



National Defence
National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Défense nationale
Quartier général de la Défense nationale
Ottawa (Ontario)
K1A 0K2

REQUEST FOR PROPOSAL / DEMANDE DE PROPOSITION

RETURN BIDS TO / RETOURNER LES SOUMISSIONS À:

Bid Receiving – PWGSC / Réception des
soumissions - TPSGC
11 Laurier St. / 11 rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau
Québec
K1A 0S5

Proposal To: National Defence 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 and services listed herein and on any
attached sheets at the price(s) set out therefore.

Proposition à : Défense nationale 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 et services énumérés ici et sur toute
feuille ci-annexée, au(x) prix indique(s).

Title / Titre: Printing Services for HMCS Corner Brook Publications	Solicitation No / No de l'invitation: W8482-229574/A
Date of Solicitation / Date de l'invitation: 14 December 2021	
Address Enquiries to – Adresser toutes questions à: Ryan Fazzari Directorate of Maritime Procurement 5-2-3-2 (D Mar P 5-2-3-2) Ryan.Fazzari@forces.gc.ca	
Telephone No. / N° de téléphone: N/A	FAX No / No de fax: N/A
Destination: See herein	

Instructions:

Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

Instructions:

Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés «rendu droits acquittés», tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente

Solicitation Closes / L'invitation prend fin: At / à : 14:00 EST On / le : 24 January 2022

Delivery required / Livraison exigée:	Delivery offered / Livraison proposée:
Vendor Name and Address / Raison sociale et adresse du fournisseur:	
Name and title of person authorized to sign on behalf of vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie):	
Name / Nom: _____	Title / Titre: _____
Signature: _____	Date: _____

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders 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.

SACC Manual Clause [A9130T](#) (2019-11-28) Controlled Goods Program- Bid

1.2 Statement of Work

The Work to be performed is detailed under **Annex B** 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 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

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

The 2003 standard instructions is amended as follows:

- Section 02, Procurement Business Number is deleted in its entirety.
- Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:
 - Delete: 60 days
 - Insert: 90 days
- Section 08, entitled Transmission by facsimile or by epost Connect, is now as follows:
 1. Facsimile
 - a. Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile.
 - i. PWGSC, National Capital Region: The only acceptable facsimile number for responses to bid solicitations issued by PWGSC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the bid solicitation.
 - ii. PWGSC regional offices: The facsimile number for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
 - b. For bids transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed bid including, but not limited to, the following:
 - i. receipt of garbled, corrupted or incomplete bid;
 - ii. availability or condition of the receiving facsimile equipment;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid; or
 - vii. security of bid data.
 - c. A bid transmitted by facsimile constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.
 2. epost Connect
 - a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the epost Connect service provided by Canada Post Corporation.
 - i. PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC headquarters is: tpsgc.dgareceptiondessaoumissions-abbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca, or, if applicable, the email address identified in the bid solicitation.
 - ii. PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
 - b. To submit a bid using epost Connect service, the Bidder must either:
 - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or

- ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
 - c. If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
 - d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
 - e. The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
 - f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
 - g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - i. receipt of a garbled, corrupted or incomplete bid;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or,
 - viii. inability to create an electronic conversation through the epost Connect service.
 - h. The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
 - i. Bidders must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
 - j. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.
- Section 20, Further Information is deleted in its entirety.

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.

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.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.

Facsimile number: 819-997-9776

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 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 Ontario.

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

If the Bidder chooses to submit its bid electronically, 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
Section IV: Additional Information

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

Section IV: Additional Information (1 hard copy)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical 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.

Section III: Certifications

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

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

C3010T (2014-11-27), Exchange Rate Fluctuation Risk Mitigation

1. The Bidder may request Canada to assume the risks and benefits of exchange rate fluctuations. If the Bidder claims for an exchange rate adjustment, this request must be clearly indicated in the bid at time of bidding. The Bidder must submit form PWGSC-TPSGC 450 , Claim for Exchange Rate Adjustments with its bid, indicating the Foreign Currency Component (FCC) in Canadian dollars for each line item for which an exchange rate adjustment is required.
2. The FCC is defined as the portion of the price or rate that will be directly affected by exchange rate fluctuations. The FCC should include all related taxes, duties and other costs paid by the Bidder and which are to be included in the adjustment amount.
3. The total price paid by Canada on each invoice will be adjusted at the time of payment, based on the FCC and the exchange rate fluctuation provision in the contract. The exchange rate adjustment will only be applied where the exchange rate fluctuation is greater than 2% (increase or decrease).
4. At time of bidding, the Bidder must complete columns (1) to (4) on form PWGSC-TPSGC 450 , for each line item where they want to invoke the exchange rate fluctuation provision. Where bids are evaluated in Canadian dollars, the dollar values provided in column (3) should also be in Canadian dollars, so that the adjustment amount is in the same currency as the payment.

