



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
Pacific Region

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

### Proposal To: Public Works and Government Services Canada

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

### Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

### Comments - Commentaires

### Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific  
Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

<b>Title - Sujet</b> Newspaper Printing - LOOKOUT Newspaper Printing - LOOKOUT	
<b>Solicitation No. - N° de l'invitation</b> W0103-228974/A	<b>Date</b> 2021-06-24
<b>Client Reference No. - N° de référence du client</b> W0103-228974	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-249-8240	
<b>File No. - N° de dossier</b> VIC-1-44018 (249)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Pacific Daylight Saving Time PDT <b>on - le 2021-07-13</b> Heure Avancée du Pacifique HAP	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Cress, Christine	<b>Buyer Id - Id de l'acheteur</b> vic249
<b>Telephone No. - N° de téléphone</b> (250) 514-9294 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE CFB ESQUIMALT BLDG 1127 WORKPOINT VICTORIA British Columbia V9A7N2 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

There are no security requirements associated with the requirement.

### 1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

### 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.

### 1.4 Canadian Content

The requirement is limited to Canadian goods and services.

### 1.5 epost Connect service

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

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

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

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

### 2.2 Submission of Bids

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

PWGSC Pacific Region Bid Receiving Unit:

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:  
[TPSGC.RPRReceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RPRReceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca)

**NOTE:** Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2003, or to

send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

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

Bids transmitted by facsimile or hardcopy to PWGSC will not be accepted.

#### 2.2.1 Prices - Items

Bidders must submit firm lot prices for all items listed in Annex "B".

#### 2.3 Former Public Servant

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

##### Definitions

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

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

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

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

##### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes ( ☐ ) No ( ☐ )

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

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

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

#### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? Yes (\_\_\_) No (\_\_\_)

If so, the Bidder must provide the following information:

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

#### 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 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.

#### 2.5 Applicable Laws

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

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

#### 2.6 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

Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

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

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

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

#### SECTION I: Technical Bid

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

#### SECTION II: Financial Bid

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

##### 3.1.1 Electronic Payment of Invoices – Bid

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

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

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

##### 3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

#### SECTION III: 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 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria – AT SOLICITATION CLOSING

	MANDATORY CRITERIA	COMMENTS	Bidder should state exactly by reference or page no. where in their bid supporting information can be found.
M1	<p>Bidder must certify in their proposal that it can meet the following responsibilities and production schedule:</p> <ul style="list-style-type: none"> <li>a) Picking up, at their own expense, all flyer inserts (if applicable) from the Lookout office, located at 1522 Esquimalt Road, Esquimalt, BC V9A 7N2, or at the Naden CANEX, between 8 a.m. and 3 p.m. (local Pacific Time) on Thursday for the Monday's paper, or Tuesday if Monday is a holiday; or receive the flyers at their print facility location by Thursday for insertion in that week's issue, and</li> <li>b) Print and deliver approximately 2,000 to 5,000 copies of each Lookout newspaper issue and potential inserts (as per Annex A) to a central location in Victoria by 7:00 a.m. (local Pacific Time) no later than the Monday immediately following the issue's digital file submission on the Friday. If the Monday is a statutory holiday, the newspaper bundles must be delivered to the central location by 7:00 a.m. (local Pacific Time) on the Tuesday. The location must be accessible to the delivery contractor for distribution.</li> </ul>		

M2	<p>The bidder must confirm that the file output from the uploaded digital files of each 12 to 36 page newspaper issue and any 4 to 20 page sections will be:</p> <ul style="list-style-type: none"> <li>a) With a minimum process colour on one web to a maximum full colour throughout;</li> <li>b) On paper stock of 52 gram Estar (or equivalent) unless required by the Project Authority or his/her representative to print it on paper stock of 62 gram Electrabrite (or equivalent);</li> <li>c) On paper sized 11.375" (left-right width) x 15" (top-bottom height), with a printed image size of 10.25" (left-right width) x 14" (top-bottom height).</li> <li>d) Able to accept the Friday 3:00 pm file upload deadline, print and guarantee delivery of each issue of the newspaper no later than 7:00 am Monday or Tuesday if Monday is a holiday.</li> </ul>		
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#### 4.1.1.2 Point Rated Technical Criteria – AT SOLICITATION CLOSING

