



**RETURN OFFERS TO:  
RETOURNER LES OFFRES A:**

E-mail offers to:

[robyn.dagg@rcmp-grc.gc.ca](mailto:robyn.dagg@rcmp-grc.gc.ca)

**Note - RCMP has the following e-mail restrictions:**  
**The maximum e-mail message size is 5 MB.**  
**Zip files not accepted.**

**REQUEST FOR  
STANDING OFFER**

National Individual Standing Offer (NISO)

**DEMANDE D'OFFRES À  
COMMANDES**

Offre à commandes individuelle et nationale (OCIN)

Proposal to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du Canada

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

Comments: - Commentaires :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

<b>Title – Sujet</b> Business Card Printing		<b>Date</b> January 28, 2021
<b>Solicitation No. – N° de l'invitation</b> 202005125/A		
<b>Client Reference No. - No. De Référence du Client</b> 202005125		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	2 :00pm	EST(Eastern Standard Time) HNE (Heure Normale du l'Est)
<b>On / le :</b>	February 17, 2021	
<b>Delivery - Livraison</b> See herein — Voir aux présentes	<b>Taxes - Taxes</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Robyn Dagg – robyn.dagg@rcmp-grc.gc.ca		
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>	

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



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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 Requirement: 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 and Appendices include the Statement of Work, the Basis of Payment, Security Requirements Checklist, Standing Offer Reporting Template, Electronic Payment Instruments and Certificate of Independent Bid Determination.

### **1.2 Summary**

- 1.2.1 The Royal Canadian Mounted Police (RCMP) have a requirement for a National Individual Standing Offer for the provision of a variety of business cards, with delivery to many locations Across Canada.

Period of the Standing Offer will be one year from date of issuance of the Standing Offer, with three (3) additional extension periods of one (1) year each.
- 1.2.2 The requirement is solely limited to Canadian services.
- 1.2.3 The intent is to issue one Standing Offer as a result of this solicitation.
- 1.2.4 The Request for Standing Offer (RFSO) is to establish National Individual Standing Offer for the delivery of the requirement detailed in the RFSO, to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs) and Nunavut Land Claims Agreement.



### 1.3 Security Requirement

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 – Security Requirement, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements.

### 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 Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the [Buyandsell.gc.ca](http://buyandsell.gc.ca) website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the [Office of the Procurement Ombudsman \(OPO\)](#).

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>

<http://opo-boa.gc.ca/plaintesurvol-complaintoverview-eng.html>

### 1.6 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.

## 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>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

## **2.2 Submission of Offers**

Offers must be submitted only to RCMP Offer Receiving Unit by the date, time and place indicated on page 1 of the offer solicitation.

NOTE: The RCMP has not been approved for offer submission by epost Connect service.

Due to the nature of the offer solicitation, offers transmitted by facsimile to RCMP will not be accepted.

## **2.3 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than six (6) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

## **2.4 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.

## **2.5 Promotion of Direct Deposit Initiative**

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.



If you are the successful offeror on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: [corporate\\_accounting@rcmp-grc.gc.ca](mailto:corporate_accounting@rcmp-grc.gc.ca)

### **PART 3 - OFFER PREPARATION INSTRUCTIONS**

#### **3.1. Offer Preparation Instructions**

Canada requests that the offerors submit its complete **email** offer in separately saved and attached sections as follows:

Section I: Technical Offer (one (1) soft copy in PDF format)

Section II: Financial Offer (one (1) soft copy in PDF format)

Section III: Certifications (one (1) soft copy in PDF format)

#### **Important Note:**

For offers transmitted by email, Canada will not be responsible for any failure attributable to the transmission or receipt of the offer including, but not limited to, the following:

- a. receipt of garbled or incomplete offer;
- b. delay in transmission or receipt of the offer to the Contracting Authority's email inbox (the date & time on the email received by the Contracting Authority is considered the date & time of receipt of the offer submission);
- c. availability or condition of the receiving equipment;
- d. incompatibility between the sending and receiving equipment;
- e. delay in transmission or receipt of the offer;
- f. failure of the Offeror to properly identify the offer;
- g. illegibility of the offer; or
- h. security of offer data.

