 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.

#### 7.2.1 General Conditions

[2030](#) (2020-05-28), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

#### 7.2.2 Supplemental General Conditions

[4007](#), (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information

### 7.3 Security Requirements

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

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

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### **7.3.2 Contractor's Sites or Premises Requiring Safeguarding Measures**

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

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

**7.3.2.2** The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level.

### **7.4 Term of Contract**

#### **7.4.1 Period of the Contract**

The period of the Contract is for a period of three (3) years from award of contract inclusive.

#### **7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) 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 any time before contract 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.

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

The Contract is subject to the following Comprehensive Land Claims Agreement(s):

- James Bay and Northern Quebec Agreement
- Labrador Inuit Land Claims Agreement
- Inuvialuit Final Agreement
- Gwich'in Comprehensive Land Claims Agreement
- Sahtu Dene and Metis Comprehensive Land Claims Agreement
- Tlicho Land Claims Agreement
- Nunavut Land Claims Agreement
- Umbrella Final Agreement

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## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Andrea Keyserlingk  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Communications Procurement Directorate  
360 Albert Street, Ottawa, ON  
Telephone: 343-551-1720  
E-mail address: [andrea.keyserlingk@pwgsc-tpsgc.gc.ca](mailto:andrea.keyserlingk@pwgsc-tpsgc.gc.ca) and [tpsgc.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca](mailto:tpsgc.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca)

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

### 7.5.2 Project Authority

**Information will be included at time of issuance of the Contract.**

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

In its absence, the Project Authority is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work 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.

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### 7.5.3 Contractor's Representative

#### General Inquiries (Project Manager)

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

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

Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail \_\_\_\_\_

#### Replacement for Project Manager

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

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

Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail \_\_\_\_\_

### 7.6 Payment

#### 7.6.1 Basis of Payment

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

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

#### 7.6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### 7.6.3 Multiple Payments

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
SACC Manual clause H1001C (2008-05-12) ,Multiple Payments

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#### **7.6.4 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);

#### **7.7 Invoicing Instructions**

**7.7.1.** 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.

**7.7.2** Invoicing will be by electronic means (email).

**Invoices must be distributed as follows:**

- a. The original must be forwarded/emailed to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.
- b. One (1) copy must be emailed to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

#### **7.8 Certifications and Additional Information**

##### **7.8.1 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.

##### **7.8.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

##### **7.8.3 SACC Manual Clauses**

SACC Manual Clause A3060C (2008-05-12) Canadian Content Certification.

#### **7.9 Applicable Laws**

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

#### **7.10 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions, 2030 (2020-05-28), Higher Complexity - Goods;
- (c) the supplemental conditions, 4007, ( 2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information
- (d) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (f) Annex "C", Security Requirements Check List
- (g) the Contractor's bid dated \_\_\_\_\_.

#### 7.11 Insurance

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

#### 7.12 Confidentiality of Foreground Information

SACC Manual clause K3015C (2008-05-12)

The Contractor, during the performance of the Contract and for a period of twelve (12) months after the Contract, must keep confidential and must not publish or otherwise disclose to any person any Foreground Information, except as may be necessary to perform the Work under the Contract. The Contractor must impose the same obligation of confidentiality on any person to whom the information is disclosed to perform the Work.

#### 7.13 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](#)".

#### 7.14 SACC Manual Clauses

SACC Reference	Section	Date
A1009C	Work Site Access	2008-05-12
D5328C	Inspection and Acceptance	2014-06-26
P1005C	Packaging and Packing of Printed Products	2010-01-11
P1009C	Author's Alterations	2007-11-30
P1010C	Print Quality	2010-01-11
P1011C	Quality Levels for Colour Reproduction	2010-01-11
P1013C	Quality Levels for Forms	2010-01-11
P1016C	Quality Levels for Binding	2010-01-11

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## ANNEX "A"

### STATEMENT OF WORK

There are three (3) major work requirements:

1. Canadian Wildlife Habitat Conservation Stamp and associated Philatelic Products (APPENDIX I)
2. MGBH Permit with an affixed Canadian Wildlife Habitat Conservation Stamp (APPENDIX II)
3. Hunting Regulation Summaries (APPENDIX III)

The following standards apply to ALL work requirements.

#### PRINT QUALITY

All materials must meet the quality requirements identified as "Library" in the latest issues of Public Services and Procurement Canada's publications entitled "A customer guide to quality printing".

#### QUALITY ASSURANCE

Quality Assurance by the Contractor: the Contractor must perform all necessary quality assurance procedures to ensure the final products meet the specified quality levels and specifications in the Statement of Work.

In addition to the Quality Assurance required by the Contractor, a representative from ECCC will ensure quality assurance by on-site inspections.

#### OVERRUNS AND UNDERRUNS

**NO** overruns or underruns will be accepted.

#### PRODUCTION, PRINTING AND DISTRIBUTION SCHEDULE

##### Stamp and Related Philatelic Products

The production, printing and distribution for the stamp and related philatelic products begins in Fall of the previous year for the applicable 2021, 2022 and 2023 hunting seasons.

The completion date for the printing of the stamps and related philatelic products is mid-March. The Contractor must distribute the stamps and related philatelic products by mid-March each year in the appropriate year (at required destinations as per detailed distribution schedule to be provided to the contractor yearly by ECCC).

##### MGBH Permits (with an affixed CWHC Stamp)

The production, printing and distribution of the permits must begin in the previous year for the applicable 2021, 2022 and 2023 hunting seasons. (e.g. the production of the 2022 permits would begin in 2021).

The MGBH Permit completion date is no later than mid-July in each of the years of production. The Contractor must distribute the permits by end of June each year in the appropriate years (at required destinations as per detailed distribution schedule to be provided to the contractor yearly by ECCC).

## Hunting Regulation Summaries

The production, printing and distribution of the Hunting Regulation Summaries must begin in June for the applicable 2021, 2022 and 2023 hunting seasons. (e.g.: The production of the 2021 Hunting Regulation Summaries would begin in June 2021). As the information contained in these hunting summaries pertains to a regulatory amendment, the production start date for the Hunting Regulation Summaries is solely dependent on Governor in Council approvals.

The completion date is no later than mid-July in each of the years of production. The Contractor must distribute the hunting summaries by end of mid-July each appropriate year. (at required destinations as per detailed distribution schedule to be provided to the contractor yearly by ECCC).

## Work Description

### APPENDIX I

#### 1) CANADIAN WILDLIFE HABITAT CONSERVATION STAMP AND ASSOCIATED PHILATELIC PRODUCTS:

#### SPECIFICATIONS FOR STAMP SUPPLIES, DEVELOPMENT, PROOFING, PRODUCTION AND DISTRIBUTION

##### PART A: Canadian Wildlife Habitat Conservation Stamp

##### General Description

The Contractor must produce, print and finish the stamps and philatelic products specified in accordance with the Specifications of this Appendix 1. Quantities are subject to change by year.

This product consists of the following items:

- One (1) stamp design, booklets and folders to be printed in the following configurations:
  - o One-stamp souvenir sheet tipped into a printed booklet (described in PART B)
  - o Pane of 16 stamps in a printed folder (described in PART B)
  - o Four (4) corner blocks of four (4) stamps each in a printed folder (described in PART B):
    - Upper Left (UL)
    - Upper Right (UR)
    - Lower Left (LL)
    - Lower Right (LR)
  - o Stamps to be affixed to the permits (specifications on the production of the permit are found in Appendix II).
  - o Stamps to be used for program initiatives (Pane of 16 stamps)

##### Denomination

The denomination of the stamp is \$8.50 (subject to change); however, this is NOT a postage stamp.

##### Dimensions

- a) stamp: 48mm X 30mm (horizontal), no other dimensions will be acceptable.
- b) one-stamp souvenir sheet: 96mm X 60mm (horizontal), with perforations running off all 4 sides.
- c) pane of 16 stamps: 222mm X 150mm (horizontal) including 15mm margins on all 4 sides

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### **Pane Layout**

- a) one-stamp souvenir sheet: one (1) stamp per souvenir sheet
- b) pane of 16 stamps: 16 stamps

### **Quantities**

Quantities are subject to fluctuation over the period of the contract.

ECCC anticipates requiring the production of approximately 200,000 products in total annually (subject to change from year to year\*).

These quantities are subject to fluctuation over the period of the Contract.

- approximately 175,000 stamps affixed to the permits
- approximately 2,000 stamps are produced as un-burst 16-stamp pane, for a total of 125 philatelic panes. Of these panes, the following products are produced:
  - approximately 75 - 16-stamp un-burst in folder
  - approximately 50 - sets of four corner block burst in folder (Upper Left (UL), Upper Right (UR), Lower Left (LL), Lower Right (LR))
- approximately 5,000 souvenir booklets (one-stamp souvenir sheet tipped into a printed booklet)
- approximately 2,875 sheets are produced as un-burst 16- stamp pane (46,000 stamps), for MGBH Permit program use.

\* In the case of an increase or decrease in the quantity the pricing is in accordance with the Annex "B" Basis of Payment.

### **Paper Stock**

Tullis Russell Coatings C GRADE COATED 60LB STAMP PVA GUMMED – **No substitute**

### **Gum Type**

P.V.A.

### **Perforation**

13+ registration pin hole perforation

Perforation configuration for the stamp souvenir sheet must be as per samples from previous years stamp and stamp booklets that will be provided to the Contractor.

### **Printing Process Stamps**

10-micron stochastic screening in 4 color process or  
10-micron stochastic screening in 4 colour process plus 1 PMS colour

### **Tagging**

No tagging

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### **Marginal Inscriptions**

Marginal inscriptions are required.

- a) one-stamp souvenir sheet: Inscriptions for the souvenir sheet will be provided by ECCC.
- b) pane of 16 stamps: Inscriptions for the stamp pane will be provided by ECCC. Inscriptions are contained within the 15mm margins on all 4 sides. (**Note:** there is no trimming of margins within the 15mm width).