Bidders' proposals must state their approach and proposed methodology to meet the requirement, the degree of success expected, and any major difficulties that are anticipated and the measures that would be taken to rectify such problems. Bidders must ensure the proposal contains sufficient detail to demonstrate grasp of the requirement and the competence to meet it.

% OF POINTS AVAILABLE	INFORMATION AND CONTENT PROVIDED IS...
Unsatisfactory 0 - 30%	Insufficient for any evaluation of the services offered.
Poor 31 – 59%	Insufficient for effective evaluation and is considered not acceptable for meeting the services requirements.
Fair 60 – 69 %	Minimal and is considered to be less than acceptable for meeting the services requirements.
Good 70 – 79%	Sufficient for evaluation. Services offered are average and will meet the performance of the requirement.
Very Good 80 – 90%	Sufficient for evaluation. Services offered are average and will meet the performance of the requirement.



Excellent 91% - 100%	Exceptional. Services offered exceed the performance requirements.
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	POINT RATED CRITERIA	MAXIMUM POINTS:  100 POINTS	ASSIGNED POINTS:	Bidder should state exactly by reference or page no. where in their bid supporting information can be found.
A.	Company Organization and Experience	65 Points Total		
1	Experience: Bidders should identify relevant experience, expertise and background of the organization, and delivery of like services of a similar scope and size.  Details should be provided for three (3) project examples, including work descriptions, deadlines, and dollar value relating to the firm's experience only. Bidders should include three (3) customer references and contact information with the above information.	30 points		
2	Equipment: Bidders should identify their firm's printing equipment, software/publishing programs, facilities, and delivery systems necessary to provide the referenced service.	20 points		
3	Quality Assurance/Quality Control: The bidder should clearly outline their approach to quality control, with regard to handling potential problems during the contract.	15 points		
B.	Management / Personnel Experience	35 Points Total		
1	Project Manager (PM): The Bidder should demonstrate relevancy of experience and provide complete details for the management of similar projects. This should include a résumé showing qualifications, years of experience, trade affiliations and accreditations, other relevant training and certificates that demonstrate direct experience and training.	20 points		
2	Personnel: The Bidder should provide the name(s) of personnel who will be assigned to this requirement, their qualifications, years of experience, trade affiliation(s), accreditation(s), and other relevant training. Bidder should also advise of availability of back-up resources when required.	15 points		
TOTAL POINTS ASSIGNED (minimum 70 points):				

#### 4.1.2 Financial Evaluation

Bids will be evaluated on the basis of the total assessed amount quoted, GST/HST extra. In Annex "B", the firm lot prices for items quoted in Tables 1, 2 and 3 will be added together to reach a total assessed bid price for all years.

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

#### 4.2 Basis of Selection - Highest Combined Rating of Technical Merit (60%) and Price (40%)

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of 70 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

## 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 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>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

### 5.2.3 Additional Certifications Precedent to Contract Award

#### 5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

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

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

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

#### 5.2.3.2 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

#### 5.2.3.3 Price Certification

The Bidder certifies that the price proposed:

- a. is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both;
- b. does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity; and
- c. does not include any provision for discounts to selling agents.

## 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 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work 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>) issued by Public Works and Government Services Canada.

#### 6.3.1 General Conditions

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

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The Work is to be performed during the period of August 1, 2021 to July 31, 2022.