5. Alternate rates or calculations proposed by the Bidder will not be accepted for the purposes of this exchange rate fluctuation provision.

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

The Mandatory Technical Evaluation Criteria are detailed in **Annex D**.

4.1.2 Financial Evaluation

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

SACC Manual Clause [A0222T](#) (2014-06-26) Evaluation of Price - Canadian / Foreign Bidders

4.2 Basis of Selection

SACC Manual Clause ([A0272T](#)) (2010-08-16) Basis of Selection - Multiple Items

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price on an item by item basis 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) (<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 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

6.1.2 Contractor's Sites or Premises Requiring Safeguarding Measures

6.1.2.1 Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date, the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

6.1.2.2 The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level of document safeguarding capability.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at **Annex B**.

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

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

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

6.4 Period of the Contract

The period of the contract is from date of contract award to the end of the warranty period as described in section 09 of 2010A (2020-05-28) General Conditions- Goods (Medium Complexity)

6.4.2 Delivery Date

All the deliverables must be received on or before 3 weeks after contract award.

6.4.5 Delivery Points

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Ryan Fazzari
Title: Material Acquisition and Support Officer
Department of National Defence
Maritime Equipment Program Management
Directorate: D Mar P 5-2-3-2
Address: 101 Colonel By Drive, Ottawa, Ontario, K1A 0K2
Email: Ryan.Fazzari@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:

Name:
Title:
Organization:
Address:
Telephone:
Facsimile:

E-mail:

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:

6.6 Quality Assurance

A1009C (2008-05-12) Work Site Access

Authorized representatives of Canada must have access to any site where any part of the Work is being carried out at any time during working hours to make examinations and such tests of the Work as they may think fit.

D5540C (2019-05-30) ISO 9001:2015 Quality Management Systems - Requirements (Quality Assurance Code Q)

D5510C (2017-08-17) Quality Assurance Authority (DND) - Canadian-based Contractor
OR

D5515C (2010-01-11) Quality Assurance Authority (DND) - Foreign-based and United States Contractor

D5604C (2008-12-12) Release Documents (DND) - Foreign-based Contractor
OR

OR D5605C (2010-01-11) Release Documents (DND) - US based Contractor

D5606C (2017-11-28) Release Documents (DND) - Canadian-based Contractor

Manufacturer Certificate of Conformity: The contractor is advised that in order to have his deliveries accepted and properly receipted the manufacturer Certificate of Conformity must accompany the shipment and be signed by a duly authorized person as designated by the equipment manufacturer. In addition to the signature his or her name must be written in block letters next to or below the signature.

The Contractor must prepare the release documents in a current electronic format and distribute them as follows:

- a. One (1) copy mailed to consignee marked: "Attention: Receipts Officer";
- b. Two (2) copies with shipment (in a waterproof envelope) to the consignee;
- c. One (1) copy to the Contracting Authority;
- d. One (1) copy to:

National Defence Headquarters
Mgen George R. Pearkes Building
101 Colonel By Drive
Ottawa, ON K1A 0K2
Attention: D Mar P 5-2-2-2

- e. One (1) copy to the Quality Assurance Representative;
- f. One (1) copy to the Contractor; and
- g. For all non-Canadian contractors, one (1) copy to:

DQA/Contract Administration
National Defence Headquarters
Mgen George R. Pearkes Building
101 Colonel By Drive
Ottawa, ON K1A 0K2

E-mail: ContractAdmin.DQA@forces.gc.ca

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 price as specified in contract for a cost of \$ _____ (*insert the amount 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

Canada will pay the Contractor upon completion and delivery of the Work 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.

6.7.4 SACC Manual Clauses

C2000C (2007-11-30) Taxes – Foreign-based Contractor
C2605C (2008-05-12) Canadian Customs Duties and Sales Tax - Foreign-based Contractor
C2608C (2019-05-30) Canadian Customs Documentation
G1005C (2016-01-28) Insurance - No Specific Requirement

6.7.5 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic and International);
- b. Electronic Data Interchange (EDI);
- c. Wire Transfer (International Only);

6.8 Invoicing Instructions

SACC Manual clause H5001C (2008-12-12) 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.