Samples of the position of inscriptions will be provided by ECCC yearly.

### **Artwork**

ECCC will provide the contractor with an original painting for high resolution scanning each year. **The Contractor must be able to reproduce as is.** ECCC will supply all text to the Contractor.

The Contractor must provide comprehensive proofs of the initial design of all philatelic products (including full layouts) as specified in Part D.

## **PART B: BOOKLET AND FOLDERS**

### **Booklet Dimensions for one-stamp souvenir sheet**

Flat: 96mm X 204mm

Folded: 96mm X 102mm (single-fold)

### **Folder Dimensions for pane of 16 stamps**

Flat: 4 3/4 x 7 5/8 inches

Folded: 4 3/4 x 3 1/4 inches (multiple-fold)

### **Folder Dimensions for pane of 4 stamps (corner blocks)**

Flat: 9 x 14 3/8 inches

Folded: 9 x 6 1/8 inches (multiple-fold)

### **Paper Stock**

10pt cover

C1S

Basis weight: 133

GSM: 216

Brightness: 94

### **Printing Process – Booklet and Folders**

Prints 4 color process + aqueous (or gloss varnish) over black or,

Prints 4 colour process + PMS + aqueous (or gloss varnish) over black

### **Booklet and Folder Quantities**

Approximately 5,275 annually (subject to change)

The quantities of booklets and folders are determined by the number of stamps produced in a production year. These quantities are subject to fluctuation over the period of the Contract.

The approximate breakdown is as follows:

- 50 folders for the panes of 16 stamps
- 35 folders for UL corner blocks
- 35 folders for LL corner blocks
- 35 folders for UR corner blocks
- 35 folders for LR corner blocks
- 3,500 booklets for the souvenir sheets

### **Artwork and Universal Product Code (UPC)**

The high resolution scan of the original painting will be used to create the artwork for the Booklets and Folders. All text will be provided by ECCC and the UPCs (barcode) will be provided in EPS format to the Contractor by ECCC for each product (total of 6 different UPCs).

The folders for the four (4) corner blocks must have the indication of which corner block is included in the folder on the lower right of the back of the folder.

### **Booklet and Folder Assembly**

The Contractor must assemble the booklets and folders as follows:

- a) The stamp souvenir sheet must be tipped into the booklet as indicated on the supplied sample from previous year (a booklet sample will be provided to the Contractor after Contract award upon request). The Contractor must fold the booklet once but the stamp sheet does not fold. The booklet is unsealed.
- b) The pane of 16 stamps must be inserted into folders as indicated on the supplied sample from previous year (a folder sample will be provided to the Contractor after Contract award). The folder is to be folded but the pane of 16 stamp sheet does not fold. Each folder is individually shrink-wrapped.
- c) The pane of four (4) stamps (corner blocks) must be inserted into the corresponding lower left, lower right, upper left and upper right folders as indicated on the supplied samples from previous year (A folder sample from a previous year will be provided to the Contractor after Contract award). The folder must be folded but the corner block stamp sheet does not fold. Each folder is individually shrink-wrapped.

### **Packaging and Shipping**

#### **Booklets**

The Contractor must bundle 50 stamp souvenir booklets, shrink-wrap (tightly) bundles and affix a sticker to the wrap noting the number of booklets (50) contained.

The Contractor must pack the booklets in close fitting 275 lb. test cartons with a packing slip and label the box with corresponding contents.

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## **Folders**

### **Pane of 16-stamps**

The Contractor must shrink-wrap (no heat, loose) the 16-stamp pane folders in bundles of 25 and affix a sticker to the wrap noting the number of booklets (25) contained.

The Contractor must pack the folders in close fitting 275 lb. test cartons with a packing slip and label the box with corresponding contents.

### **Pane of four (4) block burst stamps**

The Contractor must shrink-wrap (not heat, loose) the folders containing the pane of four (4) stamps in bundles of 25 by corner designation (Upper Left (UL); Upper right (UR); Lower Left (LL) and Lower Right (LR)), affix a sticker to the wrap noting the number of folders (25) and the corner designation contained.

The Contractor must pack the folders in close fitting 275 lb. test cartons with a packing slip and label the box with corresponding contents.

## **PART C: STAMP TO BE AFFIXED TO MGBH PERMIT**

### **MGBH Permits**

MGBH permits as per Appendix II.

### **Permit Validation**

Stamp panes of 16 stamps must be burst (separated) into unit stamps and the Contractor must affix one (1) stamp to each permit in the position indicated on the artwork supplied.

Additional panes of 16 stamps will be provided to ECCC for distribution purposes.

### **Area for Affixing for Hunting Permit**

55mm X 36mm

### **Sequence**

Up to 200,000 sequentially numbered and 100 unnumbered MGBH permits will be supplied annually (numbers quantities are subject to fluctuations).

**The Contractor must preserve the numbering sequence during the affixing of stamps. Permits with affixed stamps must be shipped in unbroken number sequences.**

More information regarding the numbering of the permits can be found in Appendix II of Annex A.

## **PART D: ADDITIONAL INFORMATION – ALL STAMPS, BOOKLETS AND FOLDERS**

### **Proofs**

A full set of high resolution colour proofs of each philatelic product:

- the souvenir sheet
- the booklet for the souvenir sheet
- the pane of 16 stamps
- the folder for the pane of 16 stamps

- 
- each of the folders for the UL, LL, UR, LR corner blocks

These proofs will be used to match the colour in the original painting provided each year and for colour matching on press.

**Proofs are required for approval by several individuals in ECCC. Proofs are to be sent to the Project Authority who will coordinate the required approvals.** ECCC will approve or reject the proofs.

#### **CORRECTIONS TO PROOFS RESULTING FROM CONTRACTOR ERROR**

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

#### **Press Approvals (stamps only)**

ECCC will send a representative of their choice from the department to attend the on-site press check.

Notice must be given to ECCC a minimum of 10 working days before Press Approval and before printing each year.

Within one (1) week of Press Approval, the Project Authority will ensure that all the required ECCC approvals have been submitted to the Contractor.

ECCC as part of their approval process will also consult and share proofs with their partner(s) as appropriate.

### **PART E: DELIVERY**

#### **Souvenir Booklets**

The Contractor must distribute all the stamps by mid-March of each year to allow for the April 1<sup>st</sup> sales date. Please note that a specified number of the souvenir stamps and booklets, as well as the date required will be provided by ECCC each year (approximately 500 souvenir booklets may be required at an earlier date in order to have the artist sign them).

ECCC will provide the Contractor the shipping information yearly. The Contractor must deliver in accordance with instructions provided by ECCC. Shipping to destinations must be by Registered Mail or insured courier service.

#### **Stamp Panes and Corner Block Folders**

The Contractor must deliver the complete quantities for arrival at destinations by March 15<sup>th</sup> of each year.

ECCC will provide the Contractor the shipping information yearly. The Contractor must deliver in accordance with instructions provided by ECCC. Shipping to destinations must be by Registered Mail or insured courier service.

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## **APPENDIX II**

### **MIGRATORY GAME BIRD HUNTING PERMIT WITH AN AFFIXED HABITAT CONSERVATION STAMP**

#### **SPECIFICATIONS FOR PERMIT PRODUCTION AND DISTRIBUTION**

##### **General Description**

The Contractor must produce the permit in accordance with the Specifications in Appendix II, print a six (6) digit consecutive numbering serial number in two (2) predetermined locations on the permit and affix the habitat conservation stamp to the permit.

The Contractor must produce the required permits in accordance with the Specifications for Permit Production and Distribution below.

This product consists of a permit affixed with a Canadian Habitat Conservation Stamp (stamp specifications are in Appendix I)

The permits and summaries are bundled and boxed separately. However, the Permits must be shipped with Summaries.

##### **QUANTITY**

The quantity of MGBH Permits printed will fluctuate yearly. Approximately 180,000 permits in total annually, comprised of 179,900 numbered permits and 100 unnumbered permits (training samples). These quantities are subject to fluctuation over the period of the contract.

##### **DESCRIPTION**

- Permit prints two (2) color – Black + 1 Pantone (Pantone number will be provided by ECCC each year)
- prints on 2 sides, bilingual head to head, and bleeds 2 sides
- perforated, scored and folded
- sequentially numbered

##### **TRIM SIZE**

Overall size 7" x 17 5/8"

##### **STOCK**

100lb text  
Smooth finish  
Basis weight: 130  
GSM: 148  
Brightness: 96

##### **INK**

Prints 2/2  
Black for UPC bar code, Business Reply Mail address information and other small markings.  
One (1) Pantone color (to be provided by ECCC each year)

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## **SCREENING**

10%

## **MATERIAL SUPPLIED**

The text will be supplied by ECCC in an electronic file. The UPC will be supplied in EPS format.

### **UPC**

Use black ink for the UPC, the static barcode on face of the card for Canada Post Corporation side, and for the static code on back. Mod 39 code with numbering on back.

## **GLUE APPLICATION**

Re-moistenable glue in a "U" pattern must be applied to the Business Reply Mail portion of the permit as per the sample provided after Contract award.

## **SERIAL NUMBERS**

The Contractor must print a six (6) digit serial number which prints black in two (2) places on same side with a variable barcode printed above one (1) of the serial numbers.

The serial number and barcode print together on the top right of the Business Reply Mail card and the single matching serial number is printed on the permit stub portion. A sample of the permit showing the exact positioning will be provided to the Contractor after Contract award. The numbers and barcode must be positioned exactly as indicated on the sample.

The Contractor must provide additional permits (estimated at 100) without a serial number or barcode.

### **Numbering Sequence**

The Contractor must ensure the exact matching of the serial number in two places on same side. Numbers are to begin with 000 001.