#### 6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional one-year year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### 6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

#### 6.4.4 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:

Delivered Duty Paid (DDP) Esquimalt, British Columbia Incoterms 2000 for shipments from a commercial contractor.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Christine Cress  
Supply Officer  
Public Works and Government Services Canada  
Procurement Branch, Pacific Region  
401 - 230 Government St  
Victoria BC Canada V8W 3X9  
Telephone: 250-514-9294  
Email address: christine.cress@pwgsc.gc.ca

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

### 6.5.2 Project Authority

The Project Authority for the Contract is: (to be determined at contract award)

CFB Esquimalt  
Building 1127  
VICTORIA BC V9A 7N2

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 (Bidder to fill in or delete as applicable.)

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

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

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

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

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

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

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

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 6.7 Payment

### 6.7.1 Basis of Payment - Firm Lot Price(s)

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. 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 Method of Payment – Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

### 6.7.3 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

C0100C (2010-01-11), Discretionary Audit - Commercial Goods and/or Services

### 6.7.4 Electronic Payment of Invoices – Contract

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

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

## 6.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 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.

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

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

### 6.9.3 SACC Manual Clauses

A3060C (2008-05-12), Canadian Content Certification

## 6.10 Applicable Laws

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

## 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 2010C (2020-05-28), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_.

### 6.12 SACC Manual Clauses

A9062C (2011-05-16), Canadian Forces Site Regulations  
B7500C (2006-06-16), Excess Goods

## 6.13 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.



- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

#### 6.14 Insurance

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

## ANNEX "A" - STATEMENT OF WORK

### Printing services for the Lookout Newspaper

#### Background

The Department of National Defence (DND) requires the services of a printing company to print the Canadian Forces Base Esquimalt newspaper, known as the Lookout, and drop them off at an accessible location in Victoria for separate distribution.

#### Scope

The scope of this requirement includes printing and delivering copies of each Lookout newspaper issue with the supplied flyers inserted. There may be occasional requirements to print additional copies. The Lookout currently publishes 49 issues per year but this may increase to 51 issues per year depending on operational requirements.

#### Tasks

1. The Contractor must pick up, at their own expense, all flyer inserts (if applicable) from the Lookout office, located at 1522 Esquimalt Road, Esquimalt, BC V9A 7N2, or at the Naden CANEX, between 8 a.m. and 3 p.m. (local Pacific Time) on Thursday for the Monday's paper, or Tuesday if Monday is a holiday; or receive the flyers at their print facility location by Thursday.
2. The Contractor must provide a press File Transfer Protocol (FTP) site to which DND will upload the newspaper issue's digital file from Lookout no later than 3 p.m. (local Pacific Time) on Friday or Thursday (if Friday is a statutory holiday) for the Monday newspaper, or Tuesday if Monday is a holiday.
3. Prior to processing, the Contractor must:
  - a. Proofread the uploaded digital file;
  - b. Identify and correct problems with the file's contents (examples include, but are not limited to: headlines out of place, missing ads, and blank spaces that look like something should be there); and
  - c. If required, the contractor will contact the Project Authority or his/her designated representative by telephone to resolve identified problems.
4. The Contractor must provide the file output from the uploaded digital file of each 12 to 36 page newspaper issue and any 4 to 20 page sections:
  - a. with a minimum process colour on one web to a maximum full colour throughout;
  - b. on paper stock of 52 gram Electrabrite (or equivalent) unless required by the Project Authority or his/her representative to print it on paper stock of Standard Newsprint or 59.2 gram Electrastar (or equivalent); and
  - c. on paper sized 11.375" (left-right width) x 15" (top-bottom height), with a printed image size of 10.25" (left-right width) x 14" (top-bottom height).
5. The Contractor must deliver a quantity ranging between 2,000 to 5,000 copies of each Lookout newspaper issue with its accompanying supplied flyer inserts as requested by the Project Authority or his/her designated representative. Occasionally, there may be a requirement to increase or decrease the quantity of newspapers above or below this range. The Contractor must fold each newspaper copy horizontally in half.
6. The Contractor must deliver an additional quantity of 800 quarter-folded copies of each Lookout newspaper issue (without inserts) as requested by the Project Authority or his/her designated representative.