Invoices must be submitted on the supplier's own invoice form and must be prepared to show:

- a) The date
- b) Name and address of the consignee(s)
- c) Item number, quantity, part number, reference number and description
- d) Contract numbers.

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the consignee for certification and payment.

Ryan Fazzari
Ryan.fazzari@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.

6.9.3 SACC Manual Clauses

A9131C (2020-11-19) Controlled Goods Program – Contract
B4060C (2011-05-16) Controlled Goods
D2000C (2007-11-30) Marking – See SOQRs for details (if applicable)
D2001C (2007-11-30) Labelling
D0050C (2007-05-25) End User Certificate
A9062C (2011-05-16) Canadian Forces Site Regulations
A9068C (2010-01-11) Government Site Regulations

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

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 DND Contract;
- (b) 2010A (2020-05-28) General conditions: Goods (medium complexity);
- (c) The contractor's bid dated _____.

6.12 Defence Contract

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

6.13 Shipping Instructions

D0037C (2016-01-28) Shipping Instructions (DND) Canadian-Based Contractor

1. Delivery will be FCA Free Carrier at _____ Incoterms 2000. The Contractor must load the goods onto the carrier designated by the Department of National Defence (DND). Onward shipment from the delivery point to the consignee will be Canada's responsibility.

2. Before shipping the goods, the Contractor must contact the following DND Inbound Logistics Coordination Center by facsimile or e-mail, to arrange for shipment, and provide the information detailed at paragraph 3.

Inbound Logistics Co-ordination Center (ILCC)
Telephone: 1-877-877-7423 (toll free)
Facsimile: 1-877-877-7409 (toll free)
E-mail: ILHQOttawa@forces.gc.ca

3. The Contractor must provide the following information to the DND Inbound Logistics Coordination Center when arranging for shipment:

- a) the Contract number;
- b) consignee address (for multiple addresses, items must be packaged and labelled separately with each consignee address);
- c) description of each item;
- d) the number of pieces and type of packaging (i.e., carton, crate, drum, skid);
- e) actual weight and dimensions of each piece type, including gross weight;
- f) full details of dangerous material, as required for the applicable mode of transportation, signed certificates for dangerous material as required for shipment by the International Maritime Dangerous Goods Code, the International Air Transport Association regulations or the applicable Canadian Dangerous Goods Shipping Regulations, and a copy of the material safety data sheet.

4. Following receipt of this information by Canada, Canada will provide the appropriate shipping instructions, which may include the requirement for specific consignee address labeling, and the marking of each piece with a Transportation Control Number.

5. The Contractor must not ship the goods before receiving shipping instructions from the DND Inbound Logistics contact.

6. If the Contractor delivers the goods at a place and time which are not in accordance with the given delivery instructions or fail to fulfill reasonable delivery instructions given by Canada, the Contractor must reimburse Canada any additional expenses and costs incurred.

7. If Canada is responsible for delays in delivering the goods, ownership and risk will be transferred to Canada upon expiry of either thirty (30) days following the date on which a duly completed shipping application is received by Canada or by its appointed forwarding agent, or thirty (30) days following the delivery date specified in the Contract, whichever is later.

OR

D0035C (2018-06-21) Shipping Instructions (DND) Foreign-Based Contractor

1. Delivery will be FCA Free Carrier at _____ Incoterms 2000. The Contractor must load the goods onto the carrier designated by the Department of National Defence (DND). Onward shipment from the delivery point to the consignee will be Canada's responsibility.

2. Before shipping the goods, the Contractor must contact the following DND Inbound Logistics Coordination Center by facsimile or e-mail, to arrange for shipment, and provide the information detailed at paragraph 3.

Inbound Logistics Coordination Center (ILCC):
Telephone: 1-877-447-7701 (toll free)
Facsimile: 1-877-877-7409 (toll free)
E-mail: ILHQOttawa@forces.gc.ca

OR

Inbound Logistics United Kingdom (ILUK):
Telephone: 011-44-1895-613023, or 011-44-1895-613024, or
Facsimile: 011-44-1895-613047
E-mail: CFSUEDetUKMovements@forces.gc.ca

In addition, the Contractor must send to ILUK the completed form "Shipping Advice and Export Certificate" by e-mail to: CFSUEDetUKMovements@forces.gc.ca.

