

**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 a Standing Offer Demande d'offre à commandes

## National Master Standing Offer (NMSO)

### Offre à commandes principale et nationale (OCPN)

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

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

## Comments - Commentaires

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

**Issuing Office - Bureau de distribution**

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 of forms and booklets Printing of forms and booklets	
<b>Solicitation No. - N° de l'invitation</b> 47419-212612/A	<b>Date</b> 2020-11-09
<b>Client Reference No. - N° de référence du client</b> 47419-21-2612	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$CW-035-79289
<b>File No. - N° de dossier</b> cw035.47419-212612	<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 2020-12-02</b> Heure Normale du l'Est HNE	
<b>Delivery Required - Livraison exigée</b> See Herein – Voir ci-inclus	
<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> CANADA BORDER SERVICES AGENCY 2215 Gladwin Crescent, Entrance Ottawa Ontario K1A0L8 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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 (type or print)</b>	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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**REQUEST FOR STANDING OFFER (RFSO) FOR THE SUPPLY OF FORMS & LABELS FOR  
CANADA BORDER SECURITY AGENCY (CBSA)**

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Amd. No. - N° de la modif.  
File No. - N° du dossier  
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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

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

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

### 1.2 Summary

The Canada Border Services Agency (CBSA) requires an Offeror to provide printing services for the supply of a variety of CBSA forms, labels, tags, booklets or notebooks. The Offeror will be responsible for the printing, reproduction, finishing, and distribution of forms, labels, tags, booklets and notebooks, as well as functions such as tracking and reporting on activities related to Call-ups throughout the period of the Standing Offer.

CBSA will issue Call-ups to the Offeror for the production of the required forms, labels, tags, booklets and notebooks on an "if and when required" basis and delivery to the final destination(s) specified in each Call-up. Destinations may include (but not limited to) the distribution centers in Rigaud, Québec; Ottawa, or Oshawa, Ontario; and Winnipeg, Manitoba; as well as other locations within Canada and possibly overseas.

The standing offer will be valid from date of issuance (February 1, 2021) to January 31st, 2022 with four (4) one (1) year options.

Offerors must submit a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2006.

For services requirements, Offerors in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the Request for Standing Offers (RFSO).

The requirement is limited to Canadian goods and/or services.

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

This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

### 1.3 Security Requirements

There are no security requirements associated with the requirement of the Standing Offer.

### 1.4 Debriefings

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

### 1.5 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

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

### 1.6 Key Terms

**Standing Offer** - An offer from a supplier to provide goods and/or services to clients at prearranged prices or pricing basis and under set terms and conditions for a specified period on an as-and-when requested basis. A separate contract is entered into each time a call-up is made against a standing offer. When a call-up is made, the terms and conditions are already in place and acceptance by Canada if the supplier's offer is unconditional. Canada's liability is limited to the actual value of the call-ups made within the period specified in the standing offer.

**Standing Offer Holder** - A fully qualified Offeror (an individual or firm who submits an Offer in response to a Request for Standing Offer) who is subsequently authorized and in possession of a Standing Offer.

**Call-up Against a Standing Offer** - An order issued under the authority of a duly authorized user against a particular standing offer. Communication of a call-up against a standing offer to the offeror constitutes acceptance of the standing offer to the extent of the goods, services, or both, being ordered and causes a contract to come into effect. The parties to the contract that comes into effect when a call-up against a standing offer is made are Canada, as represented by the Minister of Public Works and Government Services and the offeror.

## **PART 2 - OFFEROR INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

### **2.2 Submission of Offers**

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

Department of Public Works and Government Services  
Bid Receiving Unit  
Place du Portage, Phase III, Core 0B2  
11 Laurier Street  
Gatineau, Quebec  
For couriers: J8X 4A6  
Telephone: (819) 956-3370

For regular mail: K1A 0S5

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

### **2.3 Former Public Servant**

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

#### **Definitions**

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

YES ( ) NO ( )

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

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

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

### Work Force Adjustment Directive

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

YES ( ) NO ( )

If so, the Offeror must provide the following information:

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

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

## 2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority ([Andrea.Keyserlingk@tpsgc-pwgsc.gc.ca](mailto:Andrea.Keyserlingk@tpsgc-pwgsc.gc.ca)) no later than **eight (8) calendar** days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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Amd. No. - N° de la modif.  
File No. - N° du dossier  
cw03547419-212612

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

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

## **2.5 Applicable Laws**

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

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

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

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

If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Canada requests that offerors provide their offer 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 Offeror is simultaneously providing copies of its offer using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

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

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

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

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, Offerors 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 Offer**

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

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with Annex "B", Basis of Payment.

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

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

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

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

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

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

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

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

###### **Definitions for the purposes of evaluation:**

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

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

### **M.1 CORPORATE EXPERIENCE**

The Offeror must demonstrate that he has contracted or has been contractually bound with a minimum of five (5) separate external clients (outside of the Offeror's own company). These contracts with at a minimum of five (5) separate external clients must be for the production of printing and finishing of multi-part forms, flat forms, labels, tags, booklets or notebooks. The Offer must provide the start date or the completion date to demonstrate that the contract was started or completed after January 1, 2016.

Out of the five (5) separate external clients the Offeror must have personally produced through his own machinery at least one (1) of the products (production of printing and finishing of multi-part forms, flat forms, labels, tags, booklets or notebooks) in at least three (3) of the aforementioned contracts. For the remaining two (2) contracts, the Offeror may show experience gained through the use of subcontracting.

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

To demonstrate this corporate experience with external clients the Offeror must provide the following information in a description of each contract:

- i. The Contract reference number or name.
- ii. A complete description of the printing and finishing requirements of the multi-part forms, flat forms, labels, tags, booklets or notebooks supplied under the Contract. The combined descriptions of all of the contracts must demonstrate that the Offeror provided the printing and finishing multi-part forms, flat forms, labels, tags, booklets or notebooks.
- iii. The complete client contact information.

Firm/Department name  
Name of contact person and their title  
Address of the firm

- 
- iv. If subcontractors are used to show corporate experience for two (2) contracts, the Offeror must provide a complete and detailed description of the work performed by the subcontractor. The Offeror must also provide the subcontractor's contact information

## **M.2 Financial Offer**

The Offeror MUST provide costing information strictly in accordance with the Basis of Payment at Annex B. Any deviation from the pricing schedule will render an offer non-responsive.

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

### **4.1.2 Financial Evaluation**

#### **4.1.2.1 Evaluation of Price**

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

#### **4.1.2.2 Financial Evaluation Criteria**

Offers declared fully responsive according to the criteria identified in section 2 Basis of Selection below will be evaluated based on the prices proposed in the Financial Offers.

The Offeror must identify prices and rates in accordance with Annex B: Basis of Payment Excel spreadsheet being distributed through [buyandsell.gc.ca](http://buyandsell.gc.ca).

The Evaluated Price (EP) is the sum of quantity for evaluation purposes calculations in Annex B for the standing offer period and the option periods.

## **4.2 Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Offer

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

##### 5.1.2.1 Canadian Content Certification

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

###### 5.1.2.1.2 This procurement is limited to Canadian services.

The Offeror certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#)

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

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## **5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/canada-labour/s) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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

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

### **5.2.3.1 Canadian Content Certification**

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

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

### **A. STANDING OFFER**

#### **6.1 Offer**

**6.1.1** The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### **6.2 Security Requirements**

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

#### **6.3 Standard Clauses and Conditions**

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

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

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

#### **6.4 Term of Standing Offer**

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

The period for making call-ups and providing services against the Standing Offer is from issuance (February 1<sup>st</sup>, 2021) of Standing Offer to January 31, 2022 inclusive.

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

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for additional 4 (four) 1 (one) year periods under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority any time before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

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

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the standing offer.

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## 6.5 Authorities

### 6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Andrea Keyserlingk  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Communication Procurement Directorate  
Address: 360 Albert Street, 12<sup>th</sup> floor, Ottawa, Ontario

Telephone: Will be provided after issuance of the Standing Offer

E-mail address: [TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca)

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

### 6.5.2 Project Authority

The Project Authority for the Standing Offer is:

**Information will be included at time of issuance of the Standing Offer**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 6.5.3 Offeror's Representative

The Offeror's Representative for the Standing Offer is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 6.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer are representatives from Canada Border Service Agency (CBSA) Contracting and materiel management division (NCR).

## 6.8 Call-up Procedures

The Offeror must accept Call-ups issued between **8:00 am and 4:00 pm Eastern (Ottawa) time**, Monday through Friday inclusive.

Call-ups will be issued to the offeror by e-mail or fax. The Offeror must confirm receipt of a call-up within 24 to 48 hours as detailed below.

When a Call-up is issued, the Offeror must verify the information contained in the Call-up to ensure that no pertinent information is missing before taking the required steps to complete the Call-up.

Call-ups are placed throughout the year and any Call-up may be for a single form, label, tag, booklet or notebook or for multiple forms, labels, tags, booklets or notebooks.

## 6.9 Call-up Instrument

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority any time before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
  - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
  - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
  - standing offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;

- total value of the call-up;
- point of delivery;
- confirmation that funds are available under section 32 of the Financial Administration Act;
- confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

#### **6.10 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$300,000.00 (Applicable Taxes included).

#### **6.11 Financial Limitation**

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

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or six (6) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

#### **6.12 Priority of Documents**

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services;
- e) the general conditions 2030 (2020-05-28), General Conditions - Higher Complexity - Goods;
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- j) the Offeror's offer dated \_\_\_\_\_.

#### **6.13 Certifications and Additional Information**

##### **6.13.1 Compliance**

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

##### **6.13.2 SACC Manual Clauses**

SACC Manual clause M3060 (2008-05-12) Canadian Content Certification.

#### **6.14 Applicable Laws**

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

#### **6.15 Transition to an e-Procurement Solution (EPS)**

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

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

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

#### **6.16 Paper - Price Adjustment - Standing Offer**

Offerors must provide their base transaction cost(s) and the quantity of the paper on which the base transaction cost is established in their offer as follows:

- a. 220M Bristol - coloured - standard (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. 180M index- coloured - standard (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: \_\_\_\_\_.

- c. 100M offset - coloured - standard (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: \_\_\_\_\_.

- d. 32M bond - white (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: \_\_\_\_\_.

- e. 40M bond - white (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: \_\_\_\_\_.

- f. 40M bond - grain long 8½" side (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: \_\_\_\_\_.

- g. 48M OCR bond - white - grain long (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: \_\_\_\_\_.

- h. 40M bond – coloured - standard (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: \_\_\_\_\_.

- i. 100M offset - white (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: \_\_\_\_\_.

- j. Rolland Opaque 50 Text, Bright White, Smooth 120 lb. (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: \_\_\_\_\_.

- k. 115.0 lb EuroArt Gloss Text. (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: \_\_\_\_\_.

- l. 30M CB register bond – blue – white-buff-goldenrod (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: \_\_\_\_\_.

- m. 30M CF register bond – white-yellow-pink-green-goldenrod-canary-blue (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: \_\_\_\_\_.

- n. 30M CFB register bond –canary-buff-white-pink (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: \_\_\_\_\_.

- o. 30M CB register bond –white (8½" x 11") (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: \_\_\_\_\_.

- p. 30M CB register bond - white (8½" x 14" + stub) (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: \_\_\_\_\_.

- q. 30M CFB register bond – blue (8½ x 14) (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: \_\_\_\_\_.

- r. 30M CF register bond - canary (8½ x 14) (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: \_\_\_\_\_.

- s. 30M CF register bond - goldenrod (8½ x 11 + stub) (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: \_\_\_\_\_.

- t. 28M CFB register bond – canary-buff-light green (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: \_\_\_\_\_.

- u. 28M CFB register bond – canary – pink - light green (8½ x 11 + stub) (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: \_\_\_\_\_.

- v. 120M offset - white (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: \_\_\_\_\_.

- w. 200M deluxe tag - manila (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: \_\_\_\_\_.

- x. 200M Tag - manila natural (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: \_\_\_\_\_.

- y. White patent coated box/sign board, calliper .018" with full stop card (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: \_\_\_\_\_.

- z. Recycled acid free #65 - sand (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: \_\_\_\_\_.

- aa. 34M CFB register bond – canary – pink (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: \_\_\_\_\_.

- bb. 24M CB register bond – white (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: \_\_\_\_\_.

- cc. 24M CBF register bond – canary – pink - white (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: \_\_\_\_\_.

- dd. 24M CF register bond - green – white (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: \_\_\_\_\_.

- ee. 24M register bond – white- light blue – light green – light pink (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: \_\_\_\_\_.

- ff. Carbon paper, black, one time utilization (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: \_\_\_\_\_.

- gg. 160M offset alkaline - white (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: \_\_\_\_\_.

- hh. 180M Bristol - coloured (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: \_\_\_\_\_.

- ii. CC1S (cast coated 1 side) white (.010 pt. cal.) 160M (20"x 26") (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: \_\_\_\_\_.

- jj. No.1 offset 160M, white (25" x 38") (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: \_\_\_\_\_.

- kk. 10pt coated cover, coated one (1) side (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: \_\_\_\_\_.

- ll. 100M white, Opaque (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: \_\_\_\_\_.

- mm. Cover 100pt board (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: \_\_\_\_\_.

- nn. Cover Black Cloth Leather finish (synthetic leather) (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: \_\_\_\_\_.

- oo. End leaves on black paper stock 100lb text in black no printing (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: \_\_\_\_\_.

- pp. Text 60lb number 2 offset (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: \_\_\_\_\_.

- qq. Cover: 10 point Coated 1 Side white (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: \_\_\_\_\_.

- rr. First 12 page signature sewn bound signature and the 1st and last sheet glues to the book: No. 1 Offset 160M, white (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: \_\_\_\_\_.

ss. Balance of sewn bound signatures: Multi-purpose bond 40M, white (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: \_\_\_\_\_.

tt. 120M litho vellum - white (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: \_\_\_\_\_.

uu. Tyvek white .0076 per 1000 inch (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: \_\_\_\_\_.

vv. Tyvek .008 white (MUST be waterproof and tamperproof) (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: \_\_\_\_\_.

ww. 100M gloss - white (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: \_\_\_\_\_.

xx. Tyvek 1703 (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: \_\_\_\_\_.

yy. Tyvec 1073, Flood coat green (2 sides), UV Varnish both sides (UV and fade  
protection) with paper patch and metal eyelet. (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: \_\_\_\_\_.

Upon request from the Standing Offer Authority, offerors must provide supporting documentation to  
confirm the base transaction cost. Such documentation may consist of a copy of the quotation from the  
paper supplier(s).

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## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

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

Section 19 Interest on Overdue Accounts, of 2030 (2008-12-12) will not apply to payments made by credit cards.

#### **7.2.2 Supplemental General Conditions**

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

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

#### **7.3.2 Delivery Date**

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

Any exceptions will be discussed with the Contractor prior to issuance of call-up

### **7.4 Proactive Disclosure of Contracts with Former Public Servants**

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

### **7.5 Payment**

#### **7.5.1 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/firm lot prices, as specified in Annex B for a cost of \$\_\_\_\_\_ (**insert the amount at contract award**). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

### 7.5.2 Limitation of Price

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.

SACC Manual clause C6000C (2017-08-17) Limitation of Price

### 7.5.3 SACC Manual Clauses

SACC Manual clause H1000C (2008-05-12) Single Payment  
SACC Manual clause H1001C (2008-05-12) Multiple Payments

### 7.5.4 Electronic Payment of Invoices – Call-up

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

### 7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Project Authority.
2. The Contractor must distribute the invoices as follows:

The original must be emailed to the Technical and Contracting/Call-up Authorities identified under the section entitled "Authorities" of the Contract for certification and payment. (Include the Standing offer number, the department reference number as well as the call-up number on the invoices).

One (1) copy (via email) must be forwarded to the Standing Offer Authority identified under the section entitled "Authorities" of the Contract.

### 7.7 Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

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## 7.8 SACC Manual Clauses

SACC Reference	Section	Date
P1005C	Packaging and Packing of Printed Products	2010-01-11
P1010C	Quality Levels for Printing	2010-01-11
P1011C	Quality Levels for Colour Reproduction	2010-01-11
P1013C	Quality Level for Forms	2010-01-11
P1015C	Quality Levels for Labels	2010-01-11
P1016C	Quality Levels for Binding	2010-01-11

## 7.9 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.

## 7.10 The Articles of Agreement;

- the 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- 2030 (2020-05-28), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.
- 4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information;
- Annex "A", Statement of Work;
- Annex "B", Basis of Payment
- the Offeror's bid dated **TBD**.

## 7.11 Dispute Resolution

- The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- 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.
- 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.
- Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

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## ANNEX "A"

### STATEMENT OF WORK

#### A.1.0 Summary:

The Canada Border Services Agency (CBSA) requires an Offeror to provide printing services for the supply of a variety of CBSA forms, labels, tags, booklets and notebooks. The Offeror will be responsible for the printing, reproduction, finishing, and distribution of forms, labels, tags, booklets and notebooks, as well as functions such as tracking and reporting on activities related to Call-ups throughout the period of the Standing Offer.

#### A.2.0 Background Information:

In the current environment, CBSA manages the supply of forms, labels, tags, booklets and notebooks through individual transactions with multiple contractors. These transactions consisting primarily of forms, tag, booklets, notebooks and labels being delivered to any or all distribution centres or delivered directly to the CBSA Project Authority as specified in the Call-up or distributed according to a distribution list.