### **Quality Assurance (Serial numbering)**

The Contractor must guarantee that all required permits are sequentially numbered in the two (2) positions. All permits must be numbered properly. **It is Mandatory that there are no missing or duplicated numbers.**

## **PERFORATING**

Rotary perforation 2 1/2" from right side and 7 7/16" from left side.

The user must be able to tear off a 7" x 2 1/2" serial numbered permit and a 7" x 7 7/16" serial numbered reply card.

## **SCORING**

Score vertically 3 11/16" from left trimmed edge and 4 3/8" from right trimmed edge.

## **FOLDING**

Gatefold as per the following:

- on score 3 11/16"

- on perforation 7 7/16" from left trimmed edge; and
- on score 4 3/8" from right trimmed edge.

The two (2) serial numbers and variable barcode must be visible after folding is complete.

Gatefold in the order described above to match sample provided after Contract award.

### **BANDING AND SHRINK-WRAP**

Approximately 70% of the MGBH permits are required to be bundled, paper or elastic banded and shrink-wrapped sequentially in sets of 5. The remainder to be bundled, elastic banded and shrink-wrapped sequentially in sets of 25. The quantity of each will be provided yearly by ECCC. Sequential numbering must be guaranteed.

### **PROOFS**

A high resolution color PDF proof of the full permit is required by the Project Authority. **Proofs are required for Approval by several individuals in ECCC.** The Project Authority will coordinate the ECCC approval process.

### **CORRECTIONS TO PROOFS RESULTING FROM CONTRACTOR ERROR**

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

### **Prior to printing variable barcode and serial number:**

A sample from previous year will be provided to the Contractor upon award of the contract. The Contract will provide a scanned image to show the exact positioning of the variable barcode and serial number for ECCC's approval PRIOR to proceeding.

**Approval of these samples MUST be obtained prior to final printing run.**

### **FINAL FILES**

Copy of all final digital files must be provided to ECCC at the end of each printing year.

### **PACKAGING AND DISTRIBUTION OF PERMITS**

**The Contractor must guarantee that all permits are packaged according to these mandatory instructions.**

Permits must be packed in reverse order, low serial numbers on the bottom and high serial numbers on top of each carton. Boxes are to be clearly identified on a label with the serial numbers of the permits that they contain. Unnumbered permits must be shipped separately and must be clearly identified.

Specifications for the cardboard cartons to be used for shipment purposes: 275lb test, B flute, inside dimensions 11½" x 7 3/8" x 12½" filled with 1,000 permits and stuffed to take up excess room.

Delivery must be in accordance with instructions provided by ECCC giving shipping addresses and quantities for each location. ECCC will provide the mandatory labeling requirement specifications for each year. Shipping must be by Registered Mail or insured courier service.

The Contractor must distribute the permits by no later than mid-July of each year to allow for an August 1<sup>st</sup> sale date each year.

### **APPENDIX III**

#### **SPECIFICATIONS FOR THE HUNTING REGULATION SUMMARIES PRODUCTION AND DISTRIBUTION**

##### **BACKGROUND**

The hunting of migratory game birds is regulated in Canada. In 1916, Canada and the United States signed the Migratory Birds Convention, which is implemented in Canada by the Migratory Birds Convention Act, 1994. The objective and purpose of the Convention, the Act and regulations made pursuant to the Act is the conservation of migratory birds. For migratory game birds, this is accomplished, in part, by protecting them during their nesting season and when travelling to and from their breeding grounds through the establishment of annual hunting season dates and bag and possession limits. Bag limits are defined as the maximum number of birds that can be taken in one day, and possession limits are the maximum number of birds that can be possessed at any one time. The hunting of migratory birds is restricted to a period not exceeding 107 days, commencing no earlier than September 1<sup>st</sup> and ending no later than March 10<sup>th</sup> of the following year, and until July 31<sup>st</sup> for specified over abundant species. Within these outside limits, seasons are shortened to protect populations where there is concern over declining numbers. In other cases, seasons are lengthened to permit increased harvest of growing populations. Daily bag and possession limits can also be changed as necessary to manage the impact of hunting on migratory game bird populations.

ECCC promotes compliance with these regulations through the distribution of yearly hunting regulation summaries for each province and territory. The one-page summaries outline the bag limits and season dates as well as other relevant information and are distributed with the sale of the MGBH permits. The summaries are also available on the ECCC website.

ECCC has a requirement for the production and shipping of the 2021, 2022, and 2023 Migratory Game Bird Hunting Regulation Summaries (summaries), which change each year. Artwork and text for the summaries will be provided by ECCC.

The shipping and production for the summaries must be completed no later than mid-July of each year. The Contractor must agree to adhere to this strict deadline for production as well as completing the shipping within the time constraints specified in the distribution list.

##### **PRINTING SPECIFICATIONS AND QUANTITIES**

These specifications are provided for information only and will be updated yearly.

##### **DESCRIPTION**

Summaries print 2-sided (either bilingual tumble or bilingual head to head depending on province/territory); prints one (1) color (Pantone number to be provided by ECCC each year) and accordion-folded per folding instructions.

The Summaries and Permits are bundled and boxed separately. However, the Summaries must be shipped with the Permits.

ECCC will provide the exact breakdown of summary size, folds, quantities, and language yearly.

## HISTORICAL DATA

As an example, the following table provides the specifications and quantities of summaries printed in 2019:

**Example of Specifications**

Prov/Terr	Summary Size and Folds	Quantity	Language showing once folded
N.W.T.	8.5" x 18.125" - 5 panels (tumbled)	421	English
P.E.I.	8.5" x 21.75" - 6 panels (head to head)	2,289	English
Nunavut	8.5" x 21.75" - 6 panels (head to head)	236	English
Alberta	8.5" x 25.375" - 7 panels (tumbled)	23,200	English
Sask.	8.5" x 25.375" - 7 panels (tumbled)	22,013	English
N.S.	8.5" x 25.375" - 7 panels (tumbled)	6,109	English
N.B.	8.5" x 25.375" - 7 panels (tumbled)	6,500	English
Yukon	8.5" x 25.375" - 7 panels (tumbled)	475	English
B.C.	8.5" x 29" – 8 panels (head to head)	6,998	English
Manitoba	8.5" x 29" - 8 panels (head to head)	13,978	English
Nfld. and Lab.	8.5" x 29" - 8 panels (head to head)	19,480	English
Ontario	8.5" x 32.625" - 9 panels (tumbled)	82907	English
Quebec	8.5" x 32.625" - 9 panels (tumbled)	32895	<u>French</u>

2019 Total Summaries: 217,501

### **PAPER Stock**

100lb text  
Smooth finish  
Basis weight: 130  
GSM: 148  
Brightness: 96

### **INK**

- prints 2-sided 2/2 (either bilingual tumble or bilingual head to head depending on province/territory);
- prints one (1) colour (Pantone number to be provided by ECCC each year)

## **QUANTITIES**

The quantities are subject to fluctuation over the period of the contract. ECCC will provide the exact breakdown yearly.

## **TRIM SIZE**

The specification and trim and paper size of regulations may fluctuate over the period of the contract. Paper size may range from 8.5" x 11" with 3 folds to 8.5" x 32.625" with 9 folds or larger.

## **FOLDING**

Accordion folded so that the name of the province or territory is visible in:

- English: on the specified sheets with even folds
- French: for Quebec, if there is an even number of folds
- Bilingual: on the sheets that have an odd number of folds, the name of the province must be visible in French on one side and in English on the other side.

## **MATERIAL SUPPLIED**

Electronic files will be supplied by ECCC.

The anticipated date the information would be available would be late May or early June but at least 20 working days before the mid-July cut-off date. As the information contained in these hunting summaries pertains to a regulatory amendment, the production start date for the Hunting Regulation Summaries is solely dependent on Governor in Council approvals.

## **BINDERY WORK**

Approximately 70% of the folded material must be gathered in sets of 5 (elastic or paper band) and packed into boxes weighing not more than 35 lbs and sent separately to a third service provider.

The remainder of the summaries must be gathered in sets of 25 (elastic or paper band) and packed into boxes weighing not more than 35 lbs to be sent to ECCC.

The breakdown of quantities of each will be provided yearly by ECCC.

**Do not mix provinces / territories in the same box.**

## **PROOFS**

- 2 sets of low-resolution, black & white folded proofs of each summary
- Colour proof of one summary

The colour proof of the regulation hunting summary to be produced will be identified by ECCC in each year of production.

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## **CORRECTIONS TO PROOFS RESULTING FROM CONTRACTOR ERROR**

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

### **Proofs are required for Approval by Environment and Climate Change Canada.**

**Approval from ECCC is required in advance of the work commencing.** Send proofs for approval to the Project Authority.

## **LABELLING**

Each box to be labeled as follows:

- 1) Migratory Birds Regulations - Summary – (name of province or territory) – (YEAR)
- 2) Quantity in each parcel or carton

Additional labeling requirements may be required in support of large scale national distribution. ECCC will provide further information as needed.

## **DISTRIBUTION OF HUNTING SUMMARIES**

The Contractor must distribute the hunting summaries before end-June of each year.

Delivery must be in accordance with instructions provided by ECCC that will include addresses and quantities. Shipping to destinations must be by Registered Mail and/or insured courier service.

If necessary, to ensure timely delivery, the Contractor may be required to ship by air mail or air freight (according to weight) beginning with furthest points from the Contractor's printing facility.

The Contractor must ensure that exactly the correct quantities are delivered to all consignees.

## **COMPONENTS**

All components required to complete the Contract, whether produced or purchased by the Contractor or provided to the Contractor are the property of Canada.

The Contractor must ensure that all components required to complete the Contract, whether produced or purchased by the Contractor or provided to the Contractor are used strictly for the printing and production to final format of the products as specified in the Statement of Work.

The Contractor must return all components, including all plates and negatives used in processing these cards, to the Project Authority within five (5) working days of completion of work at no additional cost to Canada.

