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PART 1 - GENERAL INFORMATION

This RFP will require the production of or access to control goods that are subject to Defence Production Act, R.S. 1985, c. D-1, bidders are advised that within Canada only persons who are Registered, exempt or excluded under the Controlled Goods Program (CGP), are lawfully entitled to examine, possess or transfer controlled goods.

Visit the link below for steps on how to register in the controlled goods program.
<https://www.tpsgc-pwgsc.gc.ca/pmc-cgp/enregistrement-register/pmcinscrire-cgprester-eng.html>

1.1 Security Requirements

There is no security requirement applicable to the Contract.

1.2 Statement of Requirement

Department of National Defence (DND) have a requirement to format and print 2000 English and 500 French copies of their Aide Memoire. Electronic Files and hard copy of the previous AIDE MEMOIRE will be made available to contractors with Controlled Goods certification.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

2.2 Submission of Bids

Bids must be submitted only to the Department of National Defence Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

PDIV.BidReceivingUnit@forces.gc.ca.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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

2.5 Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Financial Bid
Section II: Certifications

Bids are to be sent to PDIV.BidReceivingUnit@forces.gc.ca

Section I: Financial Bid

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

Section II: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Financial Evaluation

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

4.2 Basis of Selection

4.2.1 Basis of Selection

SACC Manual Clause [A0069T](#) (2007-05-25), Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex A.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2010A](#) (2020-05-28), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Delivery Date

All the deliverables must be received on or before March 31st, 2021.

6.4.2 Delivery Points

CFB Halifax Dockyard
D206 Main Warehouse Door 1 thru 13
2519 Provo Wallis St.
Halifax, NS B3K 5X5
Canada

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Michael Ryall

Title: Contract Officer
Department of National Defence

Address: CFB Halifax, PO Box 99000,
Station Forces, B3K 5X5

Telephone: 902 427-3964

E-mail address: michael.ryall@forces.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: (to be given following Contract Award)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the

Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

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: 2012-2 of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 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 at Contract award). Customs duties are included and Applicable Taxes are extra.

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

6.7.2 Limitation of Price

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

6.7.3 Single Payment

SACC Manual clause [H1000C](#) (2008-05-12) Single Payment

6.7.4 SACC Manual Clauses

[A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department
[C0705C](#) (2010-01-11), Discretionary Audit
[B4060C](#) (2011-05-16), Controlled Goods

6.7.5 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

f. Large Value Transfer System (LVTS) (Over \$25M)

6.7.6 SACC Manual Clauses

Shipping Instructions - Free on Board Destination and Delivered Duty Paid Goods must be Consigned and delivered to the destination specified in the contract:

FOB Destination Shipping and Receiving, CFB Halifax, Main Warehouse, 2159 Provo Wallis Street, Halifax, Nova Scotia, B3K 5X5 including all delivery charges, administration, insurance costs and risks of transport, customs clearance and customs duties and Applicable Taxes to the destination as identified in the contract.

6.8 Invoicing Instructions

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

(a) The original and two (2) copies must be forwarded to the following address for certification and Payment.

Department of National Defence
Maritime Forces Atlantic,
Customer Services Division,
Building D-206, 2nd Floor,
P.O. Box 99000, STN Forces,
Halifax NS B3K 5X5,
Canada
Attn: Mike Ryall

Or

Via Email to

michael.ryall@forces.gc.ca

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010A](#) (2018-06-21) Goods (medium complexity);
- (c) Annex A, Statement of Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____.

6.12 Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16) Defence Contract

6.13 SACC Manual Clauses

- [A9131C](#) (2014-11-27), Controlled Goods Program – Contract
- [A9062C](#) (2011-05-16), Canadian Forces Site Regulations
- [P1005C](#) (2010-01-11), Packaging and Packing of Printed Products
- [P1010C](#) (2010-01-11), Quality Levels for Printing
- [P1011C](#) (2010-01-11), Quality Levels for Colour Reproduction
- [P1014C](#) (2010-01-11), Quality Levels for Typesetting
- [P1016C](#) (2010-01-11), Quality Levels for Binding

ANNEX "A"

REQUIREMENT

Print and electronically format copies of Aide Memoire provided in both English and French. The Contractor must provide **approximately** 2000 English and 500 French printed copies of the book. Final quantities will be determined by cost per book.