An offer transmitted electronically constitutes the formal offer of the Offeror and must be submitted in accordance with Section 05 of 2006 (2020-05-28) Standard Instructions – Request for Standing Offers - Goods or Services - Competitive Requirements.

The RCMP has restrictions on incoming e-mail messages. The maximum e-mail message size including all file attachments must not exceed 5MB. Zip files or links to offer documents will not be accepted. Incoming e-mail messages exceeding the maximum file size and/or containing zip file attachments will be blocked from entering the RCMP e-mail system. A offer transmitted by e-mail that gets blocked by the RCMP e-mail system will be considered not received. It is the responsibility of the Offeror to ensure receipt.



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

### **Section I: Technical Offer**

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

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

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

#### **3.1.1 Payment by Credit Card**

If the Offeror is willing to accept payment of invoices by Electronic Payment Instruments, complete Appendix 1 to Part 3 - Electronic Payment Instruments, to identify which ones are accepted.

If Appendix 1 to Part 3 - 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 credit cards for payment of call-ups 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.
- (c) Only Offers with a valid Canadian Content Certification will be considered for evaluation.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 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.

**Full colour:** means four (4) colour process or a minimum of four (4) ink colours.

**Multiple individuals:** means five (5) or more individuals requiring the printing of cards to include information individual to each user.

**Different Styles of business cards:** means a minimum of two (2) business cards with different logos





or designs printed and supplied to users as required under the Contract.

## **M.1 CORPORATE EXPERIENCE**

The Offeror must demonstrate that it has been contractually bound to an external client to provide printing and production to final format of different styles of business cards for multiple individuals and delivery to the destination address or addresses specified by the Client.

At least one (1) of the styles of business cards must have required full colour printing.

The Contract must have been for delivery of printed business cards on an as needed basis over a period of six (6) months or more.

The Contract must have been performed within the last 3 years.

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

The Offeror must provide the following information for the contract:

- a the number of individuals for whom business cards were produced by the Offeror under the Contract;
- b a description of the business cards provided by the Offeror including the number of different styles of cards being provided under the Contract;
- c a description of the printing requirements of the business cards, including the colour printing requirements;
- d the period of the contract (example: number of months or years or March 2017 to present or April 2017 to December 2020);
- e the start date or the end date of the contract (example: start date March 2017 or end date – April 2017 or March 2017 to present);
- f the Client information for the Contract, must include the company name, company contact name, email address and phone number.

**Note:** Simply repeating the statement contained in the offer solicitation is not sufficient. Offerors must provide the necessary documentation to support compliance with the requirements.

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

### **4.1.2 Financial Evaluation**

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

To determine the total evaluated price, the prices submitted in the Annex B: Basis of Payment of this offer solicitation for the initial period and the extension periods will be calculated as specified in the Annex B Basis of Payment Excel spreadsheet being distributed through Government Electronic Tender Service.

## **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.

The intent is to issue one Standing Offer as a result of this solicitation.

## **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 Precedent to 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.

#### **5.1.1 Integrity Provisions**

In accordance with the section titled Information to be provided when bidding, contracting, or entering into a real property agreement subject to 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:

- Declaration of Convicted Offences - Integrity Declaration Form (as applicable)
- Required Documentation (List of names for integrity verification form)

Please see the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html) website for further details (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html>).

#### **5.1.2 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 \(ESDC\) – Labour's](https://www.canada.ca/en/employment-social-development/canada/esdc-labour-s) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare 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.



### 5.1.3 Additional Certifications Precedent to Issuance of a Standing Offer

#### 5.1.3.1 Canadian Content Certification

This procurement is solely limited to Canadian services.

The Offeror certifies that:

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

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

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

#### 5.1.3.2 Independent Bid Determination

The attached Certificate of Independent Bid Determination (Appendix 2 to Part 5) has been developed by the federal Competition Bureau for use by the Contracting Authority when calling for bids, tenders or quotations. The intention of this documentation is to deter bid-rigging by requiring bidders to disclose, to the Contracting Authority, all material facts about any communications and arrangements which the bidder has entered into with competitors regarding the call for tenders.

#### 5.1.3.3 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.

## **PART 6 – SECURITY REQUIREMENT**

### **6.1 Security Requirement**

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (b) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

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

#### **7.2 Security Requirement**

- 7.2.1 The following security requirements (SRCL and related clauses) apply and form part of the Standing Offer.