#### A.3.0 Overview – Forms, labels, tags, booklets and notebooks:

CBSA will issue Call-ups to the Offeror for the production of the required forms, labels, tags, booklets and notebooks on an "if and when required" basis and delivery to the final destination(s) specified in each Call-up. Destinations may include the distribution centres in Rigaud, Québec; Ottawa, or Oshawa Ontario; and Winnipeg, Manitoba; as well as other locations within Canada and possibly overseas.

Call-ups will be placed in accordance with the processes detailed *clause 6.8 Call-up Procedures*.

CBSA forms, labels, tags, booklets and notebooks consist of two (5) distinct categories of products as follows:

- Category 1 - Flat Forms
- Category 2 - NCR
- Category 3 - Carbon Loaded
- Category 4 - Tag, Booklets and Notebooks
- Category 5 - Labels

The quantities of the various forms, labels, tags, booklets and notebooks ordered and the Call-up frequency of any of the various products required, are subject to specific demands at the individual offices, and is therefore outside of CBSA ability to definitely state. The Offeror must have the capacity and flexibility to respond to foreseen and unforeseen Call-ups in the standard turnaround times described in 9.1 to 9.5 of the **Annex "A", Statement of Work**.

#### A.4.0 Offeror's Representative:

The Offeror must have a dedicated contact person, and a trained backup, to enable CBSA designated users (**CBSA-Form Management Group (FMG) Project /Technical Authorities, and CBSA Regional and HQ Project Authorities**) to get immediate information regarding the status of all aspects of a Call-up by telephone or e-mail. The CBSA designated user may request status updates on a Call-up by Call-up number, CBSA product number and CAS material number, user identification, title of the forms, labels, tags, booklets and notebooks ordered, delivery address, quantities requested and date of processing.

Upon request, the Offeror must provide information covering the status of individual Call-ups, including the CBSA items in production and CBSA material being distributed.

The Offeror must respond to requests for information within 24 hours. The information provided concerning the status of forms, labels, tags, booklets and notebooks in production or being distributed under a Call-up must be up to date within 24 hours of a change in their status.

#### **A.5.0 Print Quality:**

Informational quality level will apply to all forms, labels, tags, booklets and notebooks, in accordance with the Public Works and Government Services (PWGSC) Publications entitled "Quality Levels for Labels", "Quality Level for Forms", "Quality Levels for Printing", and "Quality Levels for Colour Reproduction", "Quality Levels for Binding", latest issues, where applicable. The Offeror must ensure that the quality level is met for all the forms, labels, tags, booklets and notebooks produced.

#### **A.6.0 Overrun / Underrun:**

Underruns (2% of underruns will be accepted). No overruns will be accepted. If overruns are delivered, they will be returned to the offeror or accepted at no cost to Canada.

#### **A.7.0 Environmental Criteria for Printing Inks:**

In order to reduce the environmental impact of its print publishing activities, the Government of Canada chooses to use inks that are considered environmentally friendly, containing vegetable oil-based materials. The printing inks used in call-ups awarded under this Standing Offer will adhere to the following criteria for % of vegetable oils as well as the % of VOC within the ingredients composing the ink.

##### **A.7.1 Volatile Organic Compounds (VOC) Criteria:**

The common VOC in a conventional lithographic printing ink is high-boiling aliphatic petroleum distillate. This distillate is used to dissolve the resins that will eventually bind to the substrate during printing. The amount of ink VOC that is released to the atmosphere depends on the process; heatset inks release 80% of their VOCs while sheetfed inks release only 5%. VOC in an environmentally friendlier ink would be below 18 wt% for sheetfed inks, below 30% for sheetfed varnishes, and below 40 wt% for heatset inks and heatset overprint varnishes.

##### **A.7.2 Vegetable Oil Criteria:**

Vegetable oils are renewable resources and can include Linseed Oil, Soya Oil, China wood Oil and similar plant oils or combinations of them. In conventional lithographic printing inks (heat set and sheet fed) these oils and their derivatives can be used as is, or modified to provide the appropriate press and finished product properties. The Vegetable oil-based materials in an environmentally friendlier ink would be above 25 wt% for sheet fed inks and overprint varnishes, and above 10 wt% for headset inks and overprint varnishes.

#### **A.8.0 Papers:**

Whenever possible, the Government of Canada uses only paper stocks considered to be environmentally friendly. Selection of these papers is based on factors such as sustainable development, life-cycle management and/or forest management. For this Standing Offer, only papers from manufacturers certified under the Environmental Choice Program (ECP), or who are using fiber originating from a sustainably-managed forest certified to a third-party verified forest certification standard such as the Forestry Stewardship Council (FSC), Sustainable Forestry Initiative (SFI) or the Canadian Standards

Association Sustainable Forest Management Standard (CSASFMS) will be acceptable for completion of the work.

Paper specifications for each project will be provided to Offeror in the call-up. Should the Call-up specify a paper brand name that does not meet the environmental criteria stated above, offeror will:

- so inform the **CBSA-Form Management Group (FMG) Technical Authority**
- suggest an alternative paper, having equivalent specifications, that meets the criteria. The **CBSA-Form Management Group (FMG) Technical Authority** will inform the Offeror in writing of their approval of the suggested alternative paper or of their decision not to change from the originally specified paper.

#### **A.9.0 Scope of Printing Services:**

The Offeror must provide the most cost-effective way of meeting the supply requirements. The Offeror must determine the printing, reproduction and finishing methods best suited to meet the demands of supplying the individual forms, labels, tags, booklets and notebooks required in each Call-up. The Offeror may use either offset (metal plates), or direct imaging, or electronic (including digital presses) reproduction methods to produce any of the work provided the criteria for the print quality level stated on the individual Call-up is met.

The Offeror must deliver the entire quantity of CBSA forms, labels, tags, booklets and notebooks ordered for each Call-up and ship to the identified final destination(s) in accordance with the service levels specified in this Annex "A" Statement of Work.

Should the Offeror choose to store quantities and later ship from inventory, the Offeror accepts all costs associated with the printing, finishing and storage of the quantities of forms, labels, tags, booklets and notebooks produced in advance including, but not limited to, production costs, carrying costs, the cost to destroy obsolete inventory as a result of any design change, and the cost to destroy any remaining inventory at the end of the Standing Offer period. CBSA takes NO responsibility and will not authorize the printing, reproduction and finishing of any quantities for the purpose of establishing an inventory of forms, labels, tags, booklets and notebooks in storage. The Offeror may request information from CBSA to confirm if any changes are anticipated within the coming six (6) month period.

It is the Offeror's responsibility to ensure that the version of the forms, labels, tags, booklets and notebooks artwork that the Offeror is using as the basis to print the documents is the correct version.

#### **A.9.1 Category 1, 2, 3 – Forms**

The Offeror must supply various types of forms as required by CBSA. Refer to Annex "B" (Attach Excel Spreadsheet) for individual product specifications. The following are examples of typical **forms only**, and is in no way an exhaustive list of specifications for the forms that will be ordered under this Standing Offer:

##### **A9.1a Category 1 - Flat Forms**

**Flat forms** - sizes varying from 4 ¼" X 5 ½", and up to 17" x 22", printed 1 side, 2 sides in black and/or 1 PMS colour, with possibility of folding, stapling, gluing or padding;

##### **A9.1b Category 2 - NCR**

**Unit sets** - Carbon interleaved, NCR with or without stubs;

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### **A9.1c Category 3 – Carbon Loaded**

**Continuous forms** - 1 part or multiple, carbon interleaved, NCR;

#### **A.9.3 Bar Code Number/Serial Numbering: (see Annex “D” for specifications)**

**Forms that have serial or bar code numbers** - The initial start and end for the first order of bar codes or serial numbers will be supplied by CBSA-Form Management Group (FMG) Technical Authority and thereafter the Offeror will manage the numbering sequences for the on-going print runs. Normally a code 3 of 9 bar code is required and stated on the print run specifications. These control numbers are not to be duplicated and continue from one print run to the next. The CBSA-Form Management Group (FMG) Technical Authority will confirm the number sequence prior to each printing. The specifications for each Call-up will specify whether crash printing is acceptable.

**Missing numbers are not acceptable. Boxes must be numbered sequentially and content serial numbers indicated on outside of container. All serial numbered boxes must be placed on skids with the lowest number on top reading across from left to right so that the highest numbers will be at the bottom on the skids.**

#### **A.9.4 Category 5 – Labels**

The Offeror must supply various types of labels, printed in rolls, continuous fanfold or single-sheets as specified in each call-up, with either, specific text, barcodes or numbering, or a combination of these components, printed in black and/or 1 PMS colour, with the additional possibility of a perforation, fan-folding, scoring and varnishing.

The Offeror must deliver all forms to the specified destination within 20 business days or as specified in the Call-up. Normally, these forms are required on an annual basis, but reprints are occasionally required, as is the case with letterhead stock. In certain cases, more or less time may be required for production, as determined by the CBSA-Form Management Group (FMG).

#### **A.9.5 Finishing:**

##### **A.9.5.1 Forms/Labels**

Finishing operations for forms, labels, tags, booklets and notebooks may include, but are not limited to:

- Trimming - to specified sizes
- Folding
- Collating - individual sheets in sequence or in sets; collated sheets may be padded; pulp board backing may be requested for pads.
- Hole drilling - various numbers, sizes and location
- Carbonless paper or Register Bond with interleaved carbon paper
- Die Cutting
- Binding with stubs or glue
- Roll product
- Perforating - various numbers, patterns and location
- Sequential numbering - various numbers, sizes and locations
- With or without stubs

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#### **A.9.5.2 Forms Book:**

Finishing operations may include, but are not limited to:

- Wire stitching - side stitching, and possible other stitching methods
- Adhesive binding - various adhesive binding techniques
- Mechanical binding - includes spiral, wire-o, cerlox, Acco fasteners; binding material may be metal or plastic; colours may be required
- Sewn – various binding styles including soft cover and case binding

#### **A.10.0 Proofs and Samples**

When proofs are required as part of a Call-up (one complete set of blueprints or digital proofs), proofs must be submitted for approval to the Call-up Authority as identified for each Call-up prior to production. Proofs must be backed-up, trimmed and folded to size as specified. Proofs will be approved by the Call-up Authority named in the Call-up within two (2) business days. Production must not proceed until the Call-up Authority has given approval to proceed in writing. Proofs must be accounted for within the specified schedule.

Finished samples (1 to 10 printed copies to be supplied for CBSA files in addition to the specified print run) may be required and will be specified in each Call-up.

Neither proofs nor samples are necessary for Product C: On-Demand Decentralized Forms.

#### **A11.0 Material Supplied**

CBSA provides material for reproduction in the formats described above.

For each call-up, prepress material will be supplied as camera ready (hard) copy or in electronic format (PDF), where applicable, by e-mail or on CD or DVD, utilizing Adobe's Live Cycle designer software or other (PC Platform). However, there may be groups within CBSA that will send hard copy files by regular mail or electronic files independently of CBSA/Form Management Group (FMG).

The Offeror must contact the CBSA Representative immediately if the supplied media varies from the description of the materials as stated in the specifications. The Offeror must also contact the CBSA Representative if there are problems accessing or processing the files, outputting film or reproducing from the supplied media.

Some files may consist of a one-time print requirement while other files may be used in multiple reproductions over the term of the Standing Offer. The Offeror must use the most recent version of the artwork as supplied by CBSA. When a Call-up for reprint is received, the Offeror must review the specifications for accuracy as well as verify the artwork.

#### **A.12.0 Components of the Work**

All original material supplied (artwork, electronic media) or created during production (negatives, separations, proofs) for any printing requirement is deemed to be property of Canada and must be forwarded at no cost to Canada, upon completion of the Call-up with the specified samples to the designated CBSA Representative.

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### **A.13.0 Distribution and Shipping Services**

The Offeror must ensure the timely and safe arrival of all goods at the destination(s) specified in each Call-up.

For all large/bulk shipments transported by ground, the Offeror must inform the Call-up Authority of the departure date and time, any and all delays, anticipated arrival at destination and actual arrival of the shipment at the final destination.

The Offeror must obtain the best shipping rates and delivery time frames available to the Offeror. The Offeror must negotiate the most cost-effective rates possible on an ongoing basis and make arrangements for different methods of shipping with different shippers for services that require the recipient to sign the waybill upon delivery of the shipment.

The distribution services tasks include all procedures that must be performed to prepare products for shipping. The Offer must follow the Labelling, packing and packaging requirements listed in paragraph 13.1 and 13.2. Any deviations will be refused at the warehouse and returned to the offeror at the Offeror's cost. The offeror will have 48 hour to meet the requirements of labelling, packing and packaging and return them at no extra cost to CBSA.

#### **A.13.1 Labelling**

Each box carton, package etc. must be labeled showing:

**See Annex "D" for LABEL AND BAR CODE INFORMATION details**

Boxes must be numbered sequentially. When applicable, serial numbers or human readable component of the contents must have the start and end numbers within each carton listed on the outside of the container. This is for inventory management use by CBSA offices.

#### **A.13.2 Packing**

Forms, labels, tags, booklets and notebooks must always be packaged in the most economical method (i.e. envelope, bubble wrap, paper wrap, box etc.) that can hold and protect the total quantity requested, as well as permit the lowest transportation rates or charges via the mode of transport selected or authorized.

The Offeror must package in accordance with appropriate commercial standards that ensure safe arrival at destination in an undamaged condition. The Offeror must supply and use new packaging materials only. Forms, labels, tags, booklets and notebooks must be packaged so that there is no movement of product once placed in the box.

For all shipments exceeding 0.566m<sup>3</sup> or 15.88 kg (20 ft<sup>3</sup> or 35 lbs.), except for those shipped by courier, the following applies

**See Annex "G" for SKID DIAGRAM AND SPECIFICATIONS**

- The Contractor must strap, and if necessary wrap, shipments on standard 40" x 48" wood pallets. The four-way forklift entry pallet shall be supplied at no charge to CBSA. Total height, including pallet, must not exceed 47". The pallet load must not extend further than 1" from any edge of pallet.
- A "Do Not Double Stack" sign will be placed on all 4 sides and the top of each pallet.
- A heavy gauge cardboard corner piece will be placed on all 4 corners.

When serial numbers are applied to the contents, forms, labels, tags, booklets and notebooks must be packed sequentially in descending order. Serial numbered boxes packed on skids must be packed with the lowest numbers on top reading across from left to right.

### **A.13.3 Warehousing Restrictions**

Deliveries to the warehouses must be made during regular working hours of between 7:00 a.m. and 3:00 p.m., local time, to the point of delivery, Monday through Friday, excluding statutory holidays in the province of the point of delivery.

The standard level of service for Call-up processing, handling and final delivery within Canada and internationally will be completed within the number of business days as specified in paragraphs 7.3.2.

### **A.14.0 Liquidated damages for non-compliant skids**

1. If the Contractor fails to deliver the goods within the time specified in the Contract, or approved TA as applicable, the Contractor agrees to pay to Canada liquidated damages in the amount of \$100.00 for each skid. The total amount of the liquidated damages must not exceed 10 percent of the Minimum Contract Value.
2. Canada and the Contractor agree that the amount stated above is their best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is it to be interpreted as, a penalty.
3. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any liquidated damages owing and unpaid under this section.
4. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.

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47419-212612  
Client Ref. No. - N° de réf. du client  
47419-212612

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cw03547419-212612

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

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## ANNEX "B"

### BASIS OF PAYMENT

#### FINANCIAL EVALUATION / PRICING SCHEDULE

The Offeror will be paid firm all-inclusive prices for the printing and production to final products as described in **Annex A, Statement of Work**. The firm all-inclusive prices must include all materials and activities (set-up charges, custom die-cutting, provision of proofs, production of forms, provision of samples, storage, overprinting of numbering and barcodes if applicable, packaging materials, labels and their application) to supply the final products and ready the items for shipping and delivery to the destination address(es) and delivery to destination address(es) identified in each Call-up.

**All prices are FOB Destination, in Canadian funds, duty and excise taxes included, all applicable taxes extra. Freight/delivery charges must be included in price.**

Payment will be made in accordance with the quantities specified in Call-up. Payment will be made following the complete delivery of the items to the final destination specified in each Call-up and in accordance with article 7.5 Payment.

#### TRAVEL AND LIVING EXPENSES

Canada will not accept any travel and living expenses incurred by any Offeror to satisfy the terms of any resulting Standing Offer / Call-up.

The Offeror must supply various types of product as required by CBSA. Refer to **Attach Excel Spreadsheet** for individual product specifications.

## Annex B: Basis of Payment 001

**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 CD/DVD OR USB (CONTAINING THE COMPLETED EXCEL FILE) ALONG WITH A PRINTED COPY OF THE EXCEL FILE.**

Bidder Name

Signature

Date

Annex B consists of Eight (8) worksheets:

Worksheet 1: Basis of Payment - Paper - Price Adjustment

Worksheet 2: Instructions

Worksheet 3: **Evaluation Summary** Total Prices for all worksheets; Standing Offer period and all 4 option years

Worksheet 4: **Category 1 Flat Forms** - Initial Standing Offer period plus 4 option years

Worksheet 5: **Category 2 NCR Forms** - Initial Standing Offer period plus 4 option years

Worksheet 6: **Category 3 Carbon Loaded Forms** - Initial Standing Offer plus 4 option years

Worksheet 7: **Category 4 Unique Forms** - Initial Standing Offer period plus 4 option years

Worksheet 8: **Category 5 Labels** - Initial Standing Offer period plus 4 option years

Price standing offer period							
1st option year							
2nd option year							
3rd option year							
4th option year							

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

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### **Paper - Price Adjustment**

1. The resulting standing offer will contain a provision for price adjustment (increase or decrease) of the portion of the price directly related to the base transaction cost of paper. Price adjustment will apply only to increase or decrease of the base transaction cost of paper that may occur at any time during the resulting standing offer period but not before thirty (30) days after the issuance of the standing offer.