Each booklet must be:

- a) Approximately 175 pages (88 double sided);
- b) Page size 3.5" X 5";
- c) Stock: Synthetic 8mil;
- d) Ink: full colour throughout;
- e) Finishing: All pages custom die cut, 4 hole drill, bound with 0.75" loose leaf rings and clear cover
- f) 4 @ .75 loose leaf Rings;
- g) Clear Acetate Cover;
- h) Resize, Custom Format Tabs, Die lines required; and
- i) Final Digital copy to be included in final delivery

Following award DND will provide the electronic copy of information, texts, photos, graphs to be used. The contractor must provide final Blueprint/formatted electronic copy for approval by the Project Authority. Approval by the Project Authority must be received before printing of copies begin. The Crown will not be held financially liable should errors or omissions occur for copies printed prior to approval.

FORMATTING

Formatting for both English and French versions require:

- (a) Formatting to match
- (b) Text 180 pp - 4 hole drill
- (c) Die Cut, 3.5 x 5 White 67lb Synaps Tear resistant 8mil
- (d) Digitally printed in colour on 2 sides
- (e) O Rings & Clear Plastic Front Covers
- (f) COVID-19 Insert to be #39
- (g) Preface date needs to be changed to read December 2020

French version – additional formatting requirements

- (a) 5th Canadian Division Emblem to match English version
- (b) The following cards in the file "Soldier Cards French" need to be included as follow:

#5 Map - SYMBOLES ET MARQUAGE TOPOGRAPHIQUE;
#11 - ÉTUDE DU TERRAIN (Printing within the Graphic);
#15 - Croquis de repérage (Printing within the Graphic);
#18 – Zérotage et Ajustement de la visée optique;
#23 – Navigation;
#24 - Déclinaison magnétique;
#25 – Construction d'une tranchée de bataille; and
#31 - Vérification de la santé mentale

Solicitation No. - N° de l'invitation
W0100-211446/A
Client Ref. No. - N° de réf. du client
16397766

Amd. No. - N° de la modif.
File No. - N° du dossier
xxxxx.XXXXXX-XXXXXX

Buyer ID - Id de l'acheteur
W0100T
CCC No./N° CCC - FMS No./N° VME

DND will provide the electronic copy of information, texts, photos, graphs to be used.

Contractor must provide final Blueprint/formatted electronic copy of the Aide Memoire.

The presented Aide Memoire will be approved by the Project Authority.

Contractor must provide final Blueprint/formatted electronic copy of the Aide Memoire for approval by the Project Authority before printing begins.

If the successful contractor proceeds with the printing of copies before approval by the Project Authority, the Crown will not be held financially liable should errors or omissions occur.

All deliverables must be received on or before March 31, 2020.

Solicitation No. - N° de l'invitation
W0100-211446/A
Client Ref. No. - N° de réf. du client
16397766

Amd. No. - N° de la modif.
File No. - N° du dossier
xxxxx.XXXXXX-XXXXXX

Buyer ID - Id de l'acheteur
W0100T
CCC No./N° CCC - FMS No./N° VME

See attached picture. The blue paper is covering/blocking the contents as this is a “Controlled Goods Program” requirement.



ANNEX "B"

BASIS OF PAYMENT

Annex "B" must be completed in its entirety or the tender/bid will be considered non-responsive and will not be evaluated.

- Prices are firm.
- Firm Prices are in Canadian Dollars.
- Prices do not include taxes, however taxes will be added as a separate item, if applicable, on any invoice issued as a result of a Contract.

Table A:

Item	Description	Unit of Measure	Quantity (A)	Unit Rate (B)	Extended Price (C = A x B)
1	5 th Canadian Division – Aide Memoire English	Each	2000	\$ _____	\$ _____
2	5 th Canadian Division – Aide Memoire French	Each	500	\$ _____	\$ _____
3	Shipping				\$ _____
4	Sub-total				\$ _____
5	Taxes (if applicable) (GST ___% or HST ___%)				\$ _____
6	Total Estimated Cost				\$ _____

Lowest overall evaluation price will be determined as follows: (A x B) = C

Solicitation No. - N° de l'invitation
W0100-211446/A
Client Ref. No. - N° de réf. du client
16397766

Amd. No. - N° de la modif.
File No. - N° du dossier
xxxxx.XXXXXX-XXXXXX

Buyer ID - Id de l'acheteur
W0100T
CCC No./N° CCC - FMS No./N° VME

ANNEX "C" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

ANNEX D INTEGRITY PROVISIONS – LIST OF DIRECTORS

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

2. For a Partnership, General Partnership or Limited Partnership - the names of all current partners;

3. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole Proprietor or individual;

4. In the case of a joint venture - For a Joint Venture - the names of all current members of the Joint Venture;

5. For an individual - the full name of the person