The shipment of any items above the value of 600 GBP (pound sterling) being exported from the United Kingdom and Ireland will be cleared by DND using Her Majesty's Customs & Excise (HMCE) New Export Systems (NES). The Contractor must comply with HMCE requirements by registering with HMCE or by having a freight forwarder complete the entry. A printed copy of the NES entry Export Declaration clearly displaying the Declaration Unique Consignment Reference Number must be provided by the Contractor and attached to the consignment. The Contractor must ensure that this procedure is carried out for all stores whether they be initial purchase or repair and overhaul export items. HMCE will authorize Canadian Forces Support Unit (Europe) to ship the goods only if the procedure has been adhered to completely and properly by the Contractor.

OR

Inbound Logistics Europe Area (ILEA):
Telephone: +49-(0)-2451-717199 or 717200
Facsimile: +49-(0)-2451-717189
Email: ILEA@forces.gc.ca

3. The Contractor must provide the following information to the DND Inbound Logistics contact when arranging for shipment:

- a) the Contract number;
- b) consignee address (if multiple addresses, items must be packaged and labeled separately with each consignee address);
- c) description of each item;
- d) the number of pieces and type of packaging (e.g. carton, crate, drum, skid);
- e) actual weight and dimensions of each piece type, including gross weight;
- f) copy of the commercial invoice (in accordance with clause C2608C, section 4, of the Standard Acquisition Clauses and Conditions Manual) or a copy of the Canada Border Services Agency form C11, Canada Customs Invoice;
- g) Schedule B codes (for exports) and the Harmonized Tariff Schedule codes (for imports);
- h) North American Free Trade Agreement Certificate of Origin (in accordance with clause C2608C, section 2) for the U.S. and Mexico only;
- i) full details of dangerous material, as required for the applicable mode of transportation, signed certificates for dangerous material as required for shipment by the International Maritime Dangerous Goods Code, or International Air Transport Association regulations or the applicable Canadian Dangerous Goods Shipping Regulations and a copy of the material safety data sheet.

4. Following receipt of this information by Canada, Canada will provide the appropriate shipping instructions, which may include the requirement for specific consignee address labeling, the marking of each piece with a Transportation Control Number and customs documentation.

5. The Contractor must not ship goods before receiving shipping instructions from the DND Inbound Logistics contact.

6. If the Contractor delivers the goods at a place and time that are not in accordance with the given delivery instructions or fail to fulfill reasonable delivery instructions given by Canada, the Contractor must reimburse Canada any additional expenses and costs incurred.

7. If Canada is responsible for delays in delivering the goods, ownership and risk will be transferred to Canada upon expiry of either thirty (30) days following the date on which a duly completed shipping application is received by Canada or by its appointed forwarding agent, or thirty (30) days following the delivery date specified in the Contract, whichever is later.

6.14 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](#)".

ANNEX A SECURITY REQUIREMENTS CHECK LIST



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
W8482-229574
Security Classification / Classification de sécurité
UNCLASSIFIED

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		2. Branch or Directorate / Direction générale ou Direction	
DND/MDN		ADM(MAT)	
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			
Create printed copies of submarine training and damage control publications			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		No Non	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?		Yes Oui	No Non
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)		No Non	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.		Yes Oui	No Non
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?		Yes Oui	No Non
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	✓	NATO / OTAN	Foreign / Étranger
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion	✓	All NATO countries Tous les pays de l'OTAN	No release restrictions Aucune restriction relative à la diffusion
Not releasable À ne pas diffuser			
Restricted to: / Limité à:		Restricted to: / Limité à:	Restricted to: / Limité à:
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		NATO UNCLASSIFIED NATO NON CLASSIFIÉ	PROTECTED A PROTÉGÉ A
PROTECTED B PROTÉGÉ B	✓	NATO RESTRICTED NATO DIFFUSION RESTREINTE	PROTECTED B PROTÉGÉ B
PROTECTED C PROTÉGÉ C		NATO CONFIDENTIAL NATO CONFIDENTIEL	PROTECTED C PROTÉGÉ C
CONFIDENTIAL CONFIDENTIEL		NATO SECRET NATO SECRET	CONFIDENTIAL CONFIDENTIEL
SECRET SECRET		COSMIC TOP SECRET COSMIC TRÈS SECRET	SECRET SECRET
TOP SECRET TRÈS SECRET			TOP SECRET TRÈS SECRET
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)			TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)