The Offeror is required to be security cleared at the level of RCMP Facility Access as verified by the Personnel Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP)

The Offeror must not remove or make copies of any designated or classified information or assets from the identified work site (s), and the Offeror must ensure that its personnel are made aware of and comply with this restriction.

The Offeror must comply with the provisions of the Security Requirements Check List in Annex C

#### **7.3 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.

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

##### **7.3.1 General Conditions**



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

### **7.3.2 Standing Offers Reporting**

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

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

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

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

## **7.4 Term of Standing Offer**

### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_ (to be inserted at time of issuance).

### **7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for up to three (3) additional one-year periods, under the same conditions and at the rates or prices 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 before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority

### **7.4.3 Comprehensive Land Claims Agreements (CLCAs) and Nunavut Land Claims Agreement**

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs) and Nunavut Land Claims Agreement.

## **7.5. Authorities**



### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Robyn Dagg  
Title: Procurement Officer  
Royal Canadian Mounted Police  
Directorate: Procurement, Material & Assets Management  
Address: 73 Leikin Drive, Ottawa, Ontario, K1A 1R2

E-mail address: robyn.dagg@rcmp-grc.gc.ca

The Standing Offer Authority is responsible for the establishment and administration of the Standing Offer, (including any extensions, set asides or cancellations). Revisions or amendments to the Standing Offer shall only be authorized in writing by the Standing Offer Authority. The Offeror must not perform work in excess of or outside the scope of the Standing Offer based on verbal or written requests or instructions from anyone other than the Contracting Authority and any work so conducted shall be at the Offeror's sole risk and expense and shall not be charged to any Authorized User unless otherwise agreed to in writing by the Contracting Authority.

### 7.5.2 Project Authority

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

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

### 7.5.3 Offeror's Representative

(Fill in at time of award)

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

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

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

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

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

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

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

### 7.6 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.

### 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer are: authorized employees of the RCMP Divisions.

### 7.8 Call-up Procedures



Before issuance of a Call-up, the Project Authority or the authorized employee of RCMP Divisions will provide the Offeror with an e-mail indicating the business card style(s) to be produced, the quantity of each card required, the required information for each individual, the destination addresses, and the service level standard as specified in section A.9 of the Annex A Statement of Work.

The Offeror must, within two (2) business days, confirm to the Project Authority or the authorized employee of RCMP Divisions, by e-mail, that the Offeror has received the call-up. The Offeror must also confirm the delivery date for the specified quantities and provide the cost for shipping to the required destination(s).

The Project Authority or an authorized employee of RCMP Divisions will then provide the Offeror with the Call-Up Against a Standing Offer indicating the business card style(s) to be produced, the quantity of each card required, the required information for each individual, the destination addresses, and the service level standard as specified in section A.9 of the Annex A Statement of Work. The Call-up will include the pricing for each of the business cards as specified in the Annex B basis of payment and the shipping cost(s) as per the Offeror's quote. The Call-up price will be established by multiplying the applicable price(s) as specified in the Annex B Basis of Payment by the number of business cards required for each individual. The Call-up price will include the estimated cost for shipping as submitted by the Offeror. Shipping will be paid at cost as specified in the Annex B Basis of Payment.

The delivery deadlines, as agreed to by the Offeror and the Project Authority or the authorized employee of RCMP Divisions, and as specified in the Call-up against the Standing Offer, must be met.

The Offeror must not undertake any of the specified Work until a Call-up against the Standing Offer is issued by the Project Authority or the authorized employee of RCMP Divisions.

The Offeror will be authorized by the Project Authority or the authorized employee of RCMP Divisions to proceed with the Work by the issuance of a Call-up against a Standing Offer.

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

## **7.9 Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using the duly completed 1758 form and must include the information identified in paragraphs 2 below.

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. 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, and acceptance of those terms;
  - 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.

### 7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (Applicable Taxes included). Should an individual call-up against the Standing Offer need to exceed \$10,000.00 (Applicable Taxes included), the Identified User must contact the Standing Offer Authority.

### 7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (to be inserted at standing offer issuance, 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.

### 7.12 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
- d) the general conditions 2010C (2020-05-28), General Conditions – Services (medium complexity), apply to and form part of the contract.
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Standing Offer Reporting Template
- i) the Offeror's offer dated \_\_\_\_\_ (insert date of offer).