Components must be packaged appropriately and shipped in a manner to ensure safe delivery at the specified destination.

The Contractor must provide a copy of the final electronic file used to print the requirement(s). Invoices will not be paid until final electronic files are received.

Solicitation No. - N° de l'invitation  
K2A52-210076  
Client Ref. No. - N° de réf. du client  
K2A52-210076

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cw035K2A52-210076

Buyer ID - Id de l'acheteur  
cw035  
CCC No./N° CCC - FMS No./N° VME

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### **STORAGE**

The Contractor must store the permits and hunting regulation summaries for distribution as per the schedule described in the Statement of Work. The distribution list will be supplied by ECCC.

### **TRAVEL AND LIVING EXPENSES**

For Contractors outside of the NCR, the Crown will only accept any travel and living expenses incurred by any Contractor when the Crown has requested that the Contractor attend meetings in the NCR to satisfy the terms of any resulting contract. For Contractors inside the NCR, The Crown will only accept parking costs related to meetings that the Crown has requested the Contractor to attend.

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## **ANNEX "B"**

### **BASIS OF PAYMENT**

The Bidder must submit firm all-inclusive prices, including all operations and materials for the completion of final printed products as specified for each item (including but not limited to equipment set up, creation and delivery of proofs, printing operations and bindery operations to ready for shipping) as specified in the Annex "A" Statement of Work, FOB destination, GST/HST/QST extra if applicable, Shipping/freight extra.

Bidders must provide pricing in the format specified, for each component identified in this ANNEX "B", Basis of Payment.

The quantities for evaluation purposes in Annex "B", Basis of Payment, do not represent a firm commitment that the same quantities will be produced under this Contract. These quantities will be used as a quantity for evaluation to evaluate the Bids.

Failure to price one of the components in the format specified will render the proposal non-responsive.

If pricing is not provided for a component, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amount. If the Bidder agrees, then the Basis of Payment will be considered compliant. However, if the Bidder disagrees then the bid will be found non-compliant and no further evaluation will be done.

### **SHIPPING COSTS**

Shipping costs incurred in the performance of the work will be paid at cost with no allowance for profit or overhead and upon receipt of proper cost support documentation. Transportation charges are to be prepaid by the Contractor and shown as a separate item on an invoice, supported by a copy of the prepaid transportation bill.

### **TRAVEL AND LIVING EXPENSES**

For Contractors outside of the NCR, the Crown will only accept any travel and living expenses incurred by any Contractor when the Crown has requested that the Contractor attend meeting in the NCR to satisfy the terms of any resulting contract. For Contractors inside the NCR, The Crown will only accept parking costs related to meetings which the Crown has requested the Contractor to attend specific meetings.

**BIDDERS ARE RESPONSIBLE TO ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET PROVIDED WITH THE RFP (and return the completed MS Excel spreadsheet with their proposal).**

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## Annex B: Basis of Payment

K2A52-210076

**BIDDERS ARE RESPONSIBLE TO ENTER THEIR ALL INCLUSIVE PRICES IN THE SUPPLIED MS EXCEL SPREADSHEET. BIDDERS ARE ALSO REQUIRED TO RETURN WITH THEIR BIDS, THE ELECTRONIC FILE ON USB (CONTAINING THE COMPLETED EXCEL FILE) ALONG WITH A PRINTED COPY OF THE EXCEL FILE**

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Bidder Name

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Date:

### Paper - Price Adjustment

1 .The portion of the price directly related to the base transaction cost of paper is subject to price adjustment (increase or decrease) at any time during the contract period but not before thirty (30) days after the issuance of the Contract. The price will be adjusted using the percentage of the announced increase or decrease that

2. To request a price adjustment, the contractor must provide the Project Authority with a notice indicating the increase or decrease in the base transaction cost of paper identified below. Such notice must contain the price as publicly announced by at least three (3) paper suppliers who supply the grade specified in the Contract and the date the price came into effect.

3 .The base transaction cost of paper subject to price adjustment is as follows:

(a) cover stock (if applicable): \_\_\_\_\_ lb. at a base transaction cost per Cwt. of \$\_\_\_\_\_, and which represent \_\_\_\_\_ percent of the unit price(s).

Brand name and paper supplier: \_\_\_\_\_.

(b) text stock (if applicable): \_\_\_\_\_ lb. at a base transaction cost per Cwt. of \$\_\_\_\_\_, and which represent \_\_\_\_\_ percent of the unit price(s).

Brand name and paper supplier: \_\_\_\_\_.

4. The Contractor must provide a copy of the quotation from the paper supplier(s) to support the above base transaction cost and a copy of the revised quotation from the paper supplier(s) to support the adjusted base transaction cost.

5. Any price adjustment must be approved by the Project Authority and will be evidenced through a revision to the Contract.

Solicitation No. - N° de l'invitation  
K2A52-210076  
Client Ref. No. - N° de réf. du client  
K2A52-210076

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cw035K2A52-210076

Buyer ID - Id de l'acheteur  
cw035  
CCC No./N° CCC - FMS No./N° VME

K2A52-210076

Bidder's name:

Contract Period (3 years)

The Bidder must provide their prices in the green cells indicated in each of the following worksheets.

#### B.1 PERMITS, STAMPS AND PHILATELIC PRODUCTS

All inclusive prices for the printing and finishing of stamps and philatelic products to final format as specified in Annex "A" and the associated appendices. Prices include all materials and operations to print and produce the items to final format (including all set-ups, proofing, delivery of proofs, printing, finishing and packaging and preparation for shipping) as specified in the Annex "A" Statement of Work and the associated appendices to Annex "A". (B.1.1, B.1.2 and B.1.3 include burst and unburst stamps from the panes with 16 stamps per pane as described in Annex "A" and associated appendices. B.1.4 includes a single souvenir stamp sheet in each booklet. B.1.5 includes unburst stamps panes with 16 stamps that are packaged in shrink wrap).

<b>B.1.1: All inclusive price for stamps and permits, as well as the affixing of the stamps on the permits as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 100,000 permits with stamp affixed for Initial Quantity	\$0.00 per 100,000	1	\$0.00
Price per 50,000 permits with stamp affixed (Initial Quantity)	\$0.00 per 50,000	1	\$0.00
Price per 10,000 permits with stamp affixed (Initial Quantity)	\$0.00 per 10,000	1	\$0.00
Price per 1,000 permits with stamp affixed (Initial Quantity)	\$0.00 per 1,000	1	\$0.00
Price per 10,000 permits with stamp affixed (additional run)	\$0.00 per 10,000	1	\$0.00
Price per 1,000 permits with stamp affixed (additional run)	\$0.00 per 1,000	1	\$0.00
<b>B.1.2: All inclusive price for un-burst 16-stamp panes in folders, as well as the inserting of the stamp panes into the folders and individually shrink-wrapping folders as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price for 75 un-burst 16-stamp panes in folders	\$0.00 Total (lot)	1	\$0.00
Price per additional 10 un-burst 16-stamp panes in folders	\$0.00 per 10	1	\$0.00
<b>B.1.3 All inclusive price for sets of "4 Corner Block Burst" in folders as well as the inserting of the 4 corner block bursts into the folders and individually shrink-wrapping folders as specified in Annex A Statement of Work and the associated appendices. (Each set includes the 4 folders for each corner burst).</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price for 50 sets of "4 Corner Block Burst" folders	\$0.00 Total (lot)	1	\$0.00
Price per additional 10 sets of "4 Corner Block Burst" folders (initial run)	\$0.00 per 10 sets	1	\$0.00

<b>B.1.4: All inclusive price for Souvenir stamp sheets and Souvenir Booklets, as well as the tipping-in of the souvenir stamp sheet into the booklet as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 1,000 Souvenir Booklets with souvenir stamp sheet tipped-in for Initial Quantity	\$0.00 per 1,000	5	\$0.00
Price per 100 Souvenir Booklets with souvenir stamp sheet tipped-in (Initial Quantity)	\$0.00 per 100	1	\$0.00
Price per additional 1,000 Souvenir Booklets with souvenir stamp sheet tipped-in (additional run)	\$0.00 per 1,000	1	\$0.00

<b>B.1.5: All inclusive price for Souvenir stamp sheets (panes of 16) to be used for program initiatives as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 1,000 panes of 16 for Souvenir stamp Initial Quantity	\$0.00 per 1,000	4	\$0.00
Price per additional 100 Souvenir stamp panes of 16 (initial run)	\$0.00 per 100	1	\$0.00

## B.2 REGULATION HUNTING SUMMARIES

All inclusive prices for the printing and finishing to final format of the Regulation Hunting Summaries as specified in Annex A and the associated appendices. Prices include all materials and operations to print and produce the items to final format (including all set-ups, proofing, delivery of proofs, printing, finishing, folding and packaging and preparation for shipping) as specified in the Annex A Statement of Work and the associated appendices to Annex A.