Contract Number / Numéro du contrat

W8482-229574

Security Classification / Classification de sécurité
UNCLASSIFIED

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?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes 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?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :		

PART B - PERSONNEL (SUPPLIER) / 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 checked="" 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			
Special comments: Commentaires spéciaux :			
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?	<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
If Yes, will unscreened personnel be escorted? On DND premises, unscreened pers. may Dans l'affirmative, le personnel en question sera-t-il escorté? only access public/reception zones	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes 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?	<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes 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?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes 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?	<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes 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?	<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes 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?	<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui



Contract Number / Numéro du contrat

W8482-229574

Security Classification / Classification de sécurité

UNCLASSIFIED

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 insérées dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉE			CLASSIFIED CLASSIFIÉE			NATO				COMSEC						
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET	PROTECTED PROTÉGÉE			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL	TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL	COMSEC 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 LVERIS 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 LVERIS 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEX B STATEMENT OF WORK

1.0 AIM

Obtain the services of one Contractor for the printing, cutting, lamination, binding, and packaging of Victoria Class Submarine HMCS Corner Brook publications.

2.0 SCOPE OF WORK

The Contractor is to have the HMCS Corner Brook Damage Control Information (DCI), Training Aid Books (TABs), and Composite Diagram Publications printed in binders for use by the Department of National Defence.

3.0 REQUIREMENTS

The Contractor is to perform the following:

- a. Print, laminate, Die-Cut, Crop, and Hole Punch the DCI, TABs, and Composite Diagram publications as listed in para 4.0 in accordance with the requirements specified in para 5.0;
- b. Package and deliver the final DCI, TABs, and Composite Diagram publications listed in para 4.0 in accordance with the requirements specified in para 6.0;
- c. As part of the Contractor's proposal submission, a project schedule and delivery lead times are to be included;
- d. Secure lockup of CONTROLLED GOODS printed material will be required until they are packaged and shipped;
- e. The Contractor MUST have a CONTROLLED GOODS CERTIFICATE in good standing; and
- f. For quality assessment, 1 sample copy of each deliverable listed in paragraph 4.0 shall be printed on 24lb White Digital Stock paper (including foldouts) and assembled in separate binders. This shall be presented to DND for review and approval.

4.0 DELIVERABLES

4.1 Damage Control Information (DCI)

NDID	TITLE
C-77-260-000/MV-003	ELECTRICAL ENGINEERING SYSTEMS
C-77-260-000/MV-007	MECHANICAL ENGINEERING SYSTEMS
C-77-260-000/MV-011	COMBAT ENGINEERING SYSTEMS
C-77-260-000/MV-019	COMMAND BRIEFING CARDS
C-77-260-000/MV-023	COMPARTMENT KILL CARDS
C-77-260-000/MV-027	LOSS OF LOAD CENTRES
C-77-260-000/MV-031	CHANGE-OVER SWITCHES

4.2 Training Aid Books (TABs)

NDID	TITLE
C-24-689-000/PT-003	PROPULSION SYSTEMS
C-26-508-000/PT-003	ELECTRICAL GENERATION AND DISTRIBUTION SYSTEMS
C-27-B74-000/PT-003	SHIP SYSTEMS
C-69-820-000/PT-003	COMBAT SYSTEMS

4

.3 Composite Diagrams

NDID	TITLE
C-27-B74-000/DS-003	WATER SYSTEMS
C-27-B74-000/DS-007	AIR SYSTEMS
C-27-B74-000/DS-011	HYDRAULIC SYSTEMS
C-27-B74-000/DS-015	HULL SYSTEMS
C-27-B74-000/DS-019	DIESEL SYSTEMS