### 7.13. Procurement Ombudsman

#### 7.13.1 Dispute Resolution Services

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 30 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3)(d) of the *Department of Public Work and Government Services Act* and Section 23 of the *Procurement Ombudsman Regulations*.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 , by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).



### **7.13.2 Contract Administration**

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

### **7.14 Certifications and Additional Information**

#### **7.14.1 Compliance**

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

#### **7.14.3 SACC Manual Clauses**

SACC Manual clause M3060C (2008-05-12) Canadian Content Certification

### **7.15 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.

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

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

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

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

## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

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



### 7.2.1 General Conditions

2010C (2020-05-28), General Conditions – Services (medium complexity), apply to and form part of the Contract.

Section 2010C 13 (2018-06-21) Interest on Overdue Accounts, of 2010C (2020-05-28) General Conditions – Services (medium complexity) will not apply to payments made by credit cards.

### 7.3 Term of Contract

#### 7.3.1 Delivery Date

Delivery must be made within then (10) calendar days from approval of proofs by the RCMP.

### 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 a *firm lot price(s), as specified in Annex "B" for a cost of \$ \_\_\_\_\_ (insert the amount at standing offer issuance)*. Customs duties are included and Applicable Taxes are extra.

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

#### 7.5.2 Method of Payment

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

##### 7.5.2.1 SACC Manual clause

SACC Manual clause A9117C (2007-11-30) T1204-Direct Request by Customer Department

#### 7.5.3 Payment by Credit Card

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

#### 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 (<\$10,000);
- b. MasterCard Acquisition Card (<\$10,000);
- 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

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

### Invoices must be distributed as follows:

- (a) The original must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.

The invoice must include the Standing offer number, the department reference number as well as the call-up number and the 1758 form.

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

## 7.7 Insurance

*SACC Manual* clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirements

## 7.8 SACC Manual Clauses

P1010C (2010-01-11) Quality Levels for Printing  
P1011C (2010-01-11) Quality Levels for Colour Reproduction

## 7.9 Author's Alterations

Author's alterations are changes requested by the Project Authority to approved text or layout at any stage during production.

If author's alterations are requested, the Contractor must provide details of the alterations and associated costs to the Project Authority for review and approval. The Contractor cannot undertake any alteration without the written authorization of the Contracting Authority and will be evidenced through a contract amendment.



## ANNEX "A" - STATEMENT OF WORK

### A.1 Background:

This National Individual Standing Offer (NISO) is for the supply of nine different business card styles to the Royal Canadian Mounted Police (RCMP) to various locations across Canada.

### A.2 Quality Levels:

The print quality level is *Informational*, in accordance with the Public Works and Government Services Canada (PWGSC) Publications entitled "Quality Levels for Printing", or "Quality Levels for Colour Reproduction", latest issues.

<https://www.tpsgc-pwgsc.gc.ca/app-acq/guides/index-eng.html>

<https://www.tpsgc-pwgsc.gc.ca/app-acq/guides/index-fra.html>

### A.3 Production Methods

The Offeror may use offset (either direct imaging or metal plates) or digital press printing methods to produce any of the work provided the criteria for the print quality level stated in A.2 are met.

All logos include fine detail. Printed logos must be clear with no bleeding of colours or blurred text or lines.

### A.4 Specifications

**Size:** 3.5" x 2"

**Quantity:** 200 per box or 500 per box.

**Paper:** All cards must be printed on cover stock using fibre originating from a sustainably-managed forest certified to a third-party verified forest certification standard such as the [Forestry Stewardship Council](https://ca.fsc.org/en-ca/standards) (FSC), [Sustainable Forestry Initiative](https://www.forests.org/forestmanagementstandard) (SFI) or the [Canadian Standards Association Sustainable Forest Management Standard](https://www.csasfmforests.ca/foreststandards.htm) (CSA/SFMS).