2. Offerors must provide their base transaction cost(s) and the quantity of the paper on which the base transaction cost is established in their offer as follows: add line items related to all applicable types of paper required under this RFSO.

(a) cover stock (if applicable): \_\_\_\_\_ lb. at a base transaction cost per Cwt. of \$\_\_\_\_\_, and which

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

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

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

3. Upon request from the Standing Offer Authority, offerors must provide supporting documentation to confirm the base transaction cost. Such documentation may consist of a copy of the quotation from the paper supplier(s).

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### 13 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 standing offer period but not before .....(30 days after the issuance of the standing offer). The price will be adjusted using the percentage of the announced increase or decrease that came into effect by applying it to the applicable base transaction cost.

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

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

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

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

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

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

All prices are firm, all-inclusive prices in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

Payment will be made in accordance with the quantities specified in Call-up. Payment will be made following the complete delivery of the items to the final destination specified in each Call-up and in accordance with article 4. Payment.

Prices include all materials and operations (set-up charges, custom die-cutting, provision of proofs, production of forms and labels, provision of samples, storage, overprinting of numbering and barcodes if applicable, packaging materials, labels and their application) to supply the final products and ready the items for shipping.

All shipping costs reasonably and properly incurred in the delivery of items to destination(s) that are specified in the individual Call-ups against this Standing Offer, will be reimbursed at cost with no allowance for profit or overhead and upon receipt of proper cost support documentation. All payments are subject to government audit.

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

Bidders must provide pricing in the format specified in the Annex B Excel workbook. Failure to provide prices in the format specified will render the proposal non-responsive.

Bidders are to fill out the coloured cells for prices for the Standing offer period as well as the 4 option periods. The following are the colours:

standing offer period	
1st option year	
2nd option year	
3rd option year	
4th option year	

**Evaluation factor will be one (1) unless otherwise indicated.**

**/C = per hundred (100);**

**/M = per thousand (1,000);**

**/roll = per roll;**

**/pkg = per package;**

**/sht = per sheet;**

**/box = per box and**

**/lot = total quantity.**

**BIDDERS ARE RESPONSIBLE TO ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET SUPPLIED TO THEM AND RETURN BY EMAIL ALONG WITH A PRINT OUT OF THE COMPLETED ANNEX B BASIS OF PAYMENT WITH THEIR PROPOSAL**

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

Solicitation No. - N° de l'invitation  
47419-212612  
Client Ref. No. - N° de réf. du client  
47419-212612

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cw03547419-212612

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

## 1.2 Flat Printing – 3½" x 5"

**Format** Prints 2 sides  
**Ink** Black - no bleeds  
**Paper** 180M index - coloured - standard (colour to be specified with call up)  
**Packaging** Shrink wrap in 200s and box as specified in Annex A

This category currently includes the following active products:

Number	CAS #	Title
BSF407	20040212	Identification of Articles for Temporary Exportation Description d'articles exportés temporairement

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

Quantity	5,000 - 10,000		10,100 - 20,000		20,100 - 30,000		30,100 +		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

## 1.3 Flat Printing – 4" x 8"

**Format** Prints 2 sides  
**Ink** Black - no bleeds  
**Paper** 100M offset - coloured - standard (colour to be specified with call up)  
**Binding** Pad at top in 50s with backer board  
**Packaging** Shrink wrap 5 pads per package and box as specified in Annex A

This category currently includes the following active products:

Number	CAS #	Title
BSF235	20045378	Secondary Referral Renvoi au secondaire

In addition to the quantities specified below two (2) samples are to be provided to the Technical Authority at no cost for each order.

Quantity	10,000 - 25,000 Pad		25,100 - 35,000 Pad		35,100 - 50,000 Pad		50,100 + pad		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

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Buyer ID - Id de l'acheteur  
cw035  
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#### 1.4 Flat Printing – 4" x 8"

**Format** Bilingual form that prints one side  
**Ink** Black - no bleeds  
**Paper** 100M offset - coloured - standard (colour to be specified with call up)  
**Binding** Pad at top in 50s with backer board  
**Packaging** Shrink wrap 5 pads per package and box as specified in Annex A

This category currently includes the following active products:

Number	CAS #	Title
BSF423	20045378	Secondary Referral Renvoi au secondaire

In addition to the quantities specified below two (2) samples are to be provided to the Technical Authority at no cost for each order.

	5,000 - 10,000 Pad		10,100 - 20,000 Pad		20,100 - 30,000 Pad		30,100 + pad		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

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

1.5 Flat Printing – 7" x 4¼" This is a Decentralized form	
<b>Format</b>	Prints 1 side
<b>Ink</b>	Black - no bleeds
<b>Paper</b>	32M bond - white
<b>Binding</b>	Pad at top in 50s with backer board
<b>Packaging</b>	Packages and cartons as specified in Annex A

This category currently includes the following active products:

Number	CAS #	Title
Y122	20006554	Batch Control Document Document de contrôle de lots

In addition to the quantities specified below two (2) samples are to be provided to the Technical Authority at no cost for each order.

Quantity	1,000 - 5,000 Pads		5,100 - 10,000 Pads		10,100 + Pads		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

1.6 Flat Printing – 8½" x 11" This is a Decentralized form	
<b>Format</b>	Prints 1 side
<b>Ink</b>	Black - no bleeds
<b>Paper</b>	32M bond - white
<b>Binding</b>	Pad at top in 100s with backer board
<b>Packaging</b>	Packages and cartons as specified in Annex A

This category currently includes the following active products:

Number	CAS #	Title
F88	20006210	Cashier's Shortage/Overage Report Rapport de déficits/excédants de caissiers

In addition to the quantities specified below two (2) samples are to be provided to the Technical Authority at no cost for each order.

Quantity	1,000 - 5,000 Forms		5,100 - 10,000 Forms		10,100 + Forms		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

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1.7	Flat Printing – 8½" x 11"	This is a Decentralized form
<b>Format</b>	Prints 2 sides	
<b>Ink</b>	Black - no bleeds	
<b>Paper</b>	40M bond - white	
<b>Packaging</b>	Packages and cartons as specified in Annex A	

This category currently includes the following active products:

Number	CAS #	Title
E347	20006002	Bonded Warehouse Verification/Inspection Report Rapport de vérification/inspection - Entrepôt de stockage

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

Quantity	1,000 - 5,000		5,100 - 10,000		10,100 +		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

1.8	Flat Printing – 8½" x 11"	This is a Decentralized form
<b>Format</b>	Prints 1 side	
<b>Ink</b>	Black - no bleeds	
<b>Paper</b>	40M bond - white	
<b>Packaging</b>	Packages and cartons as specified in Annex A	

This category currently includes the following active products:

Number	CAS #	Title
B3B	20005781	Canada Customs Cargo Control Continuation Sheet Douanes de Canada - Feuille supplémentaire du contrôle de fret

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

Quantity	1,000 - 5,000		5,100 - 10,000		10,100 +		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

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1.9 Flat Printing – 8½" x 11"	
<b>Format</b>	Prints 2 sides
<b>Ink</b>	Black - no bleeds - use heat resistant polymer inks with <b>NO</b> powders used in printing or drying process.
<b>Paper</b>	48M OCR bond - white - grain long (to run the 11" way).
<b>Perforation</b>	Horizontal "hard tear", clean edge perforation at exactly 3½" from bottom; to be ironed on both sides; sixty-six (66) teeth per inch; no barbed edges.
<b>Encoding</b>	To be MICR encoded with MICR black ink at bottom front. A MICR template with transit and transaction code numbers will be supplied with call up. Supplier is responsible for testing MICR line to meet CPA standard 006.
<b>Special Instructions</b>	Supplier must ensure suitability of ink and proper trimming to retain exact registration throughout the run to allow for the entry of the laser information. Forms must arrive perfectly flat. Supplier must ensure that all forms are printed with the same side of the paper up so that the natural curl faces either up or down but is constant throughout the entire press run. The paper used for this product must conform to the Magnetic Ink Character Recognition (MICR) Requirements as set out in Canadian General Standards Board Standard /CAN/CGSB-9.47-93 entitled "Bond Paper for Magnetic Ink Character Recognition Cheque Printing" published DEC 1998.
<b>Packaging</b>	Shrink wrap in 100s and box as specified in Annex A

This category currently includes the following active products:

Number	CAS #	Title
BSF645	20014711	Remittance Voucher (Customs Self Assessment) Pièce de versement (Autocotisation des document)

**The price for this job is per sheet.**

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

Quantity	1,000 - 5,000		5,100 - 10,000		10,100 +		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

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1.10 Flat Printing – 11" x 8½"	
<b>Format</b>	Prints 1 side
<b>Ink</b>	1 PMS - no bleeds (PMS colour to be specified with call up)
<b>Paper</b>	40M bond - grain long 8½" side MANDATORY
<b>Special Instructions</b>	Paper, trimming and packaging must be suitable for processing by laser printer equipment
<b>Packaging</b>	Shrink wrap in 500s and box as specified in Annex A

This category currently includes the following active products:

Number	CAS #	Title
BSF715-1 (FLAT)	20020901	Casual Goods Accounting Document Déclaration en détail des marchandises occasionnelles
B3	20005779	Canada Customs Coding Form Douanes Canada - Formule de codage

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

**Low Volume**

Quantity	100,000 - 200,000		200,100 - 500,000		500,100 +		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

**High Volume**

Quantity	500,000 - 1,000,000		1,000,100 - 2,000,000		2,000,100 +		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

1.11 Flat Printing – 8½" x 11"	
<b>Format</b>	Prints 1 side
<b>Ink</b>	1 PMS - no bleeds (PMS colour to be specified with call up)
<b>Paper</b>	100M offset - white
<b>Special Instructions</b>	Paper, trimming and packaging must be suitable for processing by laser printer equipment.
<b>Packaging</b>	Shrink wrap in 500s and box as specified in Annex A

This category currently includes the following active products:

Number	CAS #	Title
B2	20005775	Canada Customs - Adjustment Request Douanes Canada - Demande de rajustement

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

Quantity	20,000 - 30,000		30,100 - 40,000		40,100 - 60,000		60,000+		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

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1.12 Flat Printing – 11" x 8½"	
<b>Format</b>	Prints 1 side
<b>Ink</b>	Black - no bleeds
<b>Paper</b>	40M bond - white - grain long 8½" side MANDATORY
<b>Special Instructions</b>	Paper, trimming and packaging must be suitable for processing by laser printer equipment
<b>Packaging</b>	Must be packed FLAT. Box as specified in Annex A

This category currently includes the following active products:

Number	CAS #	Title
R327 FLAT	20021121	Letterhead - Automated K21 Process En-tête - Processus informatisé K21

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

Quantity	100,000 - 200,000	200,100 - 300,000	300,100 +		SUBTOTAL
Price	\$0.00 /M	\$0.00 /M	\$0.00 /M		\$0.00
1st option year	\$0.00 /M	\$0.00 /M	\$0.00 /M		\$0.00
2nd option year	\$0.00 /M	\$0.00 /M	\$0.00 /M		\$0.00
3rd option year	\$0.00 /M	\$0.00 /M	\$0.00 /M		\$0.00
4th option year	\$0.00 /M	\$0.00 /M	\$0.00 /M		\$0.00

1.13 Flat Printing – 8½" x 14" This is a Decentralized form	
<b>Format</b>	Prints 2 sides
<b>Ink</b>	Black - no bleeds
<b>Paper</b>	40M bond - white
<b>Packaging</b>	Packages and cartons as specified in Annex A

This category currently includes the following active products:

Number	CAS #	Title
CBSA142	20028036	Inspector's Non-Compliance Report for Travellers at Point of Entry / Rapport de l'inspecteur de non-conformité pour voyageurs aux points d'entrée
E350	20006003	Personal Search/Arrest Record Rapport de fouille sur la personne/rapport d'arrestation

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

Quantity	1,000 - 5,000	5,100 - 10,000	10,100 +		SUBTOTAL
Price	\$0.00 /M	\$0.00 /M	\$0.00 /M		\$0.00
1st option year	\$0.00 /M	\$0.00 /M	\$0.00 /M		\$0.00
2nd option year	\$0.00 /M	\$0.00 /M	\$0.00 /M		\$0.00
3rd option year	\$0.00 /M	\$0.00 /M	\$0.00 /M		\$0.00
4th option year	\$0.00 /M	\$0.00 /M	\$0.00 /M		\$0.00

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1.14 Flat Printing – 14" x 8½" This is a Decentralized form	
<b>Format</b>	Prints 1 side
<b>Ink</b>	Black - no bleeds
<b>Paper</b>	40M bond - white
<b>Packaging</b>	Packages and cartons as specified in Annex A

This category currently includes the following active products:

Number	CAS #	Title
K32C	20006356	Source Certificate Certificat d'origine

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

Quantity	1,000 - 5,000		5,100 - 10,000		10,100 +		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

1.15 Flat Printing – 8½" x 14" This is a Decentralized form+B354	
<b>Format</b>	Prints 1 side
<b>Ink</b>	Black - no bleeds
<b>Paper</b>	32M bond - white
<b>Packaging</b>	Packages and cartons as specified in Annex A

This category currently includes the following active products:

Number	CAS #	Title
K38	20006363	SIMA Report Rapport LMSI
E43	20005926	Control List Liste de contrôle

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

Quantity	1,000 - 5,000		5,100 - 10,000		10,100 +		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

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1.16	Flat Printing – 11"x 1 7" (flat size) folded to 8½" x 11"	This is a Decentralized form
<b>Format</b>	Prints 2 sides	
<b>Ink</b>	Black - no bleeds	
<b>Paper</b>	40M bond - coloured - standard (colour to be specified at call up)	
<b>Packaging</b>	Packages and cartons as specified in Annex A	

This category currently includes the following active products:

Number	CAS #	Title
E618E	20025491	Confined Space Safety Checklist and Entry Permit
E618F	20025492	Espaces clos - Lise de vérification de sécurité et permis

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

Quantity	1,000 - 5,000		5,100 - 10,000		10,100 +		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

1.17	Flat Printing – 3½" x 5"
<b>Format</b>	Prints 2 sides. English one side and French on the other side.
<b>Ink</b>	Black and FIP red for Bar and Leaf in Logo and Canada Wordmark. Box and Check marks Pantone 322C 100% and lighter Box Pantone 322C 20% (see artwork provided)
<b>Paper</b>	Rolland Opaque 50 Text, Bright White, Smooth 120 lb.
<b>Packaging</b>	Shrink wrap in 200s and box as specified in Annex A

This category currently includes the following active products:

Number	CAS #	Title
BSF829	20054104	Visited a Farm While Aborad? (Handout) Vous avez visité une ferme à l'étranger? (Feuillet)

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

Quantity	5,000 - 10,000		10,100 - 20,000		20,100 - 30,000		30,100 +		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

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1.18 Flat Printing – 3½" x 5"	
<b>Format</b>	Prints 2 sides. English one side and French on the other side.
<b>Ink</b>	Black and FIP red for Bar and Leaf in Logo and Canada Wordmark. Box and Check marks Pantone 322C 100% and lighter Box Pantone 322C 20% (see artwork provided)
<b>Paper</b>	Rolland Opaque 50 Text, Bright White, Smooth 120 lb.
<b>Packaging</b>	Shrink wrap in 200s and box as specified in Annex A

This category currently includes the following active products:

Number	CAS #	Title
BSF836	20054859	Keep Aquatic Invasive Species out of Canadian waters. Please do your part! Gardez les espèces aquatiques envahissantes hors des eaux canadiennes. Faites votre part!

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

Quantity	5,000 - 10,000		10,100 - 20,000		20,100 - 30,000		30,100 +		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

1.19 Flat Printing – 23.62" x 35.43" Poster	
<b>Format</b>	Prints 1 sides. Prints English and French Separated.
<b>Ink</b>	CMYK Bleeds, Gloss Aqueous
<b>Paper</b>	115.0 lb EuroArt Gloss Text.
<b>Packaging</b>	Loose in boxes not exceeding 35 lb.

This category currently includes the following active products:

Number	CAS #	Title
BSF843	20055140	Aquatic Invasive Species Espèces aquatiques envahissantes

In addition to the quantities specified below five (5) samples of each are to be provided to the Technical Authority at no cost for each order.

Quantity	5,000 - 10,000		10,100 - 20,000		20,100 - 30,000		30,100 +		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

\$0.00

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File No. - N° du dossier  
cw03547419-212612

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

## CATEGORY 2 - Multi-part NCR

<b>2.1</b>	<b>2-part NCR (in cash book) – 3½" x 8" + ½" stub + ¾" binding stub</b>
<b>Format</b>	Numbered 2 part NCR set with glued stub at bottom and wire bound into books at top. Separate scored front and wraparound back cover with full stop card. Front and back covers are blank. All parts print same on face. Back printing on Part 1 only. Part 2 remains in book. Exact part-to-part registration is required.
<b>Ink</b>	Faces - black. Back Part 1 only - 60% black. Numbers PMS192 - no bleeds.
<b>Paper</b>	Part 1 - 30M CB register bond - blue Part 2 - 30M CF register bond - white Front cover - 200M Tag - manilla natural Back cover - wrap around white patent coated box/sign board, calliper .018" with full stop card.
<b>Stub</b>	All parts have ½" stub at bottom and ¾" binding stub at top of Part 2 only. All parts are glued into bottom stub.
<b>Numbering</b>	Part 1 numbered in upper right corner in red ink with registration to second page. Numbers to be specified with call up.
<b>Perforations</b>	Horizontal "easy tear" on the 2 parts at the tab at the bottom. Additional "easy tear" horizontal perforation in Part 1 to 4 "above the perforation.
<b>Binding</b>	25 sets per book in numerical order wire bound at top with 2 wires. Part 2 remains in book.
<b>Special Instructions</b>	Missing serial numbers are <b>NOT</b> acceptable. Parcels to indicate numbers contained therein. Cartons to be numbered sequentially and serial numbers contained therein shown on outside of carton. All serial numbered boxes to be on pallets with the lowest numbers on top reading across from left to right so that the highest numbers will be at the bottom of the pallet.
<b>Packaging</b>	Packages and cartons as specified in Annex A.