5.0 PRINTING and BINDING REQUIREMENTS

5.1 Damage Control Information (DCI)

C-77-260-000/MV-003 (ELECTRICAL ENGINEERING SYSTEMS)						
No. of Copies	Paper Type	Print Format	Color Printing	Total No. of Pages	No. of Pages (8.5" x 11")	No. of Foldouts (11" x 17")
7	10 mil Polyester	Double Sided 3-hole punched	Yes	114	58 (52) ¹	2 (2) ¹
ADDITIONAL REQUIREMENTS						
DESCRIPTION	QTY	MATERIAL	DESCRIPTION			
BINDER	7	PVC Free Polypropylene	3-Ring, White, 8.5" x 11", full width & height transparent vinyl front cover and spine. Velcro fold over back closing flap.			
COVER PAGE	1 per Binder	Cardstock (White)	Title Page to be printed on 8.5" x 11" Cardstock (not laminated) and inserted in binder clear front cover window.			
SPINE	1 per Binder	Cardstock (White)	Abbreviated Title Page to be printed on 1" x 11" Cardstock (not laminated) and inserted in binder clear spine window.			
TABS ²	12 per Binder	Tango 10 pt C2S Salmon	To be printed with subjects from Table of Content contained in publication.			
SHEET LIFTERS	2 per Binder	Polystyrene - Black Flat or Boomerang	To be inserted in front and back of inside binder.			

C-77-260-000/MV-007 (MECHANICAL ENGINEERING SYSTEMS)						
No. of Copies	Paper Type	Print Format	Color Printing	Total No. of Pages	No. of Pages (8.5" x 11")	No. of Foldouts (11" x 17")
7	10 mil Polyester	Double Sided 3-hole punched	Yes	102	45 (41) ¹	8 (8) ¹
ADDITIONAL REQUIREMENTS						
DESCRIPTION	QTY	MATERIAL	DESCRIPTION			
BINDER	7	PVC Free Polypropylene	3-Ring, White, 8.5" x 11", full width & height transparent vinyl front cover and spine. Velcro fold over back closing flap.			
COVER PAGE	1 per Binder	Cardstock (White)	Title Page to be printed on 8.5" x 11" Cardstock (not laminated) and inserted in binder clear front cover window.			
SPINE	1 per Binder	Cardstock (White)	Abbreviated Title Page to be printed on 1" x 11" Cardstock (not laminated) and inserted in binder clear spine window.			
TABS ²	8 per	Tango 10 pt C2S	To be printed with subjects from Table of Content			

Solicitation No. - N° de l'invitation
W8482-229574/A
Client Ref. No. - N° de réf. du client
W8482-229574

Amd. No. - N° de la modif.
Original
File No. - N° du dossier
N.002898.W8482-229574

Buyer ID - Id de l'acheteur
M59
CCC No./N° CCC - FMS No./N° VME

	Binder	Salmon	contained in publication.
SHEET LIFTERS	2 per Binder	Polystyrene - Black Flat or Boomerang	To be inserted in front and back of inside binder.

C-77-260-000/MV-011 (COMBAT ENGINEERING SYSTEMS)						<u>CONTROLLED</u>
GOODS						
No. of Copies	Paper Type	Print Format	Color Printing	Total No. of Pages	No. of Pages (8.5" x 11")	No. of Foldouts (11" x 17")
7	10 mil Polyester	Double Sided 3-hole punched	Yes	158	150 (0) ¹	0 (0) ¹
<u>ADDITIONAL REQUIREMENTS</u>						
DESCRIPTION	QTY	MATERIAL	DESCRIPTION			
BINDER	7	PVC Free Polypropylene	3-Ring, White, 8.5" x 11", full width & height transparent vinyl front cover and spine. Velcro fold over back closing flap.			
COVER PAGE	1 per Binder	Cardstock (White)	Title Page to be printed on 8.5" x 11" Cardstock (not laminated) and inserted in binder clear front cover window.			
SPINE	1 per Binder	Cardstock (White)	Abbreviated Title Page to be printed on 1" x 11" Cardstock (not laminated) and inserted in binder clear spine window.			
TABS ²	13 per Binder	Tango 10 pt C2S Salmon	To be printed with subjects from Table of Content contained in publication.			
SHEET LIFTERS	2 per Binder	Polystyrene - Black Flat or Boomerang	To be inserted in front and back of inside binder.			