#### TYPE A:

**Paper:** Gloss coated cover, coated one side (C1S), 10 pt., white, minimum 88 brightness.

Prints on one side only – English first or French first as specified in each call-up

**English first:** Bilingual banner (English first), RCMP signature (English First), and Canada Wordmark  
Bilingual text - English left, French right

**French first:** Bilingual banner (French first), RCMP signature (French first), and Canada Wordmark  
Bilingual text - French left, English right

**Bilingual Text:** Employee name is in Arial bold, upper and lower case 10 pt.  
The body text is in Arial medium, upper and lower case 6, 7 or 8 pt.  
Telephone, fax and e-mail are in Arial medium, 7 pt.



Ink: Four (4) spot colours on one (1) side only (4/0): Pantone red 1797, PMS blue 287, PMS yellow 116 plus black, no bleeds, aqueous varnish

**TYPE B:**

Paper: Gloss coated cover, coated two sides (C2S), 10 pt., white, minimum 88 brightness.

Prints on two sides – English on one (1) side and French on the other

English side: English only banner, bilingual RCMP signature (English first), and Canada Wordmark English text

French side: French only banner, bilingual RCMP signature (French first), and Canada Wordmark French text

Text: Employee name is in Arial bold, upper and lower case 10 pt.  
The body text is in Arial medium, upper and lower case 6, 7 or 8 pt.  
Telephone, fax and e-mail are in Arial medium, 7 pt.

Ink: Four (4) spot colours on two (2) sides (4/4): Pantone red 1797, PMS blue 287, PMS yellow 116 plus black, no bleeds, aqueous varnish

**TYPE MISSING CHILDREN:**

Paper: Gloss coated cover, coated one side (C1S), 10 pt., white, minimum 88 brightness.

Prints on two sides – English and French (bilingual on 2 sides) - English first or French first as specified in each call-up

English first: Front side: Bilingual banner (English first), bilingual RCMP signature (English first), and Canada Wordmark  
Bilingual text - English left, French right  
Back: Bilingual text - English left, French right, bilingual logo

French first: Front side: Bilingual banner (French first), French RCMP signature (French first), and Canada Wordmark  
Bilingual text - French left, English right  
Back: Bilingual text - French left, English right, bilingual logo

Bilingual Text: Employee name is in Arial bold, upper and lower case 10 pt.  
The body text is in Arial medium, upper and lower case 6, 7 or 8 pt.  
Telephone, fax and e-mail are in Arial medium, 7 pt.

Ink: Four (4) spot colours (Pantone red 1797, PMS blue 287, PMS yellow 116 plus black) on front and black only on back (4/1), bleeds, aqueous varnish

**TYPE GOLD EXECUTIVE:**

Paper: Smooth finish cover, 100 lb (200M), equivalent in colour to Domtar Cougar Natural, minimum 75 brightness.



Prints one or on two sides – English and French (bilingual on 2 sides) - English first or French first as specified in each call-up

English first: Front side: RCMP Crest (English), bilingual 4 line RCMP signature (English first), and Canada Wordmark  
Bilingual text - English left, French right  
Back: Bilingual text - English left, French right, bilingual logo

French first: Front side: RCMP Crest (French), bilingual 4 line RCMP signature (French first), and Canada Wordmark  
Bilingual text - French left, English right  
Back: Bilingual text - French left, English right, bilingual logo

Bilingual Text: Employee name is in Arial bold, upper and lower case 10 pt.  
The body text is in Arial medium, upper and lower case 6, 7 or 8 pt.  
Telephone, fax and e-mail are in Arial medium, 7 pt.

Ink: PMS 872 Gold and Black on front and black only on back (2/1), no bleeds

**TYPE CANADIAN POLICE COLLEGE (CPC) (GOLD LOGO):**

Paper: Smooth finish cover, 14.5 point, 100 lb (200M), equivalent in colour to Domtar Cougar Natural, minimum 75 brightness.

Prints on two sides – English on one (1) side and French on the other

English side: Bilingual CPC banner (English first) and Canada Wordmark  
English text

French side: Bilingual CPC banner (French first) and Canada Wordmark  
French text

Text: Name - Franklin Gothic Book Medium, 9 pt  
Title and Department – Franklin Gothic Book, 6.5 pt  
E-mail, Address, Telephone, Fax, Cell: Franklin Gothic Book, 7.5 pt

Ink: Pantone 872 Gold and Black on two (2) sides, (2/2), no bleeds

**TYPE CANADIAN POLICE COLLEGE (CPC) (BLUE AND RED LOGO):**

Paper: Gloss coated cover, coated two sides (C2S), 14 pt., white, minimum 88 brightness.