<b>B.2.1: 8.5" x 11" - 3 folds (tumbled) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 100 Regulations Summaries for Initial Quantity	\$0.00 per 100	1	\$0.00
Price per additional 50 Regulations Summaries (initial run)	\$0.00 per 50	1	\$0.00
Price per 100 Regulations Summaries for additional runs	\$0.00 per 100	1	\$0.00
<b>B.2.2: 8.5" x 14.5" - 4 folds (head to head) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 100 Regulations Summaries for Initial Quantity	\$0.00 per 100	7	\$0.00
Price per additional 50 Regulations Summaries (initial run)	\$0.00 per 50	1	\$0.00
Price per 100 Regulations Summaries for additional runs	\$0.00 per 100	1	\$0.00
0			
<b>B.2.3: 8.5" x 18.125" - 5 folds (tumbled) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 1,000 Regulations Summaries for Initial Quantity	\$0.00 per 1,000	1	\$0.00
Price per additional 100 Regulations Summaries (initial run)	\$0.00 per 100	1	\$0.00
Price per 500 Regulations Summaries for additional runs	\$0.00 per 500	1	\$0.00
<b>B.2.4: 8.5" x 21.75" - 6 folds (head to head) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 10,000 Regulations Summaries for Initial Quantity	\$0.00 per 10,000	3	\$0.00
Price per 1,000 Regulations Summaries (initial run)	\$0.00 per 1,000	5	\$0.00
Price per 1,000 Regulations Summaries for additional runs	\$0.00 per 1,000	1	\$0.00
<b>B.2.5: 8.5" x 25.375" - 7 folds (tumbled) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per additional 10,000 Regulations Summaries for Initial Quantity	\$0.00 per 10,000	3	\$0.00
Price per additional 1,000 Regulations Summaries (initial run)	\$0.00 per 1,000	5	\$0.00
Price per 1,000 Regulations Summaries for additional runs	\$0.00 per 1,000	2	\$0.00
<b>B.2.6: 8.5" x 29" - 8 folds (head to head) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 10,000 Regulations Summaries for Initial Quantity	\$0.00 per 10,000	3	\$0.00
Price per additional 1,000 Regulations Summaries (initial run)	\$0.00 per 1,000	5	\$0.00
Price per 1,000 Regulations Summaries for additional runs	\$0.00 per 1,000	1	\$0.00
<b>B.2.7: 8.5" x 32.325" - 9 folds (tumbled) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 10,000 Regulations Summaries for Initial Quantity	\$0.00 per 10,000	3	\$0.00
Price per additional 1,000 Regulations Summaries (initial run)	\$0.00 per 1,000	5	\$0.00
Price per 1,000 Regulations Summaries for additional runs	\$0.00 per 1,000	1	\$0.00

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File No. - N° du dossier  
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Buyer ID - Id de l'acheteur  
cw035  
CCC No./N° CCC - FMS No./N° VME

<b>B.2.8: 8.5" x 36.25" - 10 folds (head to head) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 5,000 Regulations Summaries for Initial Quantity	\$0.00 per 5,000	7	\$0.00
Price per additional 1,000 Regulations Summaries (initial run)	\$0.00 per 1,000	5	\$0.00
Price per 1,000 Regulations Summaries for additional runs	\$0.00 per 1,000	1	\$0.00
<b>B.2.9: 8.5" x 39.875" - 11 folds (head to head) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 1,000 Regulations Summaries for Initial Quantity	\$0.00 per 1,000	1	\$0.00
Price per additional 100 Regulations Summaries (initial run)	\$0.00 per 100	5	\$0.00
Price per 1,000 Regulations Summaries for additional runs	\$0.00 per 1,000	1	\$0.00
<b>B.2.10: 8.5" x 43.5" - 12 folds (head to head) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 1,000 Regulations Summaries for Initial Quantity	\$0.00 per 1,000	1	\$0.00
Price per additional 100 Regulations Summaries (initial run)	\$0.00 per 100	5	\$0.00
Price per additional 1,000 Regulations Summaries for additional runs	\$0.00 per 1,000	1	\$0.00

subtotal evaluated price (EP) \$0.00

contract period multiplied by 3 (years) = **Total EP** **\$0.00**

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Bidder's name:

First Option Period

The Bidder must provide their prices in the green cells indicated in each of the following worksheets.

#### B.1 STAMPS AND PHILATELIC PRODUCTS

All inclusive prices for the printing and finishing of stamps and philatelic products to final format as specified in Annex "A" and the associated appendices. Prices include all materials and operations to print and produce the items to final format (including all set-ups, proofing, delivery of proofs, printing, finishing and packaging and preparation for shipping) as specified in the Annex "A" Statement of Work and the associated appendices to Annex "A". (B.1.1, B.1.2 and B.1.3 include burst and unburst stamps from the panes with 16 stamps per pane as described in Annex "A" and associated appendices. B.1.4 includes a single souvenir stamp sheet in each booklet. B.1.5 includes unburst stamps panes with 16 stamps that are packaged in shrink wrap).

<b>B.1.1: All inclusive price for stamps and permits, as well as the affixing of the stamps on the permits as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 100,000 permits with stamp affixed for Initial Quantity	\$0.00 per 100,000	1	\$0.00
Price per 50,000 permits with stamp affixed (Initial Quantity)	\$0.00 per 50,000	1	\$0.00
Price per 10,000 permits with stamp affixed (Initial Quantity)	\$0.00 per 10,000	1	\$0.00
Price per 1,000 permits with stamp affixed (Initial Quantity)	\$0.00 per 1,000	1	\$0.00
Price per 10,000 permits with stamp affixed (additional run)	\$0.00 per 10,000	1	\$0.00
Price per 1,000 permits with stamp affixed (additional run)	\$0.00 per 1,000	1	\$0.00
<b>B.1.2: All inclusive price for un-burst 16-stamp panes in folders, as well as the inserting of the stamp panes into the folders and individually shrink-wrapping folders as specified in Annex A Statement of Work and the associated</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price for 75 un-burst 16-stamp panes in folders	\$0.00 Total (lot)	1	\$0.00
Price per additional 10 un-burst 16-stamp panes in folders	\$0.00 per 10	1	\$0.00

<b>B.1.3 All inclusive price for sets of "4 Corner Block Burst" in folders as well as the inserting of the 4 corner block bursts into the folders and individually shrink-wrapping folders as specified in Annex A Statement of Work and the associated appendices. (Each set includes the 4 folders for each corner burst).</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price for 50 sets of "4 Corner Block Burst" folders	\$0.00 Total (lot)	1	\$0.00
Price per additional 10 sets of "4 Corner Block Burst" folders (initial run)	\$0.00 per 10 sets	1	\$0.00

<b>B.1.4: All inclusive price for Souvenir stamp sheets and Souvenir Booklets, as well as the tipping-in of the souvenir stamp sheet into the booklet as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 1,000 Souvenir Booklets with souvenir stamp sheet tipped-in for Initial Quantity	\$0.00 per 1,000	5	\$0.00
Price per 100 Souvenir Booklets with souvenir stamp sheet tipped-in (Initial Quantity)	\$0.00 per 100	1	\$0.00
Price per additional 1,000 Souvenir Booklets with souvenir stamp sheet tipped-in (additional run)	\$0.00 per 1,000	1	\$0.00

<b>B.1.5: All inclusive price for Souvenir stamp sheets (panes of 16) to be used for program initiatives as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 1,000 panes of 16 for Souvenir stamp Initial Quantity	\$0.00 per 1,000	4	\$0.00
Price per additional 100 Souvenir stamp panes of 16 (initial run)	\$0.00 per 100	1	\$0.00

## B.2 REGULATION HUNTING SUMMARIES

All inclusive prices for the printing and finishing to final format of the Regulation Hunting Summaries as specified in Annex A and the associated appendices. Prices include all materials and operations to print and produce the items to final format (including all set-ups, proofing, delivery of proofs, printing, finishing, folding and packaging and preparation for shipping) as specified in the Annex A Statement of Work and the associated appendices to Annex A.

<b>B.2.1: 8.5" x 11" - 3 folds (tumbled) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 100 Regulations Summaries for Initial Quantity	\$0.00 per 100	1	\$0.00
Price per additional 50 Regulations Summaries (initial run)	\$0.00 per 50	1	\$0.00
Price per 100 Regulations Summaries for additional runs	\$0.00 per 100	1	\$0.00
<b>B.2.2: 8.5" x 14.5" - 4 folds (head to head) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 100 Regulations Summaries for Initial Quantity	\$0.00 per 100	7	\$0.00
Price per additional 50 Regulations Summaries (initial run)	\$0.00 per 50	1	\$0.00
Price per 100 Regulations Summaries for additional runs	\$0.00 per 100	1	\$0.00
<b>B.2.3: 8.5" x 18.125" - 5 folds (tumbled) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 1,000 Regulations Summaries for Initial Quantity	\$0.00 per 1,000	7	\$0.00
Price per additional 100 Regulations Summaries (initial run)	\$0.00 per 100	1	\$0.00
Price per 500 Regulations Summaries for additional runs	\$0.00 per 500	1	\$0.00

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Buyer ID - Id de l'acheteur  
cw035  
CCC No./N° CCC - FMS No./N° VME

<b>B.2.4: 8.5" x 21.75" - 6 folds (head to head) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 10,000 Regulations Summaries for Initial Quantity	\$0.00 per 10,000	3	\$0.00
Price per 1,000 Regulations Summaries (initial run)	\$0.00 per 1,000	5	\$0.00
Price per 1,000 Regulations Summaries for additional runs	\$0.00 per 1,000	1	\$0.00
<b>B.2.5: 8.5" x 25.375" - 7 folds (tumbled) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per additional 10,000 Regulations Summaries for Initial Quantity	\$0.00 per 10,000	3	\$0.00
Price per additional 1,000 Regulations Summaries (initial run)	\$0.00 per 1,000	5	\$0.00
Price per 1,000 Regulations Summaries for additional runs	\$0.00 per 1,000	2	\$0.00
<b>B.2.6: 8.5" x 29" - 8 folds (head to head) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 10,000 Regulations Summaries for Initial Quantity	\$0.00 per 10,000	3	\$0.00
Price per additional 1,000 Regulations Summaries (initial run)	\$0.00 per 1,000	5	\$0.00
Price per 1,000 Regulations Summaries for additional runs	\$0.00 per 1,000	1	\$0.00
<b>B.2.7: 8.5" x 32.325" - 9 folds (tumbled) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 10,000 Regulations Summaries for Initial Quantity	\$0.00 per 10,000	3	\$0.00
Price per additional 1,000 Regulations Summaries (initial run)	\$0.00 per 1,000	5	\$0.00
Price per 1,000 Regulations Summaries for additional runs	\$0.00 per 1,000	1	\$0.00
<b>B.2.8: 8.5" x 36.25" - 10 folds (head to head) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 5,000 Regulations Summaries for Initial Quantity	\$0.00 per 5,000	7	\$0.00
Price per additional 1,000 Regulations Summaries (initial run)	\$0.00 per 1,000	5	\$0.00
Price per 1,000 Regulations Summaries for additional runs	\$0.00 per 1,000	1	\$0.00
<b>B.2.9: 8.5" x 39.875" - 11 folds (head to head) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 1,000 Regulations Summaries for Initial Quantity	\$0.00 per 1,000	1	\$0.00
Price per additional 100 Regulations Summaries (initial run)	\$0.00 per 100	5	\$0.00
Price per 1,000 Regulations Summaries for additional runs	\$0.00 per 1,000	1	\$0.00
<b>B.2.10: 8.5" x 43.5" - 12 folds (head to head) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 1,000 Regulations Summaries for Initial Quantity	\$0.00 per 1,000	1	\$0.00
Price per additional 100 Regulations Summaries (initial run)	\$0.00 per 100	5	\$0.00
Price per additional 1,000 Regulations Summaries for additional runs	\$0.00 per 1,000	1	\$0.00

subtotal evaluated price (EP) \$0.000

contract period - option year 1

First Option Period Total Evaluation Cost = 0.000

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File No. - N° du dossier  
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Buyer ID - Id de l'acheteur  
cw035  
CCC No./N° CCC - FMS No./N° VME