C-77-260-000/MV-019 (COMMAND BRIEFING CARDS)						
No. of Copies	Paper Type	Print Format	Color Printing	Total No. of Pages	No. of Pages (8.5" x 11")	No. of Foldouts (11" x 17")
7	10 mil Polyester	Double Sided 3-hole punched	Yes	84	44 (40) ¹	0 (0) ¹
<u>ADDITIONAL REQUIREMENTS</u>						
DESCRIPTION	QTY	MATERIAL	DESCRIPTION			
BINDER	7	PVC Free Polypropylene	3-Ring, White, 8.5" x 11", full width & height transparent vinyl front cover and spine. Velcro fold over back closing flap.			
COVER PAGE	1 per Binder	Cardstock (White)	Title Page to be printed on 8.5" x 11" Cardstock (not laminated) and inserted in binder clear front cover window.			
SPINE	1 per Binder	Cardstock (White)	Abbreviated Title Page to be printed on 1" x 11" Cardstock (not laminated) and inserted in binder clear spine window.			
TABS ²	40 per Binder	Tango 10 pt C2S Salmon	To be printed with subjects from Table of Content contained in publication.			

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SHEET LIFTERS	2 per Binder	Polystyrene - Black Flat or Boomerang	To be inserted in front and back of inside binder.
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C-77-260-000/MV-023 (COMPARTMENT KILL CARDS)						
No. of Copies	Paper Type	Print Format	Color Printing	Total No. of Pages	No. of Pages (8.5" x 11")	No. of Foldouts (11" x 17")
7	10 mil Polyester	Double Sided 3-hole punched	Yes	58	31 (27) ¹	0 (0) ¹
ADDITIONAL REQUIREMENTS						
DESCRIPTION	QTY	MATERIAL	DESCRIPTION			
BINDER	7	PVC Free Polypropylene	3-Ring, White, 8.5" x 11", full width & height transparent vinyl front cover and spine. Velcro fold over back closing flap.			
COVER PAGE	1 per Binder	Cardstock (White)	Title Page to be printed on 8.5" x 11" Cardstock (not laminated) and inserted in binder clear front cover window.			
SPINE	1 per Binder	Cardstock (White)	Abbreviated Title Page to be printed on 1" x 11" Cardstock (not laminated) and inserted in binder clear spine window.			
TABS ²	13 per Binder	Tango 10 pt C2S Salmon	To be printed with subjects from Table of Content contained in publication.			
SHEET LIFTERS	2 per Binder	Polystyrene - Black Flat or Boomerang	To be inserted in front and back of inside binder.			

C-77-260-000/MV-027 (LOSS OF LOAD CENTRES)							
No. of Copies	Paper Type	Print Format	Color Printing	Total No. of Pages	No. of Pages (8.5" x 11")	No. of Foldouts (11" x 17")	
7	10 mil Polyester	Double Sided 3-hole punched	Yes	26	25 (1) ¹	0 (0) ¹	
No. of Copies	Paper Type	Print Format	Color Printing	Total No. of Pages	No. of Pages (8.5" x 11")	No. of Foldouts (11" x 17")	COMMENTS ³
7	White Card Stock (3 mil dry erasable laminated, front & back)	Double Sided	Yes	26	25 (1) ¹	0	To be cut into 6" x 4" cards NOTE: This is in addition to printing the same pages on 10 mil Polyester above. Cards to be inserted in Micro Fiche holders.
ADDITIONAL REQUIREMENTS							

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DESCRIPTION	QTY	MATERIAL	DESCRIPTION
BINDER	7	PVC Free Polypropylene	3-Ring, White, 8.5" x 11", full width & height transparent vinyl front cover and spine. Velcro fold over back closing flap.
COVER PAGE	1 per Binder	Cardstock (White)	Title Page to be printed on 8.5" x 11" Cardstock (not laminated) and inserted in binder clear front cover window.
SPINE	1 per Binder	Cardstock (White)	Abbreviated Title Page to be printed on 1" x 11" Cardstock (not laminated) and inserted in binder clear spine window.
SHEET LIFTERS	2 per Binder	Polystyrene - Black Flat or Boomerang	To be inserted in front and back of inside binder.
MICRO FICHE HOLDERS ³	4 per Binder	Cardstock (White)	3/8" slots, 3-hole punched.