Prints on two sides – English on one (1) side and French on the other

English side: Bilingual CPC banner (English first) and Canada Wordmark  
English text

French side: Bilingual CPC banner (French first) and Canada Wordmark  
French text

Text: Name - Franklin Gothic Book Medium, 9 pt



Title and Department – Franklin Gothic Book, 6.5 pt  
E-mail, Address, Telephone, Fax, Cell: Franklin Gothic Book, 7.5 pt

Ink: PMS 2757 blue, PMS 200 Red, 032 Red (Canada Wordmark) and Black on two (2) sides,  
(4/4), no bleeds

**TYPE CRIMINAL INTELLIGENCE SERVICE CANADA (CISC):**

Paper: Gloss coated cover, coated two sides (C2S), 10 pt., white, minimum 88 brightness.

Prints on two sides – English on one (1) side and French on the other

English side: Bilingual CISC logo and design, solid bar, and Canada Wordmark  
English text

French side: Bilingual CISC logo and design, solid bar, and Canada Wordmark  
French text

Text: Employee name is in Arial bold, upper and lower case 10 pt.  
The body text is in Arial medium, upper and lower case 6, 7 or 8 pt.  
Telephone, fax and e-mail are in Arial medium, 7 pt.

Ink: Four colour process or Canada Wordmark 032 Red, PMS 1797 Red, PMS 2767 Blue  
and Black on two (2) sides, bleeds two sides

**TYPE INTERPOL:**

Paper: Gloss coated cover, coated two sides (C2S), 14 pt., white, minimum 88 brightness.

Prints on two sides – English on one (1) side and French on the other

English side: Choice of a combination of the following plus Canada wordmark:  
Interpol Ottawa logo plus Interpol logo  
OPP logo plus Interpol Ottawa logo  
SQ logo plus Interpol Ottawa logo  
SPVM logo plus Interpol Ottawa logo  
RCMP crest plus Interpol Ottawa logo  
RCMP crest plus Europol logo  
English text

French side: Choice of a combination of the following plus Canada wordmark:  
Interpol Ottawa logo plus Interpol logo  
OPP logo plus Interpol Ottawa logo  
SQ logo plus Interpol Ottawa logo  
SPVM logo plus Interpol Ottawa logo  
RCMP crest plus Interpol Ottawa logo  
RCMP crest plus Europol logo  
French text

Text: Employee name is in Arial bold, upper and lower case 10 pt.  
The body text is in Arial medium, upper and lower case 6, 7 or 8 pt.  
Telephone, fax and e-mail are in Arial medium, 7 pt.





Ink: Four colour process and Black on two (2) sides, (4/4), no bleeds

**TYPE CPIC - CANADIAN POLICE INFORMATION CENTRE (CPIC):**

Paper: Gloss coated cover, coated two sides (C2S), 10 pt., white, minimum 88 brightness.

Prints on two sides – English on one (1) side and French on the other

English side: Bilingual CPIC logo, bilingual CPIC signature (English first) and Canada Wordmark  
English text

French side: Bilingual CPIC logo, bilingual CPIC signature (French first) and Canada Wordmark  
French text

Text: Employee name is in Arial bold, upper and lower case 10 pt.  
The body text is in Arial medium, upper and lower case 6, 7 or 8 pt.  
Telephone, fax and e-mail are in Arial medium, 7 pt.

Ink: PMS 287 Blue, PMS 108 Yellow, 032 Red and Black on two (2) sides, (4/4), no bleeds,  
aqueous coating

**A.5 Proofs:**

A.5.1 Proofs for Each Individual's Information to be Printed on Approved Card Types:

A coloured proof in PDF format is required for each card ordered in the call-up submitted to the Offeror. Once approval has been provided for the proof, printing can commence.

The Offeror must provide the PDF proofs to the Project Authority or the authorized employee of RCMP Divisions (as indicated in the Call-up) within two (2) business days.

The Project Authority or the authorized employee of RCMP Divisions (as indicated in the Call-up) will approve the PDF proofs within two (2) business days.

**A.6 Quantities:**

As specified in each call-up

**A.6.1 Over runs / Under runs:**

No overruns or underruns will be accepted. All overruns of business cards must be destroyed at no cost to Canada.