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Bidder's name:

Second Option Period

The Bidder must provide their prices in the green cells indicated in each of the following worksheets.

## B.1 STAMPS AND PHILATELIC PRODUCTS

All inclusive prices for the printing and finishing of stamps and philatelic products to final format as specified in Annex "A" and the associated appendices. Prices include all materials and operations to print and produce the items to final format (including all set-ups, proofing, delivery of proofs, printing, finishing and packaging and preparation for shipping) as specified in the Annex "A" Statement of Work and the associated appendices to Annex "A". (B.1.1, B.1.2 and B.1.3 include burst and unburst stamps from the panes with 16 stamps per pane as described in Annex "A" and associated appendices. B.1.4 includes a single souvenir stamp sheet in each booklet. B.1.5 includes unburst stamps panes with 16 stamps that are packaged in shrink wrap).

B.1.1: All inclusive price for stamps and permits, as well as the affixing of the stamps on the permits as specified in Annex A Statement of Work and the associated appendices.		Price (\$)	Quantity for evaluation	Evaluated Price
Price per 100,000 permits with stamp affixed for Initial Quantity		\$0.00 per 100,000	1	\$0.00
Price per 50,000 permits with stamp affixed (Initial Quantity)		\$0.00 per 50,000	1	\$0.00
Price per 10,000 permits with stamp affixed (Initial Quantity)		\$0.00 per 10,000	1	\$0.00
Price per 1,000 permits with stamp affixed (Initial Quantity)		\$0.00 per 1,000	1	\$0.00
Price per 10,000 permits with stamp affixed (additional run)		\$0.00 per 10,000	1	\$0.00
Price per 1,000 permits with stamp affixed (additional run)		\$0.00 per 1,000	1	\$0.00
B.1.2: All inclusive price for un-burst 16-stamp panes in folders, as well as the inserting of the stamp panes into the folders and individually shrink-wrapping folders as specified in Annex A Statement of Work and the associated		Price (\$)	Quantity for evaluation	Evaluated Price
Price for 75 un-burst 16-stamp panes in folders		\$0.00 Total (lot)	1	\$0.00
Price per additional 10 un-burst 16-stamp panes in folders		\$0.00 per 10	1	\$0.00
B.1.3 All inclusive price for sets of "4 Corner Block Burst" in folders as well as the inserting of the 4 corner block bursts into the folders and individually shrink-wrapping folders as specified in Annex A Statement of Work and the associated appendices. (Each set includes the 4 folders for each corner burst).		Price (\$)	Quantity for evaluation	Evaluated Price
Price for 50 sets of "4 Corner Block Burst" folders		\$0.00 Total (lot)	1	\$0.00
Price per additional 10 sets of "4 Corner Block Burst" folders (initial run)		\$0.00 per 10 sets	1	\$0.00
B.1.4: All inclusive price for Souvenir stamp sheets and Souvenir Booklets, as well as the tipping-in of the souvenir stamp sheet into the booklet as specified in Annex A Statement of Work and the associated appendices.		Price (\$)	Quantity for evaluation	Evaluated Price
Price per 1,000 Souvenir Booklets with souvenir stamp sheet tipped-in for Initial Quantity		\$0.00 per 1,000	5	\$0.00
Price per 100 Souvenir Booklets with souvenir stamp sheet tipped-in (Initial Quantity)		\$0.00 per 100	1	\$0.00
Price per additional 1,000 Souvenir Booklets with souvenir stamp sheet tipped-in (additional run)		\$0.00 per 1,000	1	\$0.00
B.1.5: All inclusive price for Souvenir stamp sheets (panes of 16) to be used for program initiatives as specified in Annex A Statement of Work and the associated appendices.		Price (\$)	Quantity for evaluation	Evaluated Price
Price per 1,000 panes of 16 for Souvenir stamp Initial Quantity		\$0.00 per 1,000	4	\$0.00
Price per additional 100 Souvenir stamp panes of 16 (initial run)		\$0.00 per 100	1	\$0.00

## B.2 REGULATION HUNTING SUMMARIES

All inclusive prices for the printing and finishing to final format of the Regulation Hunting Summaries as specified in Annex A and the associated appendices. Prices include all materials and operations to print and produce the items to final format (including all set-ups, proofing, delivery of proofs, printing, finishing, folding and packaging and preparation for shipping) as specified in the Annex A Statement of Work and the associated appendices to Annex A.

<b>B.2.1: 8.5" x 11" - 3 folds (tumbled) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 100 Regulations Summaries for Initial Quantity	\$0.00 per 100	1	\$0.00
Price per additional 50 Regulations Summaries (initial run)	\$0.00 per 50	1	\$0.00
Price per 100 Regulations Summaries for additional runs	\$0.00 per 100	1	\$0.00
<b>B.2.2: 8.5" x 14.5" - 4 folds (head to head) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 100 Regulations Summaries for Initial Quantity	\$0.00 per 100	7	\$0.00
Price per additional 50 Regulations Summaries (initial run)	\$0.00 per 50	1	\$0.00
Price per 100 Regulations Summaries for additional runs	\$0.00 per 100	1	\$0.00
<b>B.2.3: 8.5" x 18.125" - 5 folds (tumbled) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 1,000 Regulations Summaries for Initial Quantity	\$0.00 per 1,000	1	\$0.00
Price per additional 100 Regulations Summaries (initial run)	\$0.00 per 100	1	\$0.00
Price per 500 Regulations Summaries for additional runs	\$0.00 per 500	1	\$0.00
<b>B.2.4: 8.5" x 21.75" - 6 folds (head to head) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 10,000 Regulations Summaries for Initial Quantity	\$0.00 per 10,000	3	\$0.00
Price per 1,000 Regulations Summaries (initial run)	\$0.00 per 1,000	5	\$0.00
Price per 1,000 Regulations Summaries for additional runs	\$0.00 per 1,000	1	\$0.00
<b>B.2.5: 8.5" x 25.375" - 7 folds (tumbled) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per additional 10,000 Regulations Summaries for Initial Quantity	\$0.00 per 10,000	3	\$0.00
Price per additional 1,000 Regulations Summaries (initial run)	\$0.00 per 1,000	5	\$0.00
Price per 1,000 Regulations Summaries for additional runs	\$0.00 per 1,000	2	\$0.00
<b>B.2.6: 8.5" x 29" - 8 folds (head to head) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 10,000 Regulations Summaries for Initial Quantity	\$0.00 per 10,000	3	\$0.00
Price per additional 1,000 Regulations Summaries (initial run)	\$0.00 per 1,000	5	\$0.00
Price per 1,000 Regulations Summaries for additional runs	\$0.00 per 1,000	1	\$0.00

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<b>B.2.7: 8.5" x 32.325" - 9 folds (tumbled) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 10,000 Regulations Summaries for Initial Quantity	\$0.00 per 10,000	3	\$0.00
Price per additional 1,000 Regulations Summaries (initial run)	\$0.00 per 1,000	5	\$0.00
Price per 1,000 Regulations Summaries for additional runs	\$0.00 per 1,000	1	\$0.00
<b>B.2.8: 8.5" x 36.25" - 10 folds (head to head) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 5,000 Regulations Summaries for Initial Quantity	\$0.00 per 5,000	7	\$0.00
Price per additional 1,000 Regulations Summaries (initial run)	\$0.00 per 1,000	5	\$0.00
Price per 1,000 Regulations Summaries for additional runs	\$0.00 per 1,000	1	\$0.00
<b>B.2.9: 8.5" x 39.875" - 11 folds (head to head) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 1,000 Regulations Summaries for Initial Quantity	\$0.00 per 1,000	1	\$0.00
Price per additional 100 Regulations Summaries (initial run)	\$0.00 per 100	5	\$0.00
Price per 1,000 Regulations Summaries for additional runs	\$0.00 per 1,000	1	\$0.00
<b>B.2.10: 8.5" x 43.5" - 12 folds (head to head) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 1,000 Regulations Summaries for Initial Quantity	\$0.00 per 1,000	1	\$0.00
Price per additional 100 Regulations Summaries (initial run)	\$0.00 per 100	5	\$0.00
Price per additional 1,000 Regulations Summaries for additional runs	\$0.00 per 1,000	1	\$0.00

subtotal evaluated price (EP) \$0.000

contract period - option year 2

Second Option Period Total Evaluation Cx 0.000

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Bidder's name:

Third Option Period

The Bidder must provide their prices in the green cells indicated in each of the following worksheets.