7. The Contractor must sort and bundle newspapers and inserts in accordance with top sheets supplied by the Project Authority or his/her designated representative.
8. The Contractor must have the newspapers available for pick up for separate distribution from a Victoria location no later than 7:00 a.m. (local Pacific Time) on Sunday immediately following the issue's digital file submission. The delivered newspaper bundles must be wrapped in plastic or other suitable material to protect the papers from the elements, if required, with the supplied top sheet on each bundle.
9. If a special project is being printed as an insertion into the weekly newspaper, the Contractor must invoice for this service separately. The contractor must also be able to invoice flyer inserts and extra webs of colour separately, if required.

#### Constraints

1. The Contractor must accept files in Macintosh In Design format or Adobe PDF format on its press FTP site.
2. The Contractor must accept art and photographs in Acrobat 7, Photoshop Creative Suite 5.5 and Illustrator Creative Suite 5.5 formats if requested; and alter these files, if necessary, before the file has gone to press.
3. The Contractor must accept and use Macintosh fonts in the production of the Lookout newspaper.
4. To ensure compatibility, the Contractor must be able to accept files in the version and format submitted by the Lookout.
5. The Contractor must proof their output film to ensure the file is the same as the digital file provided by the Lookout.
6. Folding must not be out of the specified position by more than 6.40 mm (0.25 in).  
Miss-positioning of a fold is recorded as the linear displacement of actual from specified position.

## ANNEX "B" – BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm all-inclusive lot prices as specified below, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

The firm lot prices constitute total consideration for performance of the Work performed in accordance with the contract. The prices include the furnishing of all necessary or proper inputs for the completion of the work, except as may be otherwise expressly described within the Contract. The prices include but are not limited to all labour, overhead, direct and indirect costs, fringe benefits, office expenses, financing costs, contingencies, photocopying, printing, material, postal / courier charges, telephone / facsimile charges, Internet / e-mail charges, equipment, software fees, costs, server costs, general administration fees, travel, transportation, profit, etc.

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.

If a weekly run of newspapers contains registration errors, the Contractor shall NOT be compensated for that week's newspaper run.

## Breakdown of Contract Period(s):

Contract Period – YEAR 1	For the period commencing August 1, 2021 to July 31, 2022
Option Period 1 – YEAR 2 (CANADA OPTION)	For the period commencing August 1, 2022 to July 31, 2023
Option Period 2 – YEAR 3 (CANADA OPTION)	For the period commencing August 1, 2023 to July 31, 2024

TABLE 1. In accordance with Annex "A", for the goods and services required in the production of one Lookout issue including two webs of process colour:

DESCRIPTION	FIRM LOT PRICE PER ISSUE		
	Contract Period (YEAR 1)	Option Period 1 (YEAR 2) (CANADA OPTION)	Option Period 2 (YEAR 3) (CANADA OPTION)
2,000 copies (52 gram Estar or equivalent)			
12 pages	\$	\$	\$
16 pages	\$	\$	\$
20 pages	\$	\$	\$
24 pages	\$	\$	\$
28 pages	\$	\$	\$
32 pages	\$	\$	\$
36 pages	\$	\$	\$

3,000 copies (52 gram Estar or equivalent)			
12 pages	\$	\$	\$
16 pages	\$	\$	\$
20 pages	\$	\$	\$
24 pages	\$	\$	\$
28 pages	\$	\$	\$
32 pages	\$	\$	\$
36 pages	\$	\$	\$
4,000 copies (52 gram Estar or equivalent)			
12 pages	\$	\$	\$
16 pages	\$	\$	\$
20 pages	\$	\$	\$
24 pages	\$	\$	\$
28 pages	\$	\$	\$
32 pages	\$	\$	\$
36 pages	\$	\$	\$
5,000 copies (52 gram Estar or equivalent)			
12 pages	\$	\$	\$
16 pages	\$	\$	\$
20 pages	\$	\$	\$
24 pages	\$	\$	\$
28 pages	\$	\$	\$
32 pages	\$	\$	\$
36 pages	\$	\$	\$
2,000 copies (Standard Newsprint or equivalent)			
12 pages	\$	\$	\$
16 pages	\$	\$	\$
20 pages	\$	\$	\$
24 pages	\$	\$	\$
28 pages	\$	\$	\$
32 pages	\$	\$	\$
36 pages	\$	\$	\$