**A.7 Material Supplied:**

Electronic files created in industry standard software packages in either EPS, Adobe In Design (CS3), Adobe Illustrator or Adobe Acrobat as available will be supplied for all elements ready for output except for trapping, which is the responsibility of the Offeror. Text will be provided by e-mail and/or fax with the call-up.

The Offeror must allow time in their estimate for verifying the files on the supplied media. The Offeror must contact the project authority immediately if the supplied media varies from the description of the



material supplied as stated in the specifications. The Offeror must also contact the project authority immediately if there are problems accessing or processing the files, outputting or printing from the supplied media.

#### **A.8 Quality assurance**

The Offeror must perform all necessary quality assurance procedures to ensure the final printed cards meet the specified quality levels and specifications of the Annex A Statement of Work and the approved proofs.

#### **A.9 Packaging:**

The cards must be packed in rigid paper business card boxes made of recycled material with a business card sample attached on the exterior. Each individual's cards must be packaged separately in standard sized business card boxes, with paper filler as required to eliminate shifting/damage of the packaged cards. When multiple cards are ordered in a single call-up, the individual business card boxes may be bulk packaged when delivered to a single location in appropriately sized cartons, not exceeding 25 lbs per box.

#### **A.10 Service Levels:**

Delivery must be made within then (10) calendar days from approval of proofs by the RCMP.

#### **A.11 Components Return:**

Components of the work: All original material supplied (artwork, electronic media, photographs) or created during production (separations, proofs) for any printing requirement is considered property of the Canada and must be returned at no additional cost to Canada upon completion of the Standing Offer to: (name and address to be inserted at time of award)



## ANNEX "B" - BASIS OF PAYMENT

**OFFERORS MUST ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET PUBLISHED ON THE GOVERNMENT ELECTRONIC TENDERING SERVICE (<https://buyandsell.gc.ca/>) AND RETURN THE COMPLETED ANNEX B BASIS OF PAYMENT ELECTRONICALLY WITH THEIR SUBMISSION.**

Annex "B" Basis of Payment can be downloaded from the Buy and Sell website directly. Please download 202005125\_BOP-ENG

### **B.1 STANDING OFFER PERIOD:**

### **B.2 EXTENSION PERIOD 1:**

### **B.3 EXTENSION PERIOD 2:**

### **B.4 EXTENSION PERIOD 3:**

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

The Offeror must submit firm all-inclusive prices for the printing and production to final format of business cards as described in Annex A, Statement of Work. The firm all-inclusive prices must include all materials and activities (**creation of master files, compute graphics [including changing names and information]**), setup charges, production and delivery of proof copies, printing and finishing operations, etc...) to produce the final business cards, and to ready the items for shipping for delivery to the destination address(es) identified in each Call-up. All prices must be FOB Destination, in Canadian funds, duty and excise taxes included, any and all applicable taxes extra. **Freight/delivery charges extra.**

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.

For this requirement, FOB destination indicates that the Offeror will incur the delivery expense to get the business card shipments to the destination address(es) as specified in the Call-up. However, all shipping costs reasonably and properly incurred in the delivery of items to the 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.

In addition, FOB destination indicates that the title to the shipment will pass from the offeror to the recipient at the destination address. The Offeror is responsible for each shipment until it arrives at the final destination address. The call-up will not be completed until the shipment arrives at the destination address.

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.

Quantities for evaluation shown in the Annex "B" BASIS OF PAYMENT are estimates for evaluation purposes only and are not a guarantee of an actual number of items to be produced, nor are they intended to reflect any expectations on behalf of the Government of Canada.



## 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.

### **B.5 SACC MANUAL CLAUSE PAPER – PRICE ADJUSTMENT- Offer (2016-01-28) (SOLICITATION AND STANDING OFFER)**

Offerors must complete the **B.5 SACC Manual Clause P2011T – Paper – Price Adjustment - Offer (2016-01-28)** and include it with their Offer. If the Offeror does not complete and provide the **B.5 SACC Manual Clause P2011T – Paper – Price Adjustment - Offer (2016-01-28)** with the Offer, no Escalation Clause will be included in the Standing Offer and no price escalation will be granted based on increased paper costs during the period of the Standing Offer.

Offerors must add or delete lines as required.