This category currently includes the following active products:

Number	CAS #	Title
BSF375	20045380	CBSA Report Déclaration de l'ASFC

In addition to the quantities specified below one (1) sample is to be provided to the Technical Authority at no cost for each order.

Quantity	100 - 500 Books		510 - 1,000 Books		1,100 - 3,000 Books		3,100 - 5,000 Books		5,100 + Books		SUBTOTAL
Price	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

<b>2.2</b>	<b>2-part NCR – 8½" x 5½"</b>	<b>This is a Decentralized form</b>
<b>Format</b>	2 part NCR set glued at top - no stub. All parts print same on face only. Exact part-to-part registration is required.	
<b>Ink</b>	Black - no bleeds.	
<b>Paper</b>	Part 1 - 30M CB register bond - white Part 2 - 30M CF register bond - canary	
<b>Packaging</b>	Packages and cartons as specified in Annex A.	

This category currently includes the following active products:

Number	CAS #	Title
Y28	20006540	Report to Warehouse Présentez-vous à l'entrepôt

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

Quantity	1,000 - 5,000		5,100 - 10,000		10,100 +		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

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cw035  
CCC No./N° CCC - FMS No./N° VME

2.3	2-part NCR – 8½" x 7" + ½" stub	This is a Decentralized form
<b>Format</b>	2 part NCR set with glued stub at top. All parts print same on face only. Exact part-to-part registration is required.	
<b>Ink</b>	Black - no bleeds.	
<b>Paper</b>	Part 1 - 30M CB register bond - white Part 2 - 30M CF register bond - pink	
<b>Stub</b>	All parts have ½" stub at top. All parts are glued to stub.	
<b>Perforation</b>	All parts have horizontal "easy tear" perforation at stub.	
<b>Packaging</b>	Packages and cartons as specified in Annex A.	

This category currently includes the following active products:

Number	CAS #	Title
C34	20022223	Weekend Temporary Checkout Départ temporaire de fin de semaine

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

Quantity	1,000 - 5,000		5,100 - 10,000		10,100 +		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

2.4	2-part NCR – 8½" x 11"	This is a Decentralized form
<b>Format</b>	2 part NCR set glued at top - no stub. All parts print same on face only. Exact part-to-part registration is required.	
<b>Ink</b>	Black - no bleeds.	
<b>Paper</b>	Part 1 - 30M CB register bond - white Part 2 - 30M CF register bond - canary	
<b>Packaging</b>	Packages and cartons as specified in Annex A	

This category currently includes the following active products:

Number	CAS #	Title
B225	20005844	Drawback Claim Reje+A54ct Notification Avis de rejet de demande de drawback

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order

Quantity	1,000 - 5,000		5,100 - 10,000		10,100 +		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

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cw035  
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2.5 2-part NCR – 8½" x 11" + ½" stub	
<b>Format</b>	2 part NCR set with glued stub top. All parts print same on face only. Exact part-to-part registration is required.
<b>Ink</b>	Black - no bleeds.
<b>Paper</b>	Part 1 - 30M CB register bond - white Part 2 - 30M CF register bond - canary
<b>Stub</b>	All parts have ½" stub at top. All parts are glued to stub.
<b>Perforation</b>	All parts have horizontal "easy tear" perforation at stub.
<b>Packaging</b>	Shrink wrap 250 sets per package and box as specified in Annex A.

This category currently includes the following active products:

Number	CAS #	Title
A23	20041828	Delayed Baggage Report Rapport des bagages retardés

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

Quantity	100,000 - 200,000		200,100 - 300,000		300,100 -500,000		500,100 +		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

2.6 2-part NCR – 8½" x 11"	
<b>Format</b>	2 part NCR set glued at top - no stub. All parts print same on face only. Exact part-to-part registration is required.
<b>Ink</b>	Black - no bleeds.
<b>Paper</b>	Part 1 - 30M CB register bond - white Part 2 - 30M CF register bond - canary
<b>Packaging</b>	Shrink wrap 250 sets per package and box as specified in Annex A.

This category currently includes the following active products:

Number	CAS #	Title
BSF186A	20045347	Personal Effects Accounting Document (list of goods imported) Document de déclaration en détail des effets personnels (liste des marchandises

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

Quantity	5,000 - 10,000		10,100 - 20,000		20,100 - 30,000		30,100 - 50,000		50,100 +		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

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cw035  
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**2.7 2-part NCR – 8½" x 11" This is a Decentralized form**

**Format** 2 part NCR set glued at top with 3 holes on left - no stub. All parts print same on face only. Exact part-to-part registration is required.

**Ink** Black - no bleeds.

**Paper** Part 1 - 30M CB register bond - white  
Part 2 - 30M CF register bond - canary

**Special Instructions** Drill 3 holes at left.

**Packaging** Packages and cartons as specified in Annex A.

This category currently includes the following active products:

Number	CAS #	Title
E522	20006113	Logon Request Demande d'accès

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

**Low Volume**

Quantity	25-99		100+	
Price	\$0.00 /Each		\$0.00 /C	
1st option year	\$0.00 /Each		\$0.00 /C	
2nd option year	\$0.00 /Each		\$0.00 /C	
3rd option year	\$0.00 /Each		\$0.00 /C	
4th option year	\$0.00 /Each		\$0.00 /C	

SUBTOTAL
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

**High Volume**

Quantity	1,000 - 5,000		5,100 - 10,000		10,100 +	
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M	
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M	
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M	
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M	
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M	

SUBTOTAL
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

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

2.8 2-part NCR continuous – 9½" x 11" + two ½" stubs	
<b>Format</b>	Numbered 2 part continuous NCR set with glued stub at left. All parts print same on face only. Exact part-to-part registration is required.
<b>Ink</b>	Black + 10% black + PMS192 for numbers - no bleeds.
<b>Paper</b>	Part 1 - 30M CB register bond - white Part 2 - 30M CF register bond - white
<b>Stub</b>	½" stub at left and right. All parts glued to left stub and crimp locked on both stubs.
<b>Numbering</b>	Serial numbered bottom right in red (numbers to be specified with call up).
<b>Perforations</b>	Horizontal "hard tear" perforation at every 11" between forms for all parts. Vertical "easy tear" perforations at ½" on both sides, left and right edges for all parts.
<b>Punching</b>	Marginal round on left and right stubs.
<b>Special Instructions</b>	Must be suitable for use with high speed printer. Missing serial numbers are NOT acceptable. Parcels to indicate numbers contained therein. Cartons to be numbered sequentially and serial numbers contained therein shown on outside of carton. All serial numbered boxes to be on pallets with the lowest numbers on top reading across from left to right so that the highest numbers will be at the bottom of the pallet.
<b>Packaging</b>	Shrink wrap 2,000 sets per package and box as specified in Annex A.

This category currently includes the following active products:

Number	CAS #	Title
K84	20006371	Importer/Broker Account Statement Relevé de compte de l'importateur/courtier

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

#### Low Volume

Quantity	1000-4999		5000-5,999		10,000+		SUBTOTAL
Price	\$0.00	/LOT	\$0.00	/LOT	\$0.00	/LOT	\$0.00
1st option year	\$0.00	/LOT	\$0.00	/LOT	\$0.00	/LOT	\$0.00
2nd option year	\$0.00	/LOT	\$0.00	/LOT	\$0.00	/LOT	\$0.00
3rd option year	\$0.00	/LOT	\$0.00	/LOT	\$0.00	/LOT	\$0.00
4th option year	\$0.00	/LOT	\$0.00	/LOT	\$0.00	/LOT	\$0.00

#### High Volume

Quantity	500,000-999,999		100,000-199,999		200,000+		SUBTOTAL
Price	\$0.00	/LOT	\$0.00	/LOT	\$0.00	/LOT	\$0.00
1st option year	\$0.00	/LOT	\$0.00	/LOT	\$0.00	/LOT	\$0.00
2nd option year	\$0.00	/LOT	\$0.00	/LOT	\$0.00	/LOT	\$0.00
3rd option year	\$0.00	/LOT	\$0.00	/LOT	\$0.00	/LOT	\$0.00
4th option year	\$0.00	/LOT	\$0.00	/LOT	\$0.00	/LOT	\$0.00

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<b>2.9</b>	<b>3-part NCR – 8½" x 5½"</b>	<b>This is a Decentralized form</b>
<b>Format</b>	3 part NCR set glued at top - no stub. All parts print same on face only. Exact part-to-part registration is required.	
<b>Ink</b>	Black - no bleeds.	
<b>Paper</b>	Part 1 - 30M CB register bond - white Part 2 - 30M CFB register bond - canary Part 3 - 30M CF register bond - pink	
<b>Packaging</b>	Packages and cartons as specified in Annex A.	

This category currently includes the following active products:

Number	CAS #	Title
E500	20006099	Statement of Account Return Envelope (for Accounting Division) Relevé de compte enveloppe de retour (pour Division de la comptabilité intérfée).

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

**Low Volume**

Quantity	25-99		100+	
Price	\$0.00	/Each	\$0.00	/C
1st option year	\$0.00	/Each	\$0.00	/C
2nd option year	\$0.00	/Each	\$0.00	/C
3rd option year	\$0.00	/Each	\$0.00	/C
4th option year	\$0.00	/Each	\$0.00	/C

SUBTOTAL
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

**High Volume**

Quantity	1,000 - 5,000		5,100 - 10,000		10,100 +	
Price	\$0.00	/M	\$0.00	/M	\$0.00	/M
1st option year	\$0.00	/M	\$0.00	/M	\$0.00	/M
2nd option year	\$0.00	/M	\$0.00	/M	\$0.00	/M
3rd option year	\$0.00	/M	\$0.00	/M	\$0.00	/M
4th option year	\$0.00	/M	\$0.00	/M	\$0.00	/M

SUBTOTAL
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

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cw035  
CCC No./N° CCC - FMS No./N° VME

2.10	3-part NCR – 8½" x 7"	This is a Decentralized form
<b>Format</b>	3 part NCR set glued at top - no stub. All parts print same on face only. Exact part-to-part registration is required.	
<b>Ink</b>	Black - no bleeds.	
<b>Paper</b>	Part 1 - 30M CB register bond - white Part 2 - 30M CFB register bond - canary Part 3 - 30M CF register bond - pink	
<b>Packaging</b>	Packages and cartons as specified in Annex A.	

This category currently includes the following active products:

Number	CAS #	Title
E199	20006902	Refunds - Batch Control Remboursement - Contrôle de lot

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

**Low Volume**

Quantity	25-99		100+	
Price	\$0.00	/Each	\$0.00	/C
1st option year	\$0.00	/Each	\$0.00	/C
2nd option year	\$0.00	/Each	\$0.00	/C
3rd option year	\$0.00	/Each	\$0.00	/C
4th option year	\$0.00	/Each	\$0.00	/C

SUBTOTAL
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

**High Volume**

Quantity	1,000 - 5,000		5,100 - 10,000		10,100 +	
Price	\$0.00	/M	\$0.00	/M	\$0.00	/M
1st option year	\$0.00	/M	\$0.00	/M	\$0.00	/M
2nd option year	\$0.00	/M	\$0.00	/M	\$0.00	/M
3rd option year	\$0.00	/M	\$0.00	/M	\$0.00	/M
4th option year	\$0.00	/M	\$0.00	/M	\$0.00	/M

SUBTOTAL
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

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2.11	3-part NCR – 8½" x 11"	These forms are Decentralized form
<b>Format</b>	3 part NCR set glued at top - no stub. All parts print same on face only. Exact part-to-part registration is required.	
<b>Ink</b>	Black - no bleeds.	
<b>Paper</b>	Part 1 - 30M CB register bond - white Part 2 - 30M CFB register bond - canary Part 3 - 30M CF register bond - pink	
<b>Packaging</b>	Packages and cartons as specified in Annex A.	

This category currently includes the following active products:

Number	CAS #	Title
E528	20006117	Administrative Acquittal Request Demande d'acquiescement administratif
E368-2	20006013	Youth Criminal Justice Act - Waiver of Right to Consult a Person Loi sur le système de justice pénale pour les adolescents - Renonciation au droit de consulter une personne

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

#### Low Volume

Quantity	25-99		100+		SUBTOTAL
Price	\$0.00 /Each		\$0.00 /C		\$0.00
1st option year	\$0.00 /Each		\$0.00 /C		\$0.00
2nd option year	\$0.00 /Each		\$0.00 /C		\$0.00
3rd option year	\$0.00 /Each		\$0.00 /C		\$0.00
4th option year	\$0.00 /Each		\$0.00 /C		\$0.00

#### High Volume

Quantity	1,000 - 5,000		5,100 - 10,000		10,100 +		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

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

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

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Buyer ID - Id de l'acheteur  
cw035  
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2.16 3-part NCR + instruction sheet – size varies by part + ½" stub	
<b>Format</b>	Numbered 3 part NCR set with glued stub at top plus top instruction sheet. All parts print same on face except for designations which print red and change part-to-part. Part 1 only prints 2 sides different. Instruction sheet and Part 1 are 8½" x 11"; Parts 2 and 3 are 8½" x 14" Exact part-to-part registration is required.
<b>Ink</b>	Black + PMS192 for designations and serial numbers - no bleeds.
<b>Paper</b>	Part 1 - 30M CB register bond - white (8½" x 11") Part 2 - 30M CFB register bond - blue (8½" x 14) Part 3 - 30M CF register bond - canary (8½" x 14)
<b>Stub</b>	All parts have ½" stub at top. All parts are glued to stub.
<b>Designations</b>	Change part to part and print in red at bottom centre .
<b>Numbering</b>	Serial numbered in red in upper right corner (numbers to be specified with call up).
<b>Perforations</b>	All parts have horizontal "easy-tear" perforation at stub. Additional horizontal "easy tear" perforation 3½" from bottom on Parts 2 and 3 only.
<b>Packaging</b>	Shrink wrap 50 sets per package and box as specified in Annex A.

This category currently includes the following active products:

Number	CAS #	Title
BSF579	20038758	Security Deposit - Instructions Dépôt de garantie - Instructions

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

Quantity	1,000 - 5,000	5,100 - 10,000	10,100 +	SUBTOTAL
Price	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00
1st option year	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00
2nd option year	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00
3rd option year	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00
4th option year	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00

2.17 3-part NCR – 8" x 6" + ½" stub	
<b>Format</b>	3 part NCR interleaved set form with glued stub left. Part 1 prints 2 sides different with full bleed on front and 2 colours on back. Parts 2 and 3 print same on face only in 2 colours. Exact part-to-part registration is required.
<b>Ink</b>	Part 1 - Face PMS192 - full bleed. Part 1 - Back PMS192 + black - no bleed Part 2 & 3 - Face PMS192 + black - no bleed. Screen Black 10%
<b>Paper</b>	Part 1 - 120M offset - white Part 2 - 30M CFB register bond - white Part 3 - 30M CF register bond - white
<b>Stub</b>	All parts have ½" stub on left. All parts and carbons are glued to stub
<b>Perforations</b>	All parts and carbon have vertical "easy tear" perforation at stub.
<b>Packaging</b>	Packages and cartons as specified in Annex A

This category currently includes the following active products:

Number	CAS #	Title
BSF192	20045381	Personal Exemption CBSA Declaration Déclaration de l'ASFC relative aux exemptions personnels

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order

Quantity	5,000 - 10,000	10,100 - 20,000	20,100 - 30,000	30,100 - 50,000	50,100 +	SUBTOTAL
Price	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00
1st option year	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00
2nd option year	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00
3rd option year	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00
4th option year	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00

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cw03547419-212612

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

2.18 3-part NCR (cash book) – 14" x 8½" + ½" stub at right + 1" binding stub at left	
<b>Format</b>	Numbered 3 part NCR set with glued stub at right and wire bound into books at left. Separate scored front and wraparound back cover with full stop card. Front cover prints one side black. Back cover is blank. All parts print same on face only. Parts 1 and 2 have vertical perforation at top for stub. Part 3 remains in book. Exact part-to-part registration is required.
<b>Ink</b>	Black + PMS192 for serial numbers - no bleeds.
<b>Paper</b>	Part 1 - 30M CB register bond - white Part 2 - 28M CFB register bond - canary Part 3 - 30M CF register bond - blue Covers - 200M deluxe tag - manilla
<b>Stub</b>	All parts have ½" stub at right and 1" binding stub at left. All parts are glued to right stub.
<b>Numbering</b>	Serial numbered in red in upper right corner (numbers to be specified with call up).
<b>Perforations</b>	Parts 1 and 2 only have a vertical "easy-tear" perforation 1" from left binding stub. Part 3 is not perforated and remains in book.
<b>Binding</b>	Fifty (50) sets per book in numerical order wire bound at left with 3 wire stitches.
<b>Special Instructions</b>	Missing serial numbers are NOT acceptable. Parcels to indicate numbers contained therein. Cartons to be numbered sequentially and serial numbers contained therein shown on outside of carton. All serial numbered boxes to be on pallets with the lowest numbers on top reading across from left to right so that the highest numbers will be at the bottom of the pallet.
<b>Packaging</b>	Packages and cartons as specified in Annex A.