#### B.1 STAMPS AND PHILATELIC PRODUCTS

All inclusive prices for the printing and finishing of stamps and philatelic products to final format as specified in Annex "A" and the associated appendices. Prices include all materials and operations to print and produce the items to final format (including all set-ups, proofing, delivery of proofs, printing, finishing and packaging and preparation for shipping) as specified in the Annex "A" Statement of Work and the associated appendices to Annex "A". (B.1.1, B.1.2 and B.1.3 include burst and unburst stamps from the panes with 16 stamps per pane as described in Annex "A" and associated appendices. B.1.4 includes a single souvenir stamp sheet in each booklet. B.1.5 includes unburst stamps panes with 16 stamps that are packaged in shrink wrap).

<b>B.1.1: All inclusive price for stamps and permits, as well as the affixing of the stamps on the permits as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 100,000 permits with stamp affixed for Initial Quantity	\$0.00 per 100,000	1	\$0.00
Price per 50,000 permits with stamp affixed (Initial Quantity)	\$0.00 per 50,000	1	\$0.00
Price per 10,000 permits with stamp affixed (Initial Quantity)	\$0.00 per 10,000	1	\$0.00
Price per 1,000 permits with stamp affixed (Initial Quantity)	\$0.00 per 1,000	1	\$0.00
Price per 10,000 permits with stamp affixed (additional run)	\$0.00 per 10,000	1	\$0.00
Price per 1,000 permits with stamp affixed (additional run)	\$0.00 per 1,000	1	\$0.00

<b>B.1.2: All inclusive price for un-burst 16-stamp panes in folders, as well as the inserting of the stamp panes into the folders and individually shrink-wrapping folders as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price for 75 un-burst 16-stamp panes in folders	\$0.00 Total (lot)	1	\$0.00
Price per additional 10 un-burst 16-stamp panes in folders	\$0.00 per 10	1	\$0.00
<b>B.1.3 All inclusive price for sets of "4 Corner Block Burst" in folders as well as the inserting of the 4 corner block bursts into the folders and individually shrink-wrapping folders as specified in Annex A Statement of Work and the associated appendices. (Each set includes the 4 folders for each corner burst).</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price for 50 sets of "4 Corner Block Burst" folders	\$0.00 Total (lot)	1	\$0.00
Price per additional 10 sets of "4 Corner Block Burst" folders (initial run)	\$0.00 per 10 sets	1	\$0.00

<b>B.1.4: All inclusive price for Souvenir stamp sheets and Souvenir Booklets, as well as the tipping-in of the souvenir stamp sheet into the booklet as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 1,000 Souvenir Booklets with souvenir stamp sheet tipped-in for Initial Quantity	\$0.00 per 1,000	5	\$0.00
Price per 100 Souvenir Booklets with souvenir stamp sheet tipped-in (Initial Quantity)	\$0.00 per 100	1	\$0.00
Price per additional 1,000 Souvenir Booklets with souvenir stamp sheet tipped-in (additional run)	\$0.00 per 1,000	1	\$0.00

<b>B.1.5: All inclusive price for Souvenir stamp sheets (panes of 16) to be used for program initiatives as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 1,000 panes of 16 for Souvenir stamp Initial Quantity	\$0.00 per 1,000	4	\$0.00
Price per additional 100 Souvenir stamp panes of 16 (initial run)	\$0.00 per 100	1	\$0.00

## B.2 REGULATION HUNTING SUMMARIES

All inclusive prices for the printing and finishing to final format of the Regulation Hunting Summaries as specified in Annex A and the associated appendices. Prices include all materials and operations to print and produce the items to final format (including all set-ups, proofing, delivery of proofs, printing, finishing, folding and packaging and preparation for shipping) as specified in the Annex A Statement of Work and the associated appendices to Annex A.

<b>B.2.1: 8.5" x 11" - 3 folds (tumbled) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 100 Regulations Summaries for Initial Quantity	\$0.00 per 100	1	\$0.00
Price per additional 50 Regulations Summaries (initial run)	\$0.00 per 50	1	\$0.00
Price per 100 Regulations Summaries for additional runs	\$0.00 per 100	1	\$0.00
<b>B.2.2: 8.5" x 14.5" - 4 folds (head to head) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 100 Regulations Summaries for Initial Quantity	\$0.00 per 100	7	\$0.00
Price per additional 50 Regulations Summaries (initial run)	\$0.00 per 50	1	\$0.00
Price per 100 Regulations Summaries for additional runs	\$0.00 per 100	1	\$0.00

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<b>B.2.3: 8.5" x 18.125" - 5 folds (tumbled) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>		<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 1,000 Regulations Summaries for Initial Quantity	\$0.00	per 1,000	1	\$0.00
Price per additional 100 Regulations Summaries (initial run)	\$0.00	per 100	1	\$0.00
Price per 500 Regulations Summaries for additional runs	\$0.00	per 500	1	\$0.00
<b>B.2.4: 8.5" x 21.75" - 6 folds (head to head) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>		<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 10,000 Regulations Summaries for Initial Quantity	\$0.00	per 10,000	3	\$0.00
Price per 1,000 Regulations Summaries (initial run)	\$0.00	per 1,000	5	\$0.00
Price per 1,000 Regulations Summaries for additional runs	\$0.00	per 1,000	1	\$0.00
<b>B.2.5: 8.5" x 25.375" - 7 folds (tumbled) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>		<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per additional 10,000 Regulations Summaries for Initial Quantity	\$0.00	per 10,000	3	\$0.00
Price per additional 1,000 Regulations Summaries (initial run)	\$0.00	per 1,000	5	\$0.00
Price per 1,000 Regulations Summaries for additional runs	\$0.00	per 1,000	2	\$0.00
<b>B.2.6: 8.5" x 29" - 8 folds (head to head) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>		<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 10,000 Regulations Summaries for Initial Quantity	\$0.00	per 10,000	3	\$0.00
Price per additional 1,000 Regulations Summaries (initial run)	\$0.00	per 1,000	5	\$0.00
Price per 1,000 Regulations Summaries for additional runs	\$0.00	per 1,000	1	\$0.00
<b>B.2.7: 8.5" x 32.325" - 9 folds (tumbled) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>		<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 10,000 Regulations Summaries for Initial Quantity	\$0.00	per 10,000	3	\$0.00
Price per additional 1,000 Regulations Summaries (initial run)	\$0.00	per 1,000	5	\$0.00
Price per 1,000 Regulations Summaries for additional runs	\$0.00	per 1,000	1	\$0.00
<b>B.2.8: 8.5" x 36.25" - 10 folds (head to head) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>	<b>Price (\$)</b>		<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 5,000 Regulations Summaries for Initial Quantity	\$0.00	per 5,000	7	\$0.00
Price per additional 1,000 Regulations Summaries (initial run)	\$0.00	per 1,000	5	\$0.00
Price per 1,000 Regulations Summaries for additional runs	\$0.00	per 1,000	1	\$0.00

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<b>B.2.9: 8.5" x 39.875" - 11 folds (head to head) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>		<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 1,000 Regulations Summaries for Initial Quantity		\$0.00 per 1,000	1	\$0.00
Price per additional 100 Regulations Summaries (initial run)		\$0.00 per 100	5	\$0.00
Price per 1,000 Regulations Summaries for additional runs		\$0.00 per 1,000	1	\$0.00
<b>B.2.10: 8.5" x 43.5" - 12 folds (head to head) - All inclusive price for Regulations Summaries as specified in Annex A Statement of Work and the associated appendices.</b>		<b>Price (\$)</b>	<b>Quantity for evaluation</b>	<b>Evaluated Price</b>
Price per 1,000 Regulations Summaries for Initial Quantity		\$0.00 per 1,000	1	\$0.00
Price per additional 100 Regulations Summaries (initial run)		\$0.00 per 100	5	\$0.00
Price per additional 1,000 Regulations Summaries for additional runs		\$0.00 per 1,000	1	\$0.00

subtotal evaluated price (EP) \$0.000

contract period - option year 3

Option Period Total Evaluation Cost = Total **0.000**

#### ANNEX B - FINANCIAL PROPOSAL Financial Evaluation

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Bidder's name:

#### Contract Period and Option Periods

Annex B - Contract Period Evaluated Price = \$0.000

Annex B - 1st option period Evaluated Price = \$0.000

Annex B - 2nd option period Evaluated Price = \$0.000

Annex B - 3rd option period Evaluated Price = \$0.000

**TOTAL EVALUATED PRICE:** \$0.000

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## ANNEX "C"

### SECURITY REQUIREMENTS CHECK LIST

	Government of Canada	Gouvernement du Canada
Contract Number / Numéro du contrat		
Security Classification / Classification de sécurité UNCLASSIFIED		

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

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

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of Canada

Gouvernement  
du Canada

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<b>PART A (continued) / PARTIE A (suite)</b>	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> SECRET SECRET
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux : _____	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>	
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>PRODUCTION</b>	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

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

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**ANNEX "D"**

**ELECTRONIC PAYMENT INSTRUMENTS**

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

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

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**ANNEX "E"**

**FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION**

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

**OR**

- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

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

**OR**

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

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## ANNEX "F"

### EVALUATION GRID

#### REQUEST FOR PROPOSAL: K2A52-210076

**TITLE:** Environment Canada (ECCC) printing of stamps, hunting permits, and Summaries.

**BIDDER:** \_\_\_\_\_

EVALUATION SUMMARY		
MANDATORY REQUIREMENTS	MET	NOT MET

#### MANDATORY CRITERIA

Bidders **MUST** meet the mandatory criteria of the RFP. No further consideration will be given to Bidders not meeting the mandatory criteria.

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

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

Sub-Contractor's experience will not be considered to meet these mandatory criteria.