3,000 copies (Standard Newsprint or equivalent)			
12 pages	\$	\$	\$
16 pages	\$	\$	\$
20 pages	\$	\$	\$
24 pages	\$	\$	\$
28 pages	\$	\$	\$
32 pages	\$	\$	\$
36 pages	\$	\$	\$
4,000 copies (Standard Newsprint or equivalent)			
12 pages	\$	\$	\$
16 pages	\$	\$	\$
20 pages	\$	\$	\$
24 pages	\$	\$	\$
28 pages	\$	\$	\$
32 pages	\$	\$	\$
36 pages	\$	\$	\$
5,000 copies (Standard Newsprint or equivalent)			
12 pages	\$	\$	\$
16 pages	\$	\$	\$
20 pages	\$	\$	\$
24 pages	\$	\$	\$
28 pages	\$	\$	\$
32 pages	\$	\$	\$
36 pages	\$	\$	\$

TABLE 2. In accordance with Annex "A", for the goods and services required in the production of one second section issue (4 to 20 pages) including one web of process colour:

DESCRIPTION	FIRM LOT PRICE PER ISSUE		
	Contract Period (YEAR 1)	Option Period 1 (YEAR 2) (CANADA OPTION)	Option Period 2 (YEAR 3) (CANADA OPTION)
2,000 copies (62 Electrabrite or equivalent)			
4 pages	\$	\$	\$
8 pages	\$	\$	\$
12 pages	\$	\$	\$
16 pages	\$	\$	\$
20 pages	\$	\$	\$
3,000 copies (62 Electrabrite or equivalent)			
4 pages	\$	\$	\$
8 pages	\$	\$	\$
12 pages	\$	\$	\$
16 pages	\$	\$	\$
20 pages	\$	\$	\$
4,000 copies (62 Electrabrite or equivalent)			
4 pages	\$	\$	\$
8 pages	\$	\$	\$
12 pages	\$	\$	\$
16 pages	\$	\$	\$
20 pages	\$	\$	\$
5,000 copies (62 Electrabrite or equivalent)			
4 pages	\$	\$	\$
8 pages	\$	\$	\$
12 pages	\$	\$	\$
16 pages	\$	\$	\$
20 pages	\$	\$	\$

TABLE 3. Additional Costs:

DESCRIPTION	UNIT OF ISSUE	FIRM UNIT PRICE(S)		
		Contract Period (YEAR 1)	Option Period 1 (YEAR 2) (CANADA OPTION)	Option Period 2 (YEAR 3) (CANADA OPTION)
One additional web of process colour (covers 4 matting pages)	EACH COLOUR WEB	\$	\$	\$
Costs associated with flyer inserts (no applicable size restrictions or limitations)	PER 1,000 INSERTS	\$	\$	\$
Corrections to digital files (under 1/2 hour)	PER HALF- HOUR	\$	\$	\$
Corrections to digital files (over 1/2 hour)	PER HOUR	\$	\$	\$

**NOTE:** The Bidder must submit firm prices for all items listed in Annex "B" above.

If a weekly run of newspapers contains registration errors, the Contractor shall NOT be compensated for that week's newspaper run.



<p>ANNEX "C" to PART 3 OF THE BID SOLICITATION –</p> <p>ELECTRONIC PAYMENT INSTRUMENTS</p>
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As indicated in Part 3, clause 3.1.1, the Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.

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)