This category currently includes the following active products:

Number	CAS #	Title
K158	20027801	Notice of Customs Inspection Avis d'inspection douanière

In addition to the quantities specified below one (1) sample is to be provided to the Technical Authority at no cost for each order

Quantity	100 - 500 Books		510 - 1,000 Books		1,100 - 3,000 Books		3,100 - 5,000 Books		5,100 + Books		SUBTOTAL
Price	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

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cw035  
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2.19 3-part NCR (cash book) – 11" x 8½" + ½" stub + 1" binding stub	
<b>Format</b>	Numbered 3-part carbonless NCR set with glued stub at right and wire bound into books at left. Separate scored front and wraparound back cover with full stop card. All parts print same on face except for designations which print red and change part-to-part. Part 3 remains in book. Cover prints 1 colour on outside front only. Inside front and back covers are blank. Exact part-to-part registration is required.
<b>Ink</b>	Black + PMS192 for designations and serial numbers - no bleed.
<b>Paper</b>	Part 1: 30M CB, White Part 2: 28M CFB, Buff Part 3: 30M CF, Canary Front cover - recycled acid free #65 - sand Back cover - wraparound white patent coated box/signboard, calliper .018" with full stop card
<b>Stub</b>	All parts have ½" stub on right and 1" binding stub on left. All parts and carbons are glued to right stub.
<b>Designations</b>	Change part-to-part and print in red at bottom left.
<b>Numbering</b>	All parts numbered in upper right corner in red (numbers will be specified with call up).
<b>Perforations</b>	All parts have vertical "easy tear" perforation at right stub. Parts 1 and 2 only have vertical "easy-tear" perforation at binding stub. Part 3 is not perforated at left and remains in book.
<b>Binding</b>	25 sets per book in numerical order wire bound at left with 2 wires.
<b>Special Instructions</b>	Missing serial numbers are NOT acceptable. Parcels to indicate numbers contained therein. Cartons to be numbered sequentially and serial numbers contained therein shown on outside of carton. All serial numbered boxes to be on pallets with the lowest numbers on top reading across from left to right so that the highest numbers will be at the bottom of the pallet
<b>Packaging</b>	Packages and cartons as specified in Annex A.

This category currently includes the following active products:

Number	CAS #	Title
BSF715	20045383	Casual Goods Accounting Document Déclaration en détail des marchandises occasionnelles

In addition to the quantities specified below one (1) sample is to be provided to the Technical Authority at no cost for each order.

Quantity	100 - 500 Books		510 - 1,000 Books		1,100 - 3,000 Books		3,100 - 5,000 Books		5,100 + Books		SUBTOTAL
Price	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

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<b>2.20</b>	<b>4-part NCR – 8½" x 11"</b>	<b>This is a Decentralized form</b>
<b>Format</b>	4 part NCR set glued at top - no stub. All parts print same on face only. Exact part-to-part registration is required.	
<b>Ink</b>	Black - no bleeds.	
<b>Paper</b>	Part 1 - 30M CB register bond - white. Part 2 - 30M CFB register bond - canary Part 3 - 30M CFB register bond - pink Part 4 - 30M CB register bond - buff	
<b>Packaging</b>	Packages and cartons as specified in Annex A.	

This category currently includes the following active products:

Number	CAS #	Title
B205	20005836	Request for Central Payment Privileges Demande de privilèges de paiement central

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

**Low Volume**

Quantity	25-99		100+	
Price	\$0.00 /Each		\$0.00 /C	
1st option year	\$0.00 /Each		\$0.00 /C	
2nd option year	\$0.00 /Each		\$0.00 /C	
3rd option year	\$0.00 /Each		\$0.00 /C	
4th option year	\$0.00 /Each		\$0.00 /C	

SUBTOTAL
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

**High Volume**

Quantity	1,000 - 5,000		5,100 - 10,000		10,100 +	
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M	
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M	
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M	
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M	
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M	

SUBTOTAL
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

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Buyer ID - Id de l'acheteur  
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2.21 4-part NCR – 8½" x 11" + ½" stub	
<b>Format</b>	Numbered 4 part NCR set with glued stub at top. All parts print same on face. Parts 1 and 3 print face only. Part 2s and 4 print 2 sides. Back printing same on both parts. Designations print red and change part-to-part. Serial numbers print red upper right. Exact part-to-part registration is required.
<b>Ink</b>	1 PMS + 10% screen + PMS 192 for designations and numbers - no bleeds (PMS colour to be specified with call up).
<b>Paper</b>	Part 1 - 30M CB register bond - white. Part 2 - 34M CFB register bond - canary Part 3 - 34M CFB register bond - pink Part 4 - 30M CB register bond - goldenrod
<b>Stub</b>	½" stub at top. All parts glued to stub.
<b>Designations</b>	Change part-to-part and print in red at bottom centre.
<b>Numbering</b>	Serial numbered in red in upper right corner (numbers to be specified with call up).
<b>Perforations</b>	All parts have horizontal "easy-tear" perforation at stub.
<b>Special Instructions</b>	Missing serial numbers are NOT acceptable. Parcels to indicate numbers contained therein. Cartons to be numbered sequentially and serial numbers contained therein shown on outside of carton. All serial numbered boxes to be on pallets with the lowest numbers on top reading across from left to right so that the highest numbers will be at the bottom of the pallet
<b>Packaging</b>	Shrink wrap 50 sets per package and box as specified in Annex A.

This category currently includes the following active products:

Number	CAS #	Title
IMM1214B	20027154	Exclusion Order Mesure d'exclusion

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

Quantity	500 - 1,000		1,100 - 5,000		5,100 +		SUBTOTAL
Price	\$0.00 /Each		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /Each		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /Each		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /Each		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /Each		\$0.00 /M		\$0.00 /M		\$0.00

2.22 4-part NCR – 8½" x 14" + ½" stub	
<b>Format</b>	4-part NCR set with glued stub at top. Back printing part 2 and 4 only. All parts print differently. Designations print red and change part-to-part. Exact part-to-part registration is required.
<b>Ink</b>	Black + PMS192 for designations - no bleeds.
<b>Paper</b>	Part 1 24M CB register bond - white. Part 2 24M CBF register bond - canary Part 3 24M CBF register bond - pink Part 4 24M CF register bond - green
<b>Stub</b>	All parts have ½" stub at top. All parts are glued to stub.
<b>Designations</b>	change part-to-part and print in red at bottom centre.
<b>Packaging</b>	Shrink wrap 25 sets per package and box as specified in Annex A.

This category currently includes the following active products:

Number	CAS #	Title
BSF581	20042378	Deporation Order Mesure d'expulsion

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

Quantity	1,000 - 5,000		5,100 - 10,000		10,100 +		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

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Buyer ID - Id de l'acheteur  
cw035  
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**2.23 4-part NCR (cash book) – 11" x 8½" + ¾" stub + 1" binding stub**

<b>Format</b>	Numbered 4 part NCR set with glued stub at right and binding stub at left. All parts print same on face except for designations which print red and change part-to-part. Back printing on Part 4 only. Separate scored front and wraparound back cover with full stop card. Outside front cover prints black. Inside front cover and back cover are blank. Exact part-to-part registration is required.
<b>Ink</b>	Face - black + 10% black screen. Back (Part 4 only black 10% screen) + PMS192 for designations and serial numbers - no bleed
<b>Paper</b>	Front cover - 200M Deluxe tag - manilla Back cover - white patent coated box/signboard calliper .018" with full stop card
<b>Stub</b>	Part 1 24M CB register bond - white. Part 2 24M CBF register bond - white Part 3 24M CBF register bond - white Part 4 24M CF register bond - white
<b>Designations</b>	All parts have ¾" stub at right and 1" binding stub at left. All parts are glued into right stub.
<b>Numbering</b>	Change part-to part and print in red at bottom centre
<b>Perforations</b>	Serial numbers print in red at upper right. Numbers will be specified with call up.
<b>Binding</b>	All parts have vertical "easy tear" perforation at right stub. Parts 1, 2 and 3 only have additional vertical "easy-tear" perforation at left binding stub. Part 4 is not perforated at left and remains in book.
<b>Special Instructions</b>	20 sets per book in numerical order wire bound at left with 3 wires. Part 4 remains in book Missing serial numbers are NOT acceptable. Parcels to indicate numbers contained therein. Cartons to be numbered sequentially and serial numbers contained therein shown on outside of carton. All serial numbered boxes to be on pallets with the lowest numbers on top reading across from left to right so that the highest numbers will be at the bottom of the pallet
<b>Packaging</b>	Shrink wrap 10 books per package and box as specified in Annex A

This category currently includes the following active products:

Number	CAS #	Title
K21	20018461	Cash Receipt Reçu de caisse

In addition to the quantities specified below five (1) samples are to be provided to the Technical Authority at no cost for each order

Quantity	100 - 500 Books		510 - 1,000 Books		1,100 - 3,000 Books		3,100 - 5,000 Books		5,100 + Books		SUBTOTAL
Price	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

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cw035  
CCC No./N° CCC - FMS No./N° VME

<b>2.24</b>	<b>5-part NCR – 8½" x 11 + %" stub</b>
<b>Format</b>	5 part NCR set with glued stub at top. All parts print same on face only except for designations which print black and change part-to-part. Exact part-to-part registration is required.
<b>Ink</b>	Black - no bleeds.
<b>Paper</b>	Part 1 - 30M CB register bond - white. Part 2 - 28M CFB register bond - canary Part 3 - 28M CFB register bond - pink Part 4 - 28M CFB register bond - light green Part 5 - 30M CF register bond - goldenrod
<b>Stub</b>	All parts have %" stub at top. All parts are glued to stub.
<b>Designations</b>	Change part-to-part and print in black at bottom centre.
<b>Perforation</b>	All parts have a horizontal "easy tear" hole on the tab.
<b>Packaging</b>	Packages and cartons as specified in Annex A.

This category currently includes the following active products:

Number	CAS #	Title
E666	20019293	U.A.B. - List of Goods B.N.A. - liste de marchandises

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

Quantity	5,000 - 10,000	10,100 - 20,000	20,100 - 30,000	30,100 - 50,000	50,100 +	SUBTOTAL
Price	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00
1st option year	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00
2nd option year	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00
3rd option year	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00
4th option year	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00

<b>2.25</b>	<b>5-part NCR – size varies by part + %" stub</b>
<b>Format</b>	5 part NCR set with glued stub at top. Part 1 prints different on face only. Parts 2-5 print same on face only. Designations print black and change part-to-part. Exact part-to-part registration is required.
<b>Ink</b>	Black - no bleeds.
<b>Paper</b>	Part 1 - 30M CB register bond - white (8½" x 14" + stub). Part 2 - 28M CFB register bond - canary (8½ x 11 + stub) Part 3 - 28M CFB register bond - pink (8½ x 11 + stub) Part 4 - 28M CFB register bond - light green (8½ x 11 + stub) Part 5 - 30M CF register bond - goldenrod (8½ x 11 + stub)
<b>Stub</b>	All parts have %" stub at top. All parts are glued to stub.
<b>Designations</b>	Change part-to-part and print in black at bottom centre.
<b>Packaging</b>	Packages and cartons as specified in Annex A.

This category currently includes the following active products:

Number	CAS #	Title
E665	20019292	U.A.B. - DND Troop Rotation B.N.A. - Roulement des troupes du MON

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

Quantity	5,000 - 10,000	10,100 - 20,000	20,100 - 30,000	30,100 - 50,000	50,100 +	SUBTOTAL
Price	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00
1st option year	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00
2nd option year	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00
3rd option year	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00
4th option year	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00

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File No. - N° du dossier  
cw03547419-212612

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

2.26	5-part NCR (cash book) – 8½" x 14" + ½" stub + 1" binding stub
<b>Format</b>	Numbered 5-part NCR set with glued stub at bottom and wire bound into sales book at top with separate scored front and wraparound back covers with full stop card. Cover prints one colour with no bleeds. Back cover and flap are also printed. Part to part changes are for designation lines in red at bottom centre. Exact part-to-part registration is required. The page entitled "Storage of Goods Regulations" goes on the back of (Part1). The page entitled "Non-Monetary Receipt..." goes on the back of (Part5). Back printing for the cover is a combination of head to head and tumble.
<b>Ink</b>	Faces of all parts black + PMS192 for designations and serial numbers - no bleed Back printing Tumble (Part 1 and 5 only): 10% Black Designation at bottom centre all parts: Red ink (PMS192). Printed red consecutive numbers top right.
<b>Paper</b>	Front cover - 200M Deluxe tag - manilla Back cover wraparound with full stop card: white patent Coated Box/Signboard, calliper .018". Part 1 - 24M CB register bond - white. Part 2 - 24M CFB register bond - white. Part 3 - 24M CFB register bond - white. Part 4 - 24M CFB register bond - white. Part 5 - 24M CF register bond - white.
<b>Stub</b>	All parts have ½" stub at bottom and 1" binding stub at top. All parts are glued into bottom stub.
<b>Designations</b>	Change part-to part and print in red at bottom centre
<b>Numbering</b>	Serial numbers print in red at upper right (numbers will be specified with call up)
<b>Perforations</b>	All parts easy tear perforated horizontal at bottom for stub. Parts 1, 2, 3 and 4 only easy tear perforated horizontally 1" from top binding stub. Part 5 is not perforated top to remain in book.
<b>Binding</b>	Wire bound at top with three (3) wires with 20 sets per book in numerical order. Part 5 remains in book.
<b>Special Instructions</b>	Missing serial numbers are NOT acceptable. Parcels to indicate numbers contained therein. Cartons to be numbered sequentially and serial numbers contained therein shown on outside of carton. All serial numbered boxes to be on pallets with the lowest numbers on top reading across from left to right so that the highest numbers will be at the bottom of the pallet
<b>Packaging</b>	Shrink wrap 5 books - 20 books / box = 4 pack / box.

This category currently includes the following active products:

Number	CAS #	Title
BSF241	20040518	Non-monetary General Receipt Reçu global pour éléments non monétaires

In addition to the quantities specified below one (1) sample is to be provided to the Technical Authority at no cost for each order

Quantity	100 - 500 Books		510 - 1,000 Books		1,100 - 3,000 Books		3,100 - 5,000 Books		5,100 + Books		SUBTOTAL
Price	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

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

### CATEGORY 3 - Multi-part carbon-loaded

3.1	5-part carbon-loaded – 7" x 5½" + ¼" stub
<b>Format</b>	5 part carbon-loaded set with glued stub at top. Parts 1-4 print same on face only. Part 5 prints different on face only. Designations print red and change part-to-part Exact part-to-part registration is required.
<b>Ink</b>	Black + PMS192 for designations - no bleed
<b>Paper</b>	All Parts - 24M register bond - white
<b>Stub</b>	All parts have ¼" stub at top. All parts and carbons are glued to stub.
<b>Designations</b>	Change part-to-part and print in red at bottom centre
<b>Carbon paper</b>	Black one time utilization between all parts. Carbons protrude ½" at bottom, uncoated. Pattern Carbon required between parts 4 and 5.
<b>Perforations</b>	All parts and carbons have horizontal "easy tear" perforation at stub.
<b>Packaging</b>	Shrink wrap 100 sets per package and box as specified in Annex A

This category currently includes the following active products:

Number	CAS #	Title
A8A(B)	20012261	Cargo Control Document Document de contrôle du fret

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order

#### Low Volume

Quantity	5,000 - 10,000		10,100 - 20,000		20,100 - 30,000		30,100 - 50,000		50,100 +		SUBTOTAL
Price	\$0.00	/M	\$0.00	/M	\$0.00	/M	\$0.00	/M	\$0.00	/M	\$0.00
1st option year	\$0.00	/M	\$0.00	/M	\$0.00	/M	\$0.00	/M	\$0.00	/M	\$0.00
2nd option year	\$0.00	/M	\$0.00	/M	\$0.00	/M	\$0.00	/M	\$0.00	/M	\$0.00
3rd option year	\$0.00	/M	\$0.00	/M	\$0.00	/M	\$0.00	/M	\$0.00	/M	\$0.00
4th option year	\$0.00	/M	\$0.00	/M	\$0.00	/M	\$0.00	/M	\$0.00	/M	\$0.00

#### High Volume

Quantity	60,000 - 80,000		80,100 - 100,000		100,100 +		SUBTOTAL
Price	\$0.00	/M	\$0.00	/M	\$0.00	/M	\$0.00
1st option year	\$0.00	/M	\$0.00	/M	\$0.00	/M	\$0.00
2nd option year	\$0.00	/M	\$0.00	/M	\$0.00	/M	\$0.00
3rd option year	\$0.00	/M	\$0.00	/M	\$0.00	/M	\$0.00
4th option year	\$0.00	/M	\$0.00	/M	\$0.00	/M	\$0.00

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cw035  
CCC No./N° CCC - FMS No./N° VME