### **B.5 – SACC Manual Clause P2011T Paper – Price Adjustment – Offer (2016-01-28) (Offerors must complete information and include it with their offer)**

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

### **B.5 – SACC Manual Clause P2011C Paper – Price Adjustment – Standing Offer (2016-01-28)**

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 \_\_\_\_\_ (*end of the 30-day period 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 \_\_\_\_\_ percent of the unit price(s).  
Brand name and paper supplier: \_\_\_\_\_.
  - (b) cover stock (if applicable): \_\_\_\_\_ lb. at a base transaction cost per Cwt. of \$ \_\_\_\_\_ , and which represent \_\_\_\_\_ percent of the unit price(s).  
Brand name and paper supplier: \_\_\_\_\_.
  - (c) cover stock (if applicable): \_\_\_\_\_ lb. at a base transaction cost per Cwt. of \$ \_\_\_\_\_ , and which represent \_\_\_\_\_ percent of the unit price(s).  
Brand name and paper supplier: \_\_\_\_\_.
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.



**ANNEX "C" - SECURITY REQUIREMENTS CHECKLIST**

Government of Canada / Gouvernement du Canada

NARMS 2020114359

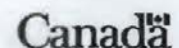
Contract Number / Numéro du contrat <b>202005125</b>
Security Classification / Classification de sécurité

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada  
Gouvernement du Canada

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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
Non  Oui

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No  Yes  
Non  Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIERS) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET- SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	Il serait préférable que les offrants fournissant le besoin décrit aux présentes disposent d'un accès valide aux installations de niveau II.		

Special comments:  
Commentaires spéciaux : Would like those working on Requirement to be cleared to FAA.

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No  Yes  
Non  Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No  Yes  
Non  Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
Non  Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No  Yes  
Non  Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No  Yes  
Non  Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
Non  Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No  Yes  
Non  Oui

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Canada



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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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





**ANNEX "D" – STANDING OFFER REPORTING TEMPLATE**

Standing Offer No: \_\_\_\_\_

Offeror: \_\_\_\_\_

Reporting Period: \_\_\_\_\_ 1st quarter: April 1 to June 30, \_\_\_\_\_  
 \_\_\_\_\_ 2nd quarter: July 1 to September 30, \_\_\_\_\_  
 \_\_\_\_\_ 3rd quarter: October 1 to December 31, \_\_\_\_\_  
 \_\_\_\_\_ 4th quarter: January 1 to March 31, \_\_\_\_\_

Call-Up Number	Invoice Number	Description	Quantity	Total Value of Each Item (Applicable Taxes excluded)
<b>TOTAL:</b>				<b>\$</b>

NIL REPORT: We have not done any business with the federal government for this period \_\_\_\_\_.

**Prepared by:**

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

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_



### **APPENDIX 1 to PART 3 - ELECTRONIC PAYMENT INSTRUMENTS**

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

- ( ) VISA Acquisition Card (<\$10K);
- ( ) MasterCard Acquisition Card (<10K);
- ( ) Direct Deposit (Domestic and International);
- ( ) Electronic Data Interchange (EDI);
- ( ) Wire Transfer (International Only);
- ( ) Large Value Transfer System (LVTS) (Over \$25M)



**APPENDIX 2 to PART 5 -**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid or tender (hereinafter "bid") to:

\_\_\_\_\_  
(Corporate Name of Recipient of this Submission)

for: \_\_\_\_\_  
(Name and Number of Bid and Project)

in response to the call or request (hereinafter "call") for bids made by:

\_\_\_\_\_  
(Name of Tendering Authority)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Corporate Name of Bidder or Tenderer [hereinafter "Bidder"])

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. for the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
  - (a) has been requested to submit a bid in response to this call for bids;
  - (b) could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. the Bidder discloses that (check one of the following, as applicable):
  - (a) the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
  - (b) the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:



- (a) prices;
- (b) methods, factors or formulas used to calculate prices;
- (c) the intention or decision to submit, or not to submit, a bid; or
- (d) the submission of a bid which does not meet the specifications of the call for bids;

except as specifically disclosed pursuant to paragraph (6)(b) above;

- 8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
- 9. the terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

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(Printed Name and Signature of Authorized Agent of Bidder)

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(Position Title)

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(Date)