C-77-260-000/MV-031 (CHANGE-OVER SWITCHES)							
No. of Copies	Paper Type	Print Format	Color Printing	Total No. of Pages	No. of Pages (8.5" x 11")	No. of Foldouts (11" x 17")	
7	10 mil Polyester	Double Sided 3-hole punched	Yes	20	19 (1) ¹	0 (0) ¹	
No. of Copies	Paper Type	Print Format	Color Printing	Total No. of Pages	No. of Pages (8.5" x 11")	No. of Foldouts (11" x 17")	COMMENTS³
7	White Card Stock (3 mil dry erasable laminated, front & back)	Double Sided	Yes	20	19 (1) ¹	0	To be cut into 6" x 4" cards NOTE: This is in addition to printing the same pages on 10 mil Polyester above. Cards to be inserted in Micro Fiche holders.
ADDITIONAL REQUIREMENTS							
DESCRIPTION	QTY	MATERIAL		DESCRIPTION			
BINDER	7	PVC Free Polypropylene		3-Ring, White, 8.5" x 11", full width & height transparent vinyl front cover and spine. Velcro fold over back closing flap.			
COVER PAGE	1 per Binder	Cardstock (White)		Title Page to be printed on 8.5" x 11" Cardstock (not laminated) and inserted in binder clear front cover window.			
SPINE	1 per Binder	Cardstock (White)		Abbreviated Title Page to be printed on 1" x 11" Cardstock (not laminated) and inserted in binder clear spine window.			
SHEET LIFTERS	2 per Binder	Polystyrene - Black Flat or Boomerang		To be inserted in front and back of inside binder.			
MICRO FICHE HOLDERS ³	4 per Binder	Cardstock (White)		3/8" slots, 3-hole punched.			

¹ Numbers in bracket indicates the number of blank pages.

² Tabs are to be inserted in the binder before each Part.

³ Cards are to be inserted in Micro Fiche holders.

5.2 Training Aid Books (TABs)

C-24-689-000/PT-003 (PROPULSION SYSTEMS)						
No. of Copies	Paper Type	Print Format	Color Printing	Total No. of Pages	No. of Pages (8.5" x 6")	No. of Foldouts (8.5" x 11")
10	10 mil Polyester	Double Sided 4-hole punched	Yes	156	52 (19) ¹ (die-cut)	104 (7) ¹ (folded and die-cut as to unfold in an upwards direction)
<u>ADDITIONAL REQUIREMENTS</u>						
DESCRIPTION	QTY	MATERIAL	DESCRIPTION			
BINDER	7	PVC Free Polypropylene	4-Ring, Blue (JR52), 1.5" special size (10" x 6.5"), transparent vinyl front cover and spine sleeve. Velcro fold over back closing flap.			
COVER PAGE	1 per Binder	Cardstock (White)	Title Page to be printed on 8.5" x 6" Cardstock (not laminated) and inserted in binder clear front cover window			
SPINE	1 per Binder	Cardstock (White)	Abbreviated Title Page to be printed on 1" x 6" Cardstock (not laminated) and inserted in binder clear spine window			
TABS ²	9 per Binder	4-holed (8.5" x 6") Tango 10 pt C2S Salmon	To be printed with subjects from Table of Content contained in publication			
SHEET LIFTERS	2 per Binder	4-holed Polystyrene - Black Flat or Boomerang	To be inserted in front and back of inside binder.			

C-26-508-000/PT-003 (ELECTRICAL GENERATION AND DISTRIBUTION SYSTEMS)						
No. of Copies	Paper Type	Print Format	Color Printing	Total No. of Pages	No. of Pages (8.5" x 6")	No. of Foldouts (8.5" x 11")
10	10 mil Polyester	Double Sided 4-hole punched	Yes	132	80 (20) ¹ (die-cut)	52 (4) ¹ (folded and die-cut as to unfold in an upwards direction)
<u>ADDITIONAL REQUIREMENTS</u>						
DESCRIPTION	QTY	MATERIAL	DESCRIPTION			
BINDER	7	PVC Free Polypropylene	4-Ring, Blue (JR52), 1.5" special size (10" x 6.5"), transparent vinyl front cover and spine sleeve. Velcro fold over back closing flap.			
COVER PAGE	1 per Binder	Cardstock (White)	Title Page to be printed on 8.5" x 6" Cardstock (not laminated) and inserted in binder clear front cover			

			window
SPINE	1 per Binder	Cardstock (White)	Abbreviated Title Page to be printed on 1" x 6" Cardstock (not laminated) and inserted in binder clear spine window
TABS ²	9 per Binder	4-holed (8.5" x 6") Tango 10 pt C2S Salmon	To be printed with subjects from Table of Content contained in publication
SHEET LIFTERS	2 per Binder	4-holed Polystyrene - Black Flat or Boomerang	To be inserted in front and back of inside binder.

C-27-B74-000/PT-003 (SHIP SYSTEMS)						
No. of Copies	Paper Type	Print Format	Color Printing	Total No. of Pages	No. of Pages (8