3.2 4-part carbon-loaded – 8½" x 11"+ ¼" stub	
<b>Format</b>	Numbered 4 part carbon-loaded set with glued stub at top. All parts print same on face and back. All parts are bar coded and human readable serial numbered. The bar code is a 7 digit numeric symbol printed in the "Transit Manifest" box, upper right corner. Exact part-to-part registration is required.
<b>Ink</b>	Black + PMS 192 for serial numbers
<b>Paper</b>	Part 1 - 24M register bond - white Part 2 - 24M register bond - light blue Part 3 - 24M register bond - light green Part 4 - 24M register bond - light pink
<b>Stub</b>	All parts have ¼" stub at top. All parts and carbons are glued to stub.
<b>Carbon paper</b>	Black one time utilization between all parts. Carbons protrude ½" at bottom, uncoated. Bar code area (3" x ½") is uncarbonized on all carbons.
<b>Numbering</b>	Human readable serial number on all parts (numbers will be specified with call up)
<b>Symbol Length</b>	Bar code symbol together with the leading and trailing quiet (blank) zones must not exceed 3". See Annex D for additional bar code specifications
<b>Perforations</b>	All parts and carbons have horizontal "easy tear" perforation at stub.
<b>Special Instructions</b>	Missing serial numbers are NOT acceptable. Parcels to indicate numbers contained therein. Cartons to be numbered sequentially and serial numbers contained therein shown on outside of carton. All serial numbered boxes to be on pallets with the lowest numbers on top reading across from left to right so that the highest numbers will be at the bottom of the pallet.
<b>Packaging</b>	Shrink wrap 100 sets per package and box as specified in Annex A

This category currently includes the following active products:

Number	CAS #	Title
A8B	20005752	United States - Canada Transit Manifest Manifeste de transit Canada - États-Unis

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order

#### Low Volume

Quantity	5,000 - 10,000		10,100 - 20,000		20,100 - 30,000		30,100 - 50,000		50,100 +		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

#### High Volume

Quantity	60,000 - 80,000		80,100 - 100,000		100,100 +		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

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#### CATEGORY 4 - UNIQUE ITEMS

<b>4.1 (A)</b>	<b>E311 – 7½" x 9½" (flat form)</b>
<b>Format</b>	Prints 2 sides head-to-foot
<b>Ink</b>	Black + PMS192 + PMS293 - no bleed
<b>Paper</b>	160M offset alkaline - white
<b>Perforation</b>	One "hard-tear" vertical perforation 2⅜" from left. Clean edge perforation required.
<b>Special Instructions</b>	Ensure black line does not print along the perforation and that the red text stays to the left of the perforation and does not print on the tear off portion of the card.
<b>Testing samples</b>	400 (2 packages of 200) samples are required for testing. Full production <b>CANNOT</b> commence until supplier receives written confirmation that testing was successful.
<b>Packaging</b>	Shrink wrap 200 E311s + 1 E353 (English-side up) per package and box in 1000s
<b>4.1 (B)</b>	<b>E353 – 3½" x 6" (flat form)</b>
<b>Format</b>	prints 2 sides head-to-head
<b>Ink</b>	black - no bleed
<b>Paper</b>	180M Bristol - coloured (colour to be specified with call up).
<b>Packaging</b>	See packaging requirement for E311

This category currently includes the following active products:

Number	CAS #	Title
E311	20042169	CBSA Declaration Card ASFC Carte de déclaration
E353	20042178	Attention - All Airline Cabin Personnel À l'attention de tout le personnel de cabine d'aéronef

Pricing for these items is **per package**. One package = 200 E311s + 1 E353

Quantity	10,000 - 20,000 package of 200		20,100 - 30,000 package of 200		30,100 - 50,000 package of 200		50,100 + package of 200		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

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cw035  
CCC No./N° CCC - FMS No./N° VME

4.2 Border Services Officer Reference Booklet (3 1/2" x 10" folded to 3 1/2" x 5")	
<b>Format</b>	BSF5093 (E): Estimated between 40 to 70 pages plus separate cover, Edition style notebook, sewn, consisting of a separate glued cover with end leaves.  BSF5093 (F): Estimated between 40 to 70 pages plus separate cover, Edition style notebook, sewn, consisting of a separate glued cover with end leaves.
<b>Ink</b>	Black - no bleed
<b>Paper</b>	Cover: Cast Coated Cover, CC1S (cast coated 1 side) white (.010 pt. cal.) 160M (20"x 26") Text pages and end leaves: No.1 offset 160M, white (25" x 38")
<b>Printing</b>	Offset process to be used. Outside front cover prints in black. Inside front and back covers are blank. Interior pages print black. No
<b>Binding</b>	Smith Sewn signatures, with separate wrap around glued cover.
<b>Packaging</b>	Parcel and pack in new uniform boxes note exceeding 35 lbs. Packaging slip must accompany each shipment. Total quantity in each box must be in multiples of 250, 500 or 1000's.

This category currently includes the following active products:

Number	CAS #	Title
BSF5093 E	20035878	Canada Border Services Officer Reference Booklet
BSF5093 F	20035879	Livret de référence des agents des services frontaliers du Canada

In addition to the quantities specified below five (2E and 2F) samples are to be provided to the Technical Authority at no cost for each order.

Quantity	1,000 - 5,000 Books		5,100 - 10,000 Books		10,100 - 20,000 Books		20,100 + Books		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

4.3 Police Officer's Handbook on Immigration (3 1/2" x 5")	
<b>Format</b>	BSF5025 (E): Estimated between 40 to 70 pages plus separate cover, edition style notebook, saddle stitch. BSF5025 (F): Estimated between 40 to 70 pages plus separate cover, edition style notebook, saddle stitch.
<b>Ink</b>	Black - no bleed
<b>Paper</b>	Cover: 10pt coated cover, coated one(1) side
<b>Printing</b>	Offset process to be used. Out side front cover prints in black, inside front and back cover are blank. Balance of pages will print black. No Bleeds.
<b>Print Quality</b>	Informational quality printing is required.  Text pages: 120M white offset or equivalent.
<b>Binding</b>	Saddle stitched (2)
<b>Packaging</b>	Parcel and pack in new uniform boxes note exceeding 35 lbs. Packaging slip must accompany each shipment. Total quantity in each box must be in multiples of 250, 500 or 1000's.

This category currently includes the following active products:

Number	CAS #	Title
BSF5025 E	20030190	Police Officers Handbook on Immigration
BSF5025 F	20030261	Guide sur l'immigration pour l'agent de police

In addition to the quantities specified below five (2E and 2F) samples are to be provided to the Technical Authority at no cost for each order.

#### Low Quantity

Quantity	1,000 - 5,000 Books		5,100 - 10,000 Books		10,100 - 20,000 Books		20,100 + Books		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

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#### High Quantity

Quantity	20,100 - 30,000 Books		30,100 - 50,000 Books		50,100 + Books		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

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#### 4.4 Translation of the Canada Border Services Agency Declaration Card (4" x 8 1/2")

<b>Format</b>	Booklet, 16 pages 2 colours, self cover, saddle stitched
<b>Ink</b>	2 Colours, no bleeds
<b>Paper</b>	Offset, 100M white, Opaque
<b>Printing</b>	Offset process to be used. Front cover will print black and blue PMS539. Balance of pages will print black. No Bleeds.
<b>Binding</b>	Saddle stitched with two (2) wires
<b>Quality Level</b>	Informational quality printing is required
<b>Packaging</b>	Pack in new uniform boxes not exceeding 35 lbs. Total quantity in each box must be in multiples of 25, 50 or 100's. Band in 200's.

This category currently includes the following active products:

Number	CAS #	Title
CE311	20042268	Translation of the Canada Border Services Agency Declaration Card Traduction de la carte de déclaration de l'Agence des services frontaliers du Canada

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

Quantity	20,000 - 50,000		50,100 - 100,000		100,100 - 120,000		120,100 +		SUBTOTAL
Price	\$0.00	/M	\$0.00	/M	\$0.00	/M	\$0.00	/M	\$0.00
1st option year	\$0.00	/M	\$0.00	/M	\$0.00	/M	\$0.00	/M	\$0.00
2nd option year	\$0.00	/M	\$0.00	/M	\$0.00	/M	\$0.00	/M	\$0.00
3rd option year	\$0.00	/M	\$0.00	/M	\$0.00	/M	\$0.00	/M	\$0.00
4th option year	\$0.00	/M	\$0.00	/M	\$0.00	/M	\$0.00	/M	\$0.00

#### 4.5 Enforcement and Intelligence Officer's Notebook (5 1/2" x 8 1/4")

<b>Format</b>	Estimated 100 to 150 pages edition style notebook, Double Loop Wire Binding.
<b>Ink</b>	Black. Serial number in PMS 199 Red.
<b>Paper</b>	Cover 100pt board. Cover Black Cloth Leather finish (synthetic leather). End leaves on black paper stock 100lb text in black no printing. Text 60lb number 2 offset.
<b>Printing</b>	Cover Black Cloth Leather finish (synthetic leather). No printing on cover. Text print black 2 sides, no bleed.
<b>Binding</b>	Double Loop Wire Binding Black.
<b>Packaging</b>	Parcel and pack in new uniform boxes note exceeding 35 lbs.

0.5

This category currently includes the following active products:

Number	CAS #	Title
BSF785E	20049008	Enforcement and Intelligence Officer's Notebook
BSF785F	20053758	Carnet de l'agent - Exécution de la loi et du renseignement

In addition to the quantities specified below five (1E and 1F) samples are to be provided to the Technical Authority at no cost for each order.

Quantity	500 - 1,000 Books		1,100 - 5,000 Books		5,100 + Books		SUBTOTAL
Price	\$0.00	/Book	\$0.00	/Book	\$0.00	/Book	\$0.00
1st option year	\$0.00	/Book	\$0.00	/Book	\$0.00	/Book	\$0.00
2nd option year	\$0.00	/Book	\$0.00	/Book	\$0.00	/Book	\$0.00
3rd option year	\$0.00	/Book	\$0.00	/Book	\$0.00	/Book	\$0.00
4th option year	\$0.00	/Book	\$0.00	/Book	\$0.00	/Book	\$0.00

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cw035  
CCC No./N° CCC - FMS No./N° VME

4.6 Officer Notebook 3 3/8" x 4 7/8"	
<b>Format</b>	Estimated 200 to 216 pages edition style notebook, sewn bound, consisting of a separate glued cover with end leaves. Bound at top with tape, round corner and trimmed flush.
<b>Ink</b>	Black.
<b>Paper</b>	Cover: 10 point Coated 1 Side white. First 12 page signature sewn bound signature and the 1st and last sheet glues to the book: No. 1 Offset 160M, white Balance of sewn bound signatures: Multi-purpose bond 40M, white (numbered by printer, bottom right corner 1 to 100, black ink).
<b>Print Quality</b>	Informational quality printing is required.
<b>Numbering</b>	Front cover serially numbered Bottom left in PMS 199 red. (numbers to be specified with call up).
<b>Binding</b>	Sewn signatures, with separate glued cover bound with white Holland tape or equivalent at top.
<b>Packaging</b>	Parcel and pack in new uniform boxes note exceeding 35 lbs.

This category currently includes the following active products:

Number	CAS #	Title
BSF556	20035591	Officer Notebook Carnet d'agent

In addition to the quantities specified below five (2E and 2F) samples are to be provided to the Technical Authority at no cost for each order.

Quantity	1,000 - 5,000 Books		5,100 - 10,000 Books		10,100 - 20,000 Books		20,100 + Books		SUBTOTAL
Price	\$0.00 /Book		\$0.00 /Book		\$0.00 /Book		\$0.00 /Book		\$0.00
1st option year	\$0.00 /Book		\$0.00 /Book		\$0.00 /Book		\$0.00 /Book		\$0.00
2nd option year	\$0.00 /Book		\$0.00 /Book		\$0.00 /Book		\$0.00 /Book		\$0.00
3rd option year	\$0.00 /Book		\$0.00 /Book		\$0.00 /Book		\$0.00 /Book		\$0.00
4th option year	\$0.00 /Book		\$0.00 /Book		\$0.00 /Book		\$0.00 /Book		\$0.00

#### CATEGORY 5 - LABELS

5.1 Label – 1" x 4"	
<b>Format</b>	Self-adhesive, pressure-sensitive label prints 1 side.
<b>Ink</b>	1 PMS - no bleeds (PMS colour to be specified with call up). Ink must be smudge proof and fade proof. Ink density must be consistent throughout run.
<b>Paper</b>	120M litho vellum - white
<b>Die cut</b>	Kiss cut
<b>Carrier Sheet</b>	8½" x 11" - each sheet has 2 columns of 10 labels each (20 labels per sheet)
<b>Adhesive</b>	Permanent self-adhesive
<b>Packaging</b>	Shrink wrap 25 sheets per package and box as specified in Annex A

This category currently includes the following active

Number	CAS #	Title
BSF578	20030912	Detained Labels Étiquette de détenu

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

#### ALL DIE CHARGES TO BE INCLUDED IN BID

Quantity	500 -1,000 Sheet		1,100 - 5,000 Sheet		5,100 + Sheet		SUBTOTAL
Price	\$0.00 /C		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /C		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /C		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /C		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /C		\$0.00 /M		\$0.00 /M		\$0.00

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5.2 Label – 1½" x 1¼"	
<b>Format</b>	Self-adhesive pressure-sensitive label prints 1 side
<b>Ink</b>	1 PMS as background colour with white reverse print - with bleeds (PMS colour to be specified with call up). Ink must be smudge proof and fade proof. Ink density must be consistent throughout run.
<b>Paper</b>	120M litho vellum - white
<b>Die cut</b>	Kiss cut
<b>Carrier Sheet</b>	9" x 11" - each sheet has 6 rows of 5 labels across <b>(30 labels per sheet)</b>
<b>Adhesive</b>	Permanent self-adhesive
<b>Packaging</b>	Shrink wrap 25 sheets per package and box as specified in Annex A

This category currently includes the following active products:

Number	CAS #	Title
BSF571	20037678	Criminality 1 - Criminalité 1
BSF572	20027171	Criminality 2 - Criminalité 2

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order

**ALL DIE CHARGES TO BE INCLUDED IN BID**

Quantity	100 - 300 Sheet		310 - 500 Sheet		510 + Sheet		SUBTOTAL
Price	\$0.00 /C		\$0.00 /C		\$0.00 /C		\$0.00
1st option year	\$0.00 /C		\$0.00 /C		\$0.00 /C		\$0.00
2nd option year	\$0.00 /C		\$0.00 /C		\$0.00 /C		\$0.00
3rd option year	\$0.00 /C		\$0.00 /C		\$0.00 /C		\$0.00
4th option year	\$0.00 /C		\$0.00 /C		\$0.00 /C		\$0.00

5.3 Label – 3¼" x 7"	
<b>Format</b>	Prints 2 sides
<b>Ink</b>	Black + 15% black screen - no bleeds
<b>Paper</b>	Tyvek white .0076 per 1000 inch
<b>Die cut</b>	Angle cut at top left and right corners
<b>Special Instructions</b>	Reinforcement ring at top centre ½" from top

**Packaging** Packages and cartons as specified in Annex A

This category currently includes the following active products:

Number	CAS #	Title
E640	20011291	Sealed Sample Modèle scellé

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority

**ALL DIE CHARGES TO BE INCLUDED IN BID**

Quantity	100 - 500 Labels		510 - 1,000 Labels		1,100+ Labels		SUBTOTAL
Price	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00
1st option year	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00
2nd option year	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00
3rd option year	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00
4th option year	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00

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5.4	Label – 8½" x 8½"	Sent an e-mail to client
<b>Format</b>	Self-adhesive, pressure-sensitive label with square corners and 2 removable self adhesive transfer tape strips horizontally at top and bottom of front. Prints 1 side	
<b>Ink</b>	Black (text) + 1 PMS for background. - with bleeds (PMS colour to be specified with call up)	
<b>Paper</b>	120M litho vellum - white	
<b>Carrier sheet</b>	8½ x 8½ - vertical centre slit - 1 label per carrier sheet	
<b>Adhesive</b>	Removable	
<b>Tape</b>	2 removable self-adhesive ½" transfer tape strips placed horizontally at top and bottom on front	
<b>Special Instructions</b>	Transfer tape <b>MUST</b> be blank - no company name, logo etc. Labels are to be used with felt tip markers - ink must be smudge resistant	
<b>Packaging</b>	Packages and cartons as specified in Annex A	

This category currently includes the following active products:

Number	CAS #	Title
K132	200022701	Notice - Customs Seizure Avis - Saisie de douane

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order

**ALL DIE CHARGES TO BE INCLUDED IN BID**

Quantity	1,000 - 5 000 Labels		5,100 - 10,000 Labels		10,100 + Labels		SUBTOTAL
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

5.5	Label – 8½" x 11"
<b>Format</b>	Self-adhesive, pressure-sensitive label prints 1 side
<b>Ink</b>	Black (text) + 1 PMS for background - no bleed. (PMS colour to be specified with call up)
<b>Paper</b>	Tyvek .008 white ( <b>MUST</b> be waterproof and tamperproof)
<b>Carrier sheet</b>	8½" x 11" - vertical centre slit - 1 label per carrier sheet
<b>Adhesive</b>	Permanent
<b>Packaging</b>	Packages and cartons as specified in Annex A

This category currently includes the following active products:

Number	CAS #	Title
K103	20006270	Warning Attention

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order

**ALL DIE CHARGES TO BE INCLUDED IN BID**

Quantity	100 - 500 Labels		510 - 1,000 Labels		1,100 + Labels		SUBTOTAL
Price	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00
1st option year	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00
2nd option year	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00
3rd option year	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00
4th option year	\$0.00 /C		\$0.00 /C		\$0.00 /M		\$0.00

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5.6 Label – 3" x 2" (continuous)	
<b>Format</b>	Pressure sensitive label on continuous treated backing sheet - butt cut. Rolls of 1,000.
<b>Ink</b>	Black
<b>Paper</b>	Vellum - 60lbs. fluorescent orange yellow
<b>Adhesive</b>	Permanent.
<b>Special Instructions</b>	The label will be applied and must adhere to a wide range of surfaces including corrugated wood, paper etc. . Rolls of 1,000.
<b>Packaging</b>	Pack in new uniform boxes not exceeding 35 lbs. Total quantity in each box must be in multiples of 25, 50 or 100's.