#### Definitions for the purposes of the mandatory technical criteria

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

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

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### **Key Terms**

**Postage style stamps** – A small usually adhesive label, produced to the same standards as an actual postage stamp, issued by a government and sold for commemorative purposes. It is not to be affixed to items of mail for the purposes of mailing.

**Booklet** – A small folded illustrated cover comprised of one single stamp pane tipped into a predetermined position with brief information on the stamp theme.

**Souvenir sheet** – A small sheet of stamps comprised of one or more perforated stamps, printed with a background design matching with the stamp issue theme.

**Pane** – A complete, attached grouping of stamps within a sheet.

**Folder** – A folded illustrated cover used to enclose one souvenir sheet of stamps or a corner block with brief information on the stamp theme.

**Permit** – Used to authorize an activity which is prohibited by regulations unless authorization is provided by the permit document.

**Philatelic Product** – A collection of products which includes the booklets, folders, sets of stamps and souvenir sheets.

**PVA** – Polyvinyl alcohol

Number	Mandatory Criteria Description	Proposal Reference Page Number
<b>M.1</b>	<p><b>Experience Printing and Producing Stamps and Related Stamp Booklets and Stamp Folders</b></p> <p>The Bidder must demonstrate that it has experience printing and producing postage style stamps with corresponding booklets and folders as described in the Annex "A" Statement of Requirement and all Appendices.</p> <p>To demonstrate that the Bidder has experience printing and producing postage style stamps with corresponding booklets and folders as described in the Annex A Statement of Work, the Bidder must provide a detailed description of two (2) previous contracts for which the Bidder was under contract to one (1) or two (2) external clients to provide the printing and finishing/binding of postage style stamps and corresponding booklets and folders.</p>	
<b>M.1.1</b>	<p><b>Experience Printing and finishing Postage Style Stamps</b></p> <p>The detailed description of the two (2) previous contracts must demonstrate all of the following:</p> <p>M.1.1.a: The postage style stamps printed by the Bidder for EACH of the two (2) described contracts were printed using 4 colour process or printed using a minimum of four (4) different ink colours.</p> <p>M.1.1.b: The postage style stamps printed by the Bidder for at least one (1) of the two (2) contracts were printed using 10-micron stochastic screening for the printed image on the stamp.</p> <p>M.1.1.c: The postage style stamps produced by the Bidder for at least one (1) of the two (2) contracts required 10-pinhole perforation.</p> <p>M.1.1.d: The postage style stamps produced by the Bidder for EACH of the two (2) described contracts required a gummed pane on the unprinted side.</p> <p>M.1.1.e: The quantity of postage style stamps produced by the Bidder for at least one (1) of the two (2) contracts was a minimum of 100,000 individual stamps.</p>	

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Number	Mandatory Criteria Description	Proposal Reference Page Number
M.1.2	<b>Experience Printing and Finishing Related Stamp Booklets</b>  The detailed description of the two (2) previous contracts must demonstrate all of the following:  M.1.2.a: For at least one (1) of the two (2) described contracts, the Bidder printed and produced a minimum of 10,000 related stamp booklets.  M.1.2.b: For at least one (1) of the two (2) described contracts, the Bidder tipped-in to printed stamp or stamp pane in each booklet.	
M.1.3	<b>Experience Printing and Finishing Related Stamp Folders</b>  The detailed description of the two (2) previous contracts must demonstrate all of the following:  M.1.3.a: For at least one (1) of the two (2) described contracts, the Bidder printed and produced a minimum of 10,000 corresponding stamp folders.  M.1.3.b: For at least one (1) of the two (2) described contracts, the Bidder inserted (does not include binding) a printed stamp or stamp pane tipped-in to each folder.	

Number	Mandatory Criteria Description	Proposal Reference Page Number
<b>M.1.4</b>	<p><b>The detailed description for EACH of the two (2) previous contracts must include the following information:</b></p> <p>M.1.4.a: The client information</p> <p>M.1.4.b: The printing and production requirements of the postage style stamps produced by the Bidder, including all of the following:</p> <ul style="list-style-type: none"> <li>- the number of ink colours used to print the stamps;</li> <li>- the stochastic screening requirements (as applicable to the contract);</li> <li>- the perforation requirements of the stamps;</li> <li>- the quantity of individual stamps printed and finished by the Bidder.</li> <li>-</li> </ul> <p>M.1.4.c: As applicable to the Contract, the production requirements for the related stamp booklets produced by the Bidder including all of the following:</p> <ul style="list-style-type: none"> <li>- a description of the required stamp booklets;</li> <li>- a description of how the stamps/stamp panes were tipped-in to the related stamp booklets;</li> <li>- the quantity of stamp booklets printed and finished by the Bidder.</li> <li>-</li> </ul> <p>M.1.4.d: As applicable to the Contract, the production requirements for the related stamp folders including all of the following:</p> <ul style="list-style-type: none"> <li>- a description of the required stamp folders;</li> <li>- the insertion requirements of the stamps/stamp panes into the related stamp folders;</li> <li>- the quantity of stamp folders produced with stamps/stamp panes inserted.</li> </ul>	
<b>M.2</b>	<p><b>Experience Printing Documents with Sequential Numbering</b></p> <p>The Bidder must demonstrate experience in the printing of documents requiring sequential numbering.</p> <p>To demonstrate that the Bidder has experience in the production of printed documents such as the permits described in the Statement of Work (see Appendix "A"). The Bidder must provide a detailed description of three (3) previous contracts, for which the Bidder was under contract to one (1) or two (2) external clients to provide the printing, finishing/binding and serialization of documents as described in the Annex "A" Statement of Work.</p>	
<b>M.2.1</b>	<p>The detailed description of the three (3) contracts must demonstrate that the Bidder sequentially numbered the documents printed and produced for both contracts.</p>	

Number	Mandatory Criteria Description	Proposal Reference Page Number
<b>M.2.2</b>	The detailed description of the three (3) contracts must demonstrate that for at least two (2) of three (3) described contracts the Bidder sequentially numbered a minimum of 150,000 documents as a part of a continuous sequence of numbers.	
<b>M.2.3</b>	<p>The detailed description for EACH of the three (3) contracts must include the following information:</p> <p>M.2.3.a: the client information;</p> <p>M.2.3.b: a description of the printed documents produced by the Bidder;</p> <p>M.2.3.c: the quantity of printed documents produced by the Bidder;</p> <p>M.2.3.d: the numbering sequence (for example from 000001 to 150000) of the sequentially numbered documents produced by the Bidder.</p>	
<b>M.3</b>	<p><b>Experience Printing Universal Product Code (UPC) and Unique Barcodes</b></p> <p>The Bidder must demonstrate that it has experience printing UPCs and unique barcodes.</p> <p>To demonstrate that the Bidder has experience printing UPCs and unique barcodes as described in the Statement of Work, the Bidder must provide a detailed description of a previous contract for which the Bidder was under contract to an external client to print and produce a document or documents with a UPC and a unique barcode.</p>	
<b>M.3.1</b>	<p>The detailed description must include the following for the contract:</p> <p>M.3.1.a: the client information;</p> <p>M.3.1.b: a description of the UPC and unique bar code printing requirements on the documents.</p>	

<b>M.4</b>	<b>Business Continuity Plan (BCP)</b>	
<b>M.4.1</b>	<p><b>Bidder's Corporate BCP</b></p> <p>The Bidder must provide a detailed description of the Bidder's corporate BCP. The description must demonstrate the extent to which the Bidder's current corporate BCP has been developed and implemented within the Bidder's organization.</p> <p>The description of the Bidder's current BCP must provide information to demonstrate all of the following:</p> <p>M.4.1.a: The Bidder's BCP is part of the Bidder's corporate policies and procedures.</p> <p>M.4.1.b: The Bidder's BCP has been tested for "real world" relevance and has been reviewed and revised as required in order to be current;</p> <p>M.4.1.c: The Bidder has established a corporate management team for Business Continuity with defined roles and responsibilities;</p> <p>M.4.1.d: The Bidder has established protocols for Business Continuity for escalating levels of incident management up to disaster recovery;</p> <p>M.4.1.e: How the BCP is communicated throughout the company.</p>	
<b>M.4.2</b>	<p><b>BCP to maintain production and delivery to meet the Environment Canada production requirements</b></p> <p>The Bidder must provide a BCP to maintain production and delivery to meet the Environment Canada production requirements during events that would negatively impact its normal operations.</p>	
<b>M.4.2.1</b>	<p>The Bidder must identify each facility (physical plant where the work required under the Contract would be carried out including facilities that are owned by same legal entity as the Bidder and/or joint venture partner[s]) that will be used to complete the work as described in Annex "A" Statement of Work.</p>	

<b>M.4.2.2</b>	<p>The BCP must describe the Bidder's current capability to maintain production and delivery to meet the requirements of the Statement of Work for all of the following work activities:</p> <p>M.4.2.2.a: Printing of stamps using 10-micron stochastic screening;</p> <p>M.4.2.2.b: Finishing of stamps (including perforation);</p> <p>M.4.2.2.c: Printing of booklets and folders;</p> <p>M.4.2.2.d: Finishing of booklets including tipping in of stamps in the booklets or folders</p> <p>M.4.2.2.e: Finishing of folders including insertion of stamps in the folders</p> <p>M.4.2.2.f: Printing and finishing (including application of U-glue, scoring, folding, perforation and sequential numbering) of permits as specified in the Statement of Work</p> <p>M.4.2.2.g: Printing and finishing (folding) of summaries as described in the Statement of Work</p> <p>The Bidder must provide a description of the Bidder's equipment and the number of resources to be used to complete the required production for each of the activities listed above (a – g).</p> <p>The Bidder must provide a back-up plan including a description of the equipment and the number of resources available to ensure continuity of production during events that would negatively impact its normal operations.</p>	

**BIDDERS NOT MEETING THE MANDATORY REQUIREMENTS WILL BE  
CONSIDERED AS NON RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION**