

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

Department of Justice Canada  
Attention: **VINSON LEW**  
Email: VINSON.LEW@JUSTICE.GC.CA

Ministère de la Justice Canada  
Attention: **VINSON LEW**  
Courriel: VINSON.LEW@JUSTICE.GC.CA

**REQUEST FOR STANDING OFFER (RFSO)  
DEMANDE D'OFFRE À COMMANDES (DOC)**

**Comments - Commentaires**

**Offer To: Department of Justice 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 thereof.

On behalf of the offeror, by signing below, I confirm that I have read the entire request for standing offer (RFSO) including the documents incorporated by reference into the RFSO and I certify that:

1. The offeror considers itself and its products able to meet all the mandatory requirements described in the RFSO;
2. This offer is valid for the period requested in the RFSO;
3. All the information provided in the offer is complete, true and accurate; and
4. If the offeror is awarded a standing offer, it will accept all the terms and conditions set out in the resulting contract clauses included in the RFSO.

**L'offre au : Ministère de la Justice 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-annexées, au(x) prix indiqué(s).

En apposant ma signature ci-après, j'atteste, au nom de l'offrant, que j'ai lu la demande d'offre à commandes (DOC) en entier, y compris les documents incorporés par renvoi dans la DOC et que :

1. l'offrant considère qu'il a les compétences et que ses produits sont en mesure de satisfaire les exigences obligatoires décrites dans la DOC;
2. cette offre est valide pour la période exigée dans la DOC;
3. tous les renseignements figurant dans l'offre sont complètes, véridiques et exacts; et
4. si une offre à commande est attribuée à l'offrant, ce dernier se conformera à toutes les modalités énoncées dans les clauses concernant le contrat subséquent et comprises dans la DOC.

<b>Title – Sujet</b>	
Printing and Reprography Services for the Department of Justice Canada British Columbia Regional Office (BCRO)	
<b>Solicitation No. – N° de l'invitation</b>	<b>Date</b>
JUS-RFSO-PRINT-2021-08	2021-08-30
<b>Client Reference No. – N° référence du client</b>	
<b>GETS Reference No. – N° de référence de SEAG</b>	
<b>Solicitation Closes L'invitation prend fin</b>	<b>Time Zone Fuseau horaire</b>
<b>at – à</b> 2 :00 PM	Pacific Daylight Time (PDT)
<b>on – le</b> 2021-10-15	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 inquiries to – Adresser toute demande de renseignements à :</b>	
VINSON LEW	
<b>Area code and Telephone No. Code régional et N° de téléphone</b>	<b>E-mail - Courriel</b>
306-380-5231	<a href="mailto:VINSON.LEW@JUSTICE.GC.CA">VINSON.LEW@JUSTICE.GC.CA</a>
<b>Destination – of Goods, Services, and Construction: Destination – des biens, services et construction</b>	
Vancouver, British Columbia	

**Instructions:** See Herein  
**Instructions :** Voir aux présentes

<b>Delivery required -Livraison exigée</b>	<b>Delivery offered -Livraison proposée</b>
See Herein – Voir aux présentes	
<b>Jurisdiction of Contract:</b> Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation) <b>Compétence du contrat :</b> Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)	
<b>Vendor/firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b>	
<b>e-mail - courriel</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>



## ADDENDUM : 001

This addendum is raised to answer questions received during the solicitation period.

### **Q.1 Under a previous Request For Standing Offer for printing services, there was a mandatory technical criteria requiring environmental certifications. Does the removal of this previous Mandatory Technical Criteria in the current Request For Standing Offer have an impact on the implementation of the Government's Policy on Green Procurement?**

A1. No. The Department of Justice is fully supportive of Government of Canada's mandate to promote the integration of environmental considerations, when possible, into the procurement decision-making process, including planning, acquisition, use and disposal. As such, in this Request For Standing Offer, the Department of Justice has included clause 4.2 in the Statement of Work (p.27 of the Request For Standing Offer solicitation document):

#### **"4.2 SUPPLIES**

*Paper used by the Contractor must be white, 20 lb bond and contain at least 30% post-consumer waste\*. Coloured paper must be 20-24 lb bond and contain at least 30% post-consumer waste\*. Cover stock must be 50- 67 lb with at least 20% post-consumer waste\*.*

*\*Post-consumer waste in paper is defined as content that comes specifically from products that have passed through their end use as a consumer item. It is retrieved through residential and commercial recycling programs.*

*From an environmental perspective, the higher the post-consumer content the better, as this supports collection programs that help "close the loop" and reduce the amount of waste going into the landfill (Reference:[http://jusnet.justice.gc.ca/eng/about-apropos/pdsg-pdwl/contract-approv/recycled\\_paper.html](http://jusnet.justice.gc.ca/eng/about-apropos/pdsg-pdwl/contract-approv/recycled_paper.html)). [...]"*

For more information in regards to the Federal Government's support of environmental considerations, we invite you to consult the Policy on Green Procurement.

### **Q2. Under mandatory technical criteria, Part 4, subsection 4.1.1.1 M2 and M3, respectively. Is there a difference between supplier and supplier's site supervisor experience?**

A2. Yes. In M2, the technical criteria is referring to the supplier's experience (as a company) in providing the services to their clients. In M3, the technical criteria is referring to the supervisor's experience (as an individual) in the printing service industry.

### **Q3. Would you please provide anticipated item volumes as items on the price list? I.e.: shrink wrap, envelopes, envelope stuffing, etc.**

A3. Department of Justice does not anticipate needing high volume of this type of printing need. For the purposes of the Request For Standing Offer, the estimated volume would be 10,000 for envelopes.



**Q4.1 Under Annex A, Statement of Work, Section 3, estimated print volume – 2,500,000 copies. How did you get your estimated volume number?**

A4.1. The estimated printing volume indicated in the Request For Standing Offer was based on past Department of Justice usage.

**Q4.2 Would you consider some kind of price adjustment like the paper price adjustment if volumes differ significantly from estimates?**

A4.2. No, Department of Justice has confirmed that the estimated print volumes are accurate. Please provide an all-inclusive price(s) that factors in any possible volume disruptions.

**Q5. Under F6, Annex B, Basis of Payment: What is the maximum size of maps and blueprints to provide item pricing?**

A5. The standard large format architectural sizes (ARCH A to E) and large format engineering sizes (ANSI A0 to A4) should be available, however we most often use ARCH E, which is 36" x 48" (or 12 square feet). There are rare occasions where there has been a requirement to print a 20 square foot map.

**Q6. Under F5 of Annex B, Basis of Payment: Can we price excel document reformatting/printing separately? These files require an extensive setup and manual labour to capture all data and print legibly.**

A6. No, for excel document reformatting/printing please provide an all-inclusive unit price that includes setup and manual labour.

**Q7. Under Section 1.2 Summary: You state that the initial length of The Standing Offer is only until March 31, 2022. Is this correct?**

A7. Correct. The standing offer is valid from award to March 31, 2022. Three (3), one (1) year optional periods maybe exercised at Justice Canada's discretion. Each optional period finishes at the end of March of the following year.