This category currently includes the following active products:

Number	CAS #	Title
E219	20005977	Refused/Unclaimed at Customs Refusé/Non réclamé aux douanes

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order

BID						SUBTOTAL	
Quantity	10,000 - 30,000 Labels		30,100 - 50,000 Labels		50,100 + Labels		
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

5.7 Label – 5" x 3" (continuous)	
<b>Format</b>	Self-adhesive, pressure-sensitive continuous label prints 1 side
<b>Ink</b>	Black (text) + 1 PMS for background - with bleeds (PMS colour to be specified with call up)
<b>Paper</b>	120M litho vellum - white
<b>Carrier sheet</b>	5¼" wide - horizontal, perforation between labels every 3 1/8"
<b>Adhesive</b>	Permanent
<b>Special Instructions</b>	Single continuous label. Carrier sheet to be 5¼" wide. Full background, prints in 100% Pantone yellow and bleeds all sides. All
<b>Packaging</b>	Fanfold every 4 labels and box as specified in Annex A

This category currently includes the following active products:

Number	CAS #	Title
E220	20006943	Pre-Rated Label

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order

BID						SUBTOTAL	
Quantity	10,000 - 30,000 Labels		30,100 - 50,000 Labels		50,100 + Labels		
Price	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
1st option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
2nd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
3rd option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00
4th option year	\$0.00 /M		\$0.00 /M		\$0.00 /M		\$0.00

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<b>5.8</b>	<b>Label – 7¼" x 3" and 4½" x ¾" - two different sized labels per set (continuous)</b>
<b>Format</b>	Self-adhesive, pressure-sensitive continuous label prints 1 side; 2 sets of labels per carrier sheet
<b>Ink</b>	1 PMS - no bleed (PMS colour to be specified with call up) - ink must be smudge resistant
<b>Paper</b>	120M litho vellum - white
<b>Die cut</b>	2 different labels per set with round corners. Label 1 is 7¼" x 3". Label 2 is 4½" x ¾"
<b>Carrier sheet</b>	8½" x 11" - 1 set = 2 labels; 2 sets per carrier sheet (4 labels)
<b>Adhesive</b>	Permanent
<b>Perforations</b>	Horizontal perforations of a quality suitable to allow processing over high speed printers without separating but still allow for easy
<b>Punching</b>	Marginal holes left and right
<b>Packaging</b>	Shrink wrap 100 sheets per package and box as specified in Annex A

This category currently includes the following active products:A144

Number	CAS #	Title
BSF157	20032371	Labels for personnel file folder

In addition to the quantities specified below two (2) samples are to be provided to the Technical Authority at no cost for each order

**ALL DIE CHARGES TO BE INCLUDED IN  
BID**

Quantity	100 - 500 Sheets	510 - 1,000	1,100 + S+F176heets	SUBTOTAL
Price	\$0.00 /C	\$0.00 /C	\$0.00 /M	\$0.00
1st option year	\$0.00 /C	\$0.00 /C	\$0.00 /M	\$0.00
2nd option year	\$0.00 /C	\$0.00 /C	\$0.00 /M	\$0.00
3rd option year	\$0.00 /C	\$0.00 /C	\$0.00 /M	\$0.00
4th option year	\$0.00 /C	\$0.00 /C	\$0.00 /M	\$0.00

<b>5.9</b>	<b>Label – 8½" x 11"</b>
<b>Format</b>	Self-adhesive, pressure-sensitive label prints 1 side
<b>Ink</b>	1 PMS - no bleed (PMS colour to be specified with call up) - ink must be smudge resistant
<b>Paper</b>	120M litho vellum - white
<b>Carrier sheet</b>	8½" x 11" - vertical centre slit - 1 label per carrier sheet
<b>Adhesive</b>	Permanent
<b>Packaging</b>	Shrink wrap in 50s and box as specified in Annex A

This category currently includes the following active products:

Number	CAS #	Title
BSF594	20034235	Labels for regular file folder

In addition to the quantities specified below ten (10) samples are to be provided to the Technical Authority at no cost for each order

**BID**

Quantity	1,000 - 5,000	5,100 - 10,000	10,000 + Labels	SUBTOTAL
Price	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00
1st option year	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00
2nd option year	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00
3rd option year	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00
4th option year	\$0.00 /M	\$0.00 /M	\$0.00 /M	\$0.00

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5.10	Label – 1½" x ¾" (continuous)
<b>Format</b>	Self-adhesive, pressure-sensitive, numbered, continuous label prints 1 side; number prints in 7 pt type.
<b>Ink</b>	Black - no bleed
<b>Paper</b>	100M gloss - white
<b>Die cut</b>	Die cut to size with square corners with ⅛" between labels horizontally; carrier does not die cut.
<b>Carrier sheet</b>	1 wide, constructed of any suitable silicone coated backing paper. Handwriting or EDP printing shall not cause any shift or lifting
<b>Adhesive</b>	Permanent (Destrux Acrylic) with security slashes.
<b>Numbering</b>	Consecutively numbered with a 7 or 8 digit numbering head. All zeros must print. Figures to be centred on label.
<b>Special Instructions</b>	Labels must appear in ascending order and in an upright position. No duplicate or missing numbers. All numbers must print
<b>Packaging</b>	Package in rolls of 500 (1 across) on a 3" core and box as specified in Annex A.

This category currently includes the following active products:

Number	CAS #	Title
BSF407-1	20045382	Labels for Identification of Articles for Temporary Export

In addition to the quantities specified below two (2) samples are to be provided to the Technical Authority at no cost for each order

#### BID

##### Low Quantity

Quantity	10 Rolls		20 Rolls		30 Rolls		40 Rolls		SUBTOTAL
Price	\$0.00 /Lot		\$0.00 /Lot		\$0.00 /Lot		\$0.00 /Lot		\$0.00
1st option year	\$0.00 /Lot		\$0.00 /Lot		\$0.00 /Lot		\$0.00 /Lot		\$0.00
2nd option year	\$0.00 /Lot		\$0.00 /Lot		\$0.00 /Lot		\$0.00 /Lot		\$0.00
3rd option year	\$0.00 /Lot		\$0.00 /Lot		\$0.00 /Lot		\$0.00 /Lot		\$0.00
4th option year	\$0.00 /Lot		\$0.00 /Lot		\$0.00 /Lot		\$0.00 /Lot		\$0.00

##### High Quantity

Quantity	50 Rolls		60 Rolls		80 Rolls		SUBTOTAL
Price	\$0.00 /Lot		\$0.00 /Lot		\$0.00 /Lot		\$0.00
1st option year	\$0.00 /Lot		\$0.00 /Lot		\$0.00 /Lot		\$0.00
2nd option year	\$0.00 /Lot		\$0.00 /Lot		\$0.00 /Lot		\$0.00
3rd option year	\$0.00 /Lot		\$0.00 /Lot		\$0.00 /Lot		\$0.00
4th option year	\$0.00 /Lot		\$0.00 /Lot		\$0.00 /Lot		\$0.00

5.11	Label – 4" x 3" (continuous)
<b>Format</b>	Self-adhesive, pressure-sensitive, continuous label prints 1 side
<b>Ink</b>	Black (text) + 1 PMS for background - no bleed. (PMS colour to be specified with call up)
<b>Paper</b>	Tyvek 1703
<b>Die cut</b>	Kiss cut with ⅛" between labels horizontally;
<b>Carrier sheet</b>	Continuous carrier sheet 4½" wide
<b>Adhesive</b>	Permanent
<b>Perforations</b>	Horizontal every 3⅛" between each label
<b>Punching</b>	1 hole on left side 3/16" diameter; left edge to centre ¼" and centre top to bottom
<b>Packaging</b>	(Fanfold) Package in rolls of 500 (1 across) and pack 14 rolls per box

This category currently includes the following active products:

Number	CAS #	Title
BSF584	20040901	Evidence and Seizure Label

In addition to the quantities specified below two (2) samples are to be provided to the Technical Authority at no cost for each order

#### ALL DIE CHARGES TO BE INCLUDED IN BID

Quantity	20 - 50 Rolls		51 - 100 Rolls		101 - 200 Rolls		201 - 300 Rolls		SUBTOTAL
Price	\$0.00 /Roll		\$0.00 /Roll		\$0.00 /Roll		\$0.00 /Roll		\$0.00
1st option year	\$0.00 /Roll		\$0.00 /Roll		\$0.00 /Roll		\$0.00 /Roll		\$0.00
2nd option year	\$0.00 /Roll		\$0.00 /Roll		\$0.00 /Roll		\$0.00 /Roll		\$0.00
3rd option year	\$0.00 /Roll		\$0.00 /Roll		\$0.00 /Roll		\$0.00 /Roll		\$0.00
4th option year	\$0.00 /Roll		\$0.00 /Roll		\$0.00 /Roll		\$0.00 /Roll		\$0.00

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5.12 Label – 3" x ¼" (bar coded) (continuous)	
<b>Format</b>	Self-adhesive code 3 of 9 continuous bar code labels to be laser printed
<b>Ink</b>	Black - no bleed Must be smudge proof and fade proof. Clearance between top of bar code and edge of label to be 0.125" (0.3
<b>Paper</b>	120M litho vellum - white. Label must be crack-proof and must remain affixed to the item when subjected to temperatures from -
<b>Die cut</b>	Kiss cut with round corners and ¼" clear around each label
<b>Carrier sheet</b>	Two labels in two different sets side-by-side for each transaction number on 7¼" wide carrier sheet, continuous format
<b>Adhesive</b>	Permanent, self-adhesive
<b>Numbering</b>	Each label contains a 9 digit alphanumeric transaction code (2 alpha followed by 7 digits) with corresponding human readable
<b>Testing samples</b>	15 complete sets are required for testing. Full production <b>CANNOT</b> commence until supplier receives written confirmation that
<b>Special Instructions</b>	Must be compatible with the hand held scanner Motorola DS6708 Bar Code Reader. For additional information regarding bar code specifications, see Annex E.
<b>Packaging</b>	Package in rolls of 1,000 labels (i.e. 4 labels per set (same number) with 250 sets per roll for 1,000 labels per roll) 250 sets of 4 labels per roll) and 9 rolls per box

This category currently includes the following active products:

Number	CAS #	Title
BSF263H	20036979	Syft Bar Code - Code à barre - Syft (Halifax)
BSF263M	20036980	Syft Bar Code - Code à barre - Syft (Montreal)
BSF263P	20036982	Syft Bar Code - Code à barre - Syft (Prince Rupert)
BSF263R	20036981	Syft Bar Code - Code à barre - Syft (Robert Bank)
BSF263V	20036983	Syft Bar Code - Code à barre - Syft (Vancouver)

**ALL DIE CHARGES TO BE INCLUDED IN**

Quantity	10 - 20 Rolls	21 - 49 Rolls	50 + Rolls	SUBTOTAL
Price	\$0.00 /Roll	\$0.00 /Roll	\$0.00 /Roll	\$0.00
1st option year	\$0.00 /Roll	\$0.00 /Roll	\$0.00 /Roll	\$0.00
2nd option year	\$0.00 /Roll	\$0.00 /Roll	\$0.00 /Roll	\$0.00
3rd option year	\$0.00 /Roll	\$0.00 /Roll	\$0.00 /Roll	\$0.00
4th option year	\$0.00 /Roll	\$0.00 /Roll	\$0.00 /Roll	\$0.00

5.13 Label – 3" x ¼" (bar coded) (continuous)	
<b>Format</b>	Self-adhesive code 3 of 9 continuous bar code labels prints 1 side
<b>Ink</b>	Black - no bleed. Must be smudge proof and fade proof. Clearance between top of bar code and edge of label to be 0.125" (0.3
<b>Paper</b>	120M litho vellum - white - label must be crack-proof and must remain affixed to the item when subjected to temperatures from -40
<b>Die cut</b>	Kiss cut with round corners and ¼" clear around each label
<b>Carrier sheet</b>	Two labels side-by-side per set on 7¼" wide carrier sheet, continuous format
<b>Adhesive</b>	Permanent, self-adhesive
<b>Numbering</b>	Each label contains a 9 digit alphanumeric transaction code (2 alpha followed by 7 digits) with corresponding human readable
<b>Testing samples</b>	15 complete sets are required for testing. Full production <b>CANNOT</b> commence until supplier receives written confirmation that testing was successful.
<b>Special Instructions</b>	For additional information regarding bar code specifications, see Annex E.
<b>Packaging</b>	Package in rolls of 1,000 labels (i.e. 500 sets of 2 labels per roll) and 10 rolls per box

This category currently includes the following active products:

Number	CAS #	Title
E560M	20044858	Bar Code Labels - Code à barres (Montreal)
E560S	20029590	Bar Code Labels - Code à barres (Scarborough)
E560V	20029601	Bar Code Labels - Code à barres (Vancouver)
E560W	20029602	Bar Code Labels - Code à barres (Winnipeg)
E560Y	20032061	Bar Code Labels - Code à barres (Yarmouth)

**BID**

Quantity	5 - 20 Rolls	21 - 50 Rolls	51 + Rolls	SUBTOTAL
Price	\$0.00 /Roll	\$0.00 /Roll	\$0.00 /Roll	\$0.00
1st option year	\$0.00 /Roll	\$0.00 /Roll	\$0.00 /Roll	\$0.00
2nd option year	\$0.00 /Roll	\$0.00 /Roll	\$0.00 /Roll	\$0.00
3rd option year	\$0.00 /Roll	\$0.00 /Roll	\$0.00 /Roll	\$0.00
4th option year	\$0.00 /Roll	\$0.00 /Roll	\$0.00 /Roll	\$0.00

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5.14	Label – 3½" x ½" (bar coded)
<b>Format</b>	Self-adhesive bar code labels with 6 sets of 6 matching labels per sheet (36 labels) in 3 rows of 12 labels; prints 1 side.
<b>Ink</b>	Black - no bleed. Must be smudge proof and fade proof. Clearance between top of bar code and edge of label to be 0.125" (0.3
<b>Paper</b>	120M litho vellum - white - label must be crack-proof and must remain affixed to the item when subjected to temperatures from -
<b>Die cut</b>	Butt cut with square corners
<b>Carrier sheet</b>	11" x 8½" carrier sheet - 36 labels per sheet
<b>Adhesive</b>	Permanent, self-adhesive
<b>Numbering</b>	Each label contains a 14 digit alphanumeric transaction code, with a corresponding human readable number, where the first 5
<b>Perforation</b>	2 vertical "easy-tear" perforations between the rows and one horizontal "easy-tear" perforation in the centre between the sets of 6
<b>Testing samples</b>	15 complete sets are required for testing. Full production <b>CANNOT</b> commence until supplier receives written confirmation that
<b>Special Instructions</b>	For instructions concerning the check digit calculation, see <b>Annex E</b> .
<b>Packaging</b>	Shrink wrap 500 sheets per package and box as specified in Annex A

This category currently includes the following active products:

Number	CAS #	Title
E541	20018605	Transaction Bar Codes

Quantity	10,000 0 50,000	50,100 - 100,000	100,100+			SUBTOTAL
Price	\$0.00 /M	\$0.00 /M	\$0.00 /M			\$0.00
1st option year	\$0.00 /M	\$0.00 /M	\$0.00 /M			\$0.00
2nd option year	\$0.00 /M	\$0.00 /M	\$0.00 /M			\$0.00
3rd option year	\$0.00 /M	\$0.00 /M	\$0.00 /M			\$0.00
4th option year	\$0.00 /M	\$0.00 /M	\$0.00 /M			\$0.00

5.15	Marine Warning Tag (6 1/2" x 3 1/2")
<b>Format</b>	Tag with Metal eyelet, 2 sided printing
<b>Ink</b>	Black, no bleeds
<b>Paper</b>	Tyvec 1073, Flood coat green (2 sides), UV Varnish both sides (UV and fade protection) with paper patch and metal eyelet.
<b>Printing</b>	Offset process to be used. On face and back.
<b>Quality Level</b>	International quality printing is required
<b>Packaging</b>	Shrink wrap 50 tags per package and box as specified in Annex A

This category currently includes the following active products:

Number	CAS #	Title
BSF721	20045348	Marine Warning Tag

**ALL DIE CHARGES TO BE INCLUDED IN BID**

In addition to the quantities specified below five (5) samples are to be provided to the Technical Authority at no cost for each order.

Quantity	500 - 1,000	1,100 - 5,000	5,100 +			SUBTOTAL
Price	\$0.00 /C	\$0.00 /M	\$0.00 /M			\$0.00
1st option year	\$0.00 /C	\$0.00 /M	\$0.00 /M			\$0.00
2nd option year	\$0.00 /C	\$0.00 /M	\$0.00 /M			\$0.00
3rd option year	\$0.00 /C	\$0.00 /M	\$0.00 /M			\$0.00
4th option year	\$0.00 /C	\$0.00 /M	\$0.00 /M			\$0.00

\$0.00

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## ANNEX "C"

### USAGE REPORTS

The offeror must provide the following information, for the first six (6) months on a monthly basis and thereafter every three months, to the following addresses: [Andrea.Keyserlingk@pwgsc-tpsgc.gc.ca](mailto:Andrea.Keyserlingk@pwgsc-tpsgc.gc.ca); CBSA Contract/Call-up Authority and CBSA Technical Authority.

The usage report must, at a minimum, indicate:

- The Call-up number
- The date of Call-up
- The date the delivery completed
- The Ordering office, identified by location:
  - i) Headquarters,
  - ii) Rigaud Training Centre,
  - iii) Forms Management Services (FMS),
  - iv) Pacific,
  - v) Prairie,
  - vi) Greater Toronto,
  - vii) Niagara/Fort Erie,
  - viii) Windsor/St. Clair,
  - ix) Northern Ontario,
  - x) Quebec, or
  - xi) Atlantic;
- Invoicing address
- Product Category (Product A and B) of the forms or labels ordered
- Document or Form number of the forms or labels ordered
- CAS material master number of the forms or labels ordered
- The quantity requested for each form or label,
- The quantity shipped year to date
- The number of Call-ups filled per product
- The unit price and total for each form or label ordered,
- The delivery cost of the completed Call-up
- The total cost of the completed Call-up
- The address where the form or label was sent to during the previous month.

Forms with serial numbers or barcodes must be identified by the start and end serial number, along with the human readable component of a bar code, must be indicated in the report for that form.

Reports must be supplied as electronic MS Excel spreadsheet which will be provided to the Offeror upon standing offer award. Subject to the approval of the CBSA Contract/Call-up Authority, the Offeror may provide reports in a different format.

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## ANNEX "D"

### Product A and B - BAR CODE SPECIFICATIONS APPLICABLE TO ALL CBSA BAR CODE LABELS

#### 1. Bar Code Symbolologies

Either of the following bar code symbolologies may be selected:

a) Standard code 3 of 9, as defined in the AIM document USS-39 (USD-3), (AIM is the Automatic Identification Manufacturers, Inc.). Use of the optional Code 3 of 9 Modulo 43 checksum is not acceptable. Code 3 of 9 bar code symbols may be printed with either a 2 :1 or 3 :1 wide to narrow bar width ratio, subject to meeting requirements in paragraph 15 of this Appendix: or

b) Code 128 is defined in AIM document USS-128 (USD-6). A Modulo 103 checksum digit is a mandatory part of Code 128.

**NOTE:** For cargo control numbers longer than 18 characters, it may not be possible to use Code 3 of 9. The maximum length of 4.5 in./11.43 cm will be strictly enforced.

#### 2. Width of Narrow Bar

The minimum width of a narrow bar must be 0.009 in./0.023 cm.

The maximum width of a narrow bar is dependent on the bar code symbology selected as follows:

Code 3 of 9 (2:1 ratio)	= 0.016 in./0.04 cm
Code 3 of 9 (3:1 ratio)	= 0.012 in./0.03 cm
Code 128	
(no double density)	= 0.016 in./0.04 cm
Code 128	
(double density)	= 0.024 in./0.06 cm

#### 3. Width of Wide Bar

For Code 3 of 9, a wide bar must be no less than two and no more than three times that of a narrow bar, according to the narrow bar specifications in paragraph 2 of this Appendix.

For Code 128, there are four different bar widths. These must be one to four times that of a narrow bar, where the maximum width of the narrow bar is a specified in paragraph 2 of this Appendix.

#### 4. Length of Quiet Zones

Both the leading and the trailing quiet zones must be a minimum of either 10 times the narrow bar width or 0.125 in./0.3 cm, whichever is greater. Longer quiet zones will increase the readability of the code.

#### 5. Bar Code Symbol Height

The bar code symbol must be between 0.375 in./0.95 cm and 0.625 in./1.60 cm in height.

#### 6. Bar Code Symbol Length

The bar code symbol, including the leading and trailing quiet (blank) zones, as well as the human readability component, must totally reside within the Delimited Area as defined in paragraph 15 of this Appendix.

## 7. Human Readable Format

- a) Human readable print (names or numbers) must always be below the bar code.
- b) The height of the human readable print must be at least 0.0984 in./0.25 cm.
- c) The human readable number must begin on the left side of the bar code directly below the point where the bar code starts.
- d) The spacing between the bar code and the human readable format and any subsequent lines must be at least 0.03 in/0.08 cm.

## 8. Print Contrast Ratio

The print contrast ratio is the ratio of the difference of reflectivity between the bars and spaces as follows:

$$\text{PCR} = \frac{\text{Reflectance of Spaces} - \text{Reflectance of Bars}}{\text{Reflectance of Spaces}}$$

Where reflectance is defined as a percentage figure, the print contrast ratio must be a minimum of 55% with an optimum value of 75%.

## 9. Readability

The average first read rate for bar code symbols produced must be 95% (i.e., only 5 in 100 will require more than one scan). All bar codes produced through carbons must meet the same read rate as the original.

## 10. Lifetime

The bar code symbol must be readable for a minimum of eight months with a 95% first read rate.

## 11. Print Type

The bar code symbol may be printed with either carbon or non-carbon ink.

## 12. Label Size

If labels are used, the maximum length and width of the label is as defined in the Delimited Area of paragraph 15 of this Appendix. There should be no wording above the bar code itself and there should be 0.125 in./0.3 cm between the top of the bar code and the edge of the label. The label must be a self-adhesive, permanent label and must be smudge-proof.

## BAR CODE SPECIFICATIONS SPECIFIC TO ACCOUNT SECURITY HOLDER TRANSACTION NUMBERS

### 13. Code for Transaction Numbers

The bar code symbol represents a 14-digit (transaction) code, where the first five digits are the account security number, the next eight digits are the importer/broker assigned number, and the last digit is the check digit.

The Modulo 10 checksum digit formula, as specified by CBSA, must be used to calculate all check digits. The assigned number must not be repeated for a period of six years plus the current year.

### 14. Human Readable Format

Below each bar code symbol, the encoded data must be printed in a human-readable format. The human readable number must be 14 digits long not including the dash or space which is found after the first five digits (account security number) i.e., 12345 000067897 or 12345-000067897. The bar code symbol should read only the 14 digits found in the human readable number and should not read the dash or space. The human readable transaction number must begin on the left side of the bar code directly below the point where the bar code starts. If a broker or importer name is to be printed on the bar code label it should be printed on the same line but must be separated by a blank character space a slash and another blank character space (e.g., 12345-123456781 / ABC Customs Brokers). If the broker or importer name is too long to fit on one line with the human readable number it should be printed below and start at the left of the human readable number but should not start any further left than where the broker or importer name started on the line above.

(e.g., 12345-123456781 / Associated National Customs Brokers of Canada)

Only names and not numbers are acceptable after the 14-digit transaction number. The human readable print must be at least 0.0984 in./0.25 cm and the spacing between the bar code and the human readable format and any subsequent lines must be at least 0.03 in./0.08 cm. The CADEX indicator should not be printed on the bar code label. It should be printed on the Release Information Card or on the release documentation itself as close to the bar-coded label as possible.

## 15. Delimited Area

The bar-coded label must fit into a space that is 4 in./10.2 cm long by 1 in./2.54 cm high. The symbol itself can be no longer than 3.75 in./9.5 cm and no higher than 0.625 in./1.60 cm.

## LABEL AND BAR CODE INFORMATION FOR DELIVERIES

**Labels:** The Contractor must label each package with the information detailed below:

- Boxes and skids must be labelled in English and French as to Quantity, Form Number, Material Master Number, Production Date (month and year), Title, Language, Contractor's Name, and Call-up Number.
- Label information on boxes must be clearly indicated on the end of the box.
- Boxes must be placed on skids so that label information is clearly visible on all 4 sides of the skid.

Along with the printed information on the label, there will also be a requirement for bar codes (see Bar Codes).

**Bar Codes:** The Contractor must provide labels with the following bar code requirements:

Bar Code 3 of 9, as defined in the Automatic Identification Manufacturers Inc. (AIM) document USS-39 (USD-3) must be used. The Bar Code will include information for a ten (10) digit "Call-up number" and for an eight (8) digit "Material Master Number". Human readable print (Font: Helvetica Condensed, Bold, Size: 14 pts.) must always be below the Bar Code.

The average first read rate for Bar Code symbols must be 95% (i.e. only 5 in 100 will require more than one (1) scan). The Bar Code symbol can be printed with carbon or non-carbon ink.

Two separate bar codes are required and must include information for the following:

- 1) Task Authorization Number;
- 2) Material Number.

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**ANNEX "E"**

**SCHEDULE OF SHIPPING  
ADDRESSES AND QUANTITIES**

**FOR CBSA OFFICES AT CBSA WAREHOUSES**

<b>Material No.</b>	<b>Form No.</b>	<b>Total Quantity</b>
<b>Refer to Attach Excel Spreadsheet</b>	<b>Refer to Attach Excel Spreadsheet</b>	<b>TBD</b>
<b>CBSA Mailroom</b> 2215 Gladwin Cr Entrance C Ottawa, ON K1B 4B9 <b>Fax:</b> (613)941-6100 <b>E-mail:</b> <a href="mailto:FORMS-FORMULAIRES@cbsa-asfc.gc.ca">FORMS-FORMULAIRES@cbsa-asfc.gc.ca</a>		
<b>Samples</b> 355 North River Road 16floor, Tower B Room # 16015 Ottawa ON K1A 0L8  <b>Att: France Gauthier</b>		<b>TBD</b>
<b>Distribution to</b>		
<b>Miscellaneous</b>		
<b>Delivery Date</b>		

**PACKING SLIP MUST ACCOMPANY EACH SHIPMENT**

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## ANNEX "F"

### LABEL AND BAR CODE SPECIFICATIONS

The paper requirements to ensure proper readability of the label and bar code information are:

- 1) White stock with matte finish, black ink;
- 2) Stock must have smooth surface coating;
- 3) No recycled paper components;
- 4) Stock must be able to reflect 70% to 90% of the light from the illumination source back to the light detector;
- 5) Label must have permanent adhesive;
- 6) Label image size 5.5" x 3.5";
- 7) Label size 6" x 4";
- 8) Identical to layout as specified below.

**NOTE: Description must be in both English and French.**

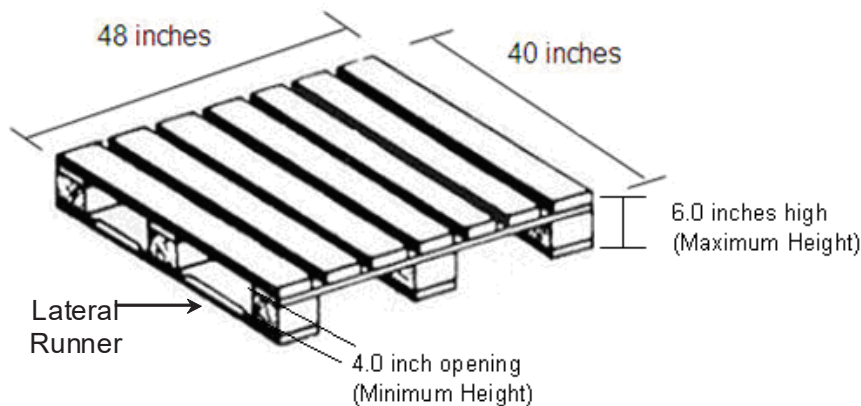
<b>Quantity / Quantité</b>	<b>Contractor's Name / Nom du fournisseur</b>	<b>Production Date MM/YYYY Date de production MM/AAAA</b>
<b>Form Number / N° du formulaire</b>	<b>Call-up Number / N° de commande subséquente</b> 	<b>Language / Langue</b>
<b>Material Master Number / N° de matériel</b> 		
<b>Title / Titre</b>		

## ANNEX "G"

### SKID DIAGRAM AND SPECIFICATIONS

#### 4-WAY BLOCK DESIGN

- Skids used **must be** four-way block style with three (3) 40" lateral runners at the bottom of the skid – one (1) at each end and one (1) in the middle.



#### SKID SPECIFICATIONS

- Critical skid dimensions are:
  - Length = 48.0"
  - Width = 40.0"
  - Maximum height = 6.0"
  - Minimum height gap between runners (along width) = 4.0"
- All lateral runners **MUST** have a 45° slope on all sides for power truck accessibility.
- Skids used are to be spruce wood construction using 3" nails with a minimum of six (6) nails per board.
- Industry best practice for skid packaging and safety methods shall be used.
- To prevent damage of the print and/or copy jobs, stacking of skids is unacceptable.
- Non-returnable skids are to be used.
- The skid including all contents must be a maximum weight of 2,500 lbs and a maximum height of 56".
- The entire skid must be shrink-wrapped a minimum of two (2) layers.
- Non-returnable skids will be used for delivery.

#### TRANSPORTATION AND DELIVERY

At the time of delivery, the Contractor must provide one (1) transportation waybill that clearly indicates:

- Description of Content;
- Method of Shipment (i.e. prepaid);
- Contractor Name and Contact Information;

- 
- Number of boxes;
  - Number of skids;
  - "Shipped To" Address (Full address with contact information, including telephone number);
  - Call-up Number.

For all deliveries destined to a CBSA warehouse, **the Contractor must provide an Advance Shipping Notification (ASN) to the warehouse** specified in each Task Authorization. The Contractor must identify if there are special instructions for the Acceptance of Shipment(s) as detailed herein under Advance Shipping Notification.

**SHIPPING:** See "Schedule of shipping addresses and quantities" (**See Annex E**)

**ADVANCE SAMPLES: Two (2)** advance samples from the first day's production must be forwarded by courier service to the **TECHNICAL AUTHORITY** listed below, **before shipping to the other destination**. Failure to return advance sample could result in delay of payment.

#### **ADVANCE SHIPPING NOTIFICATION (ASN)**

The Contractor must make all arrangements with the delivery destinations to schedule deliveries. The Contractor must ensure that the delivery arrangements adhere to the delivery requirements of the Contract. Once the delivery date and time has been agreed to with the receiving CBSA warehouse, the Contractor must submit a copy of the schedule to the Technical Authority by facsimile or email. The e-mail or fax as to where the Contractor is required to submit the schedule is at the sole discretion of the Technical Authority and may be changed throughout the duration of any resulting Task Authorization.

For CBSA Warehouse delivery destinations, as applicable, the Contractor must provide a minimum of twenty-four (24) hours' notice to the delivery destination prior to the shipment arriving. The notification must be sent by facsimile or email.

The following information must be indicated on the ASN:

- Anticipated Delivery Date;
- Material Master Number;
- Contractor Name and Contact Information;
- Name of Transport Carrier;
- Number of Boxes per Item;
- Number of Skids;
- Publication Number with Revision/Batch (as applicable);
- Quantities per Box;
- Call-up Number;
- "Shipped To" Address (Full address with contact information, including telephone number);
- Total Quantity per Item;
- Waybill Number.

#### **IMPORTANT**

**The warehouse may refuse shipments and any costs associated with the delayed delivery shall be borne solely by the Contractor under the following circumstances:**

- Prior shipping arrangements have not been made;
- The packaging does not comply with the requirements of this Statement of Work;
- The skids do not comply with the requirements in this Statement of Work;
- The labels do not comply with the requirements in this Statement of Work.

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## **ANNEX "H"**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);
- ☐ Large Value Transfer System (LVTS) (Over \$25M)

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**ANNEX "I "**

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

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

**OR**

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

B. Check only one of the following:

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

**OR**

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

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## ANNEX "J"

### EVALUATION GRID

#### REQUEST FOR STANDING OFFER: 47419-212612

**TITLE:** Canada Border Services Agency: Forms and Labels Printing

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

EVALUATION SUMMARY		
MANDATORY REQUIREMENTS	MET	NOT MET

#### MANDATORY CRITERIA

Offers **MUST** meet the mandatory criteria of the request for standing offer. No further consideration will be given to Offers not meeting the mandatory criteria.

The following definitions apply for the purposes of the Mandatory Criterion M.1.

#### Mandatory Technical Criteria

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

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

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

## M.1 CORPORATE EXPERIENCE AND CAPABILITY

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

M.1.1 Evaluation criteria	Met	Not Met
<p>M.1.i: The Offeror must demonstrate that he has contracted or has been contractually bound with a minimum of five (5) separate external clients (outside of the Offeror's own company). These contracts with at a minimum of five (5) separate external clients must be for the production of printing and finishing of multi-part forms, flat forms, labels, tags, booklets or notebook. The offer must provide the start date or the completion date to demonstrate that the contract was <u>started or completed after January 1, 2016</u>.</p> <p>The Offeror can demonstrate this experience in five (5) contracts.</p>		
M.1.i.a The Contract Reference (example: client's organization); for the Contracts identified for M.1.1.	Met	Not Met
Contract 1:		
Contract 2:		
Contract 3:		
Contract 4:		
Contract 5:		
<p>M.1.ii. A complete description of the printing and finishing requirements of the multi-part forms, flat forms, labels, tags, booklets and notebooks supplied under the Contract. The combined descriptions of all of the contracts must demonstrate that the Offeror provided the printing and finishing multi-part forms, flat forms, labels, tags, booklets or notebooks.</p>	Met	Not Met
Contract 1:		
Contract 2:		
Contract 3:		
Contract 4:		
Contract 5:		
M.1.2 Evaluation criteria	Met	Not Met
<p>M.1.2.i. Out of the five (5) separate external clients the Offeror must have produced with their own machinery at least one (1) of the products (production of printing and finishing of multi-part forms, flat forms, labels, tags, booklets or notebooks) in at least three (3) of the aforementioned contracts. For the remaining two (2) contracts, the Offeror may show experience gained through the use of subcontracting.</p>		
Contract 1:		
<p>M.1.2.ii Two (2) Contracts showing experience gained either through production with their own machinery, or through the use of subcontracting. If subcontractors are used, show corporate</p>	Met	Not Met

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experience for two (2) contracts, the Offeror must provide a complete and detailed description of the work performed by the subcontractor. The Offeror must also provide the subcontractor's contact information.		
Contract 1 :		
Contract 2 :		
Comments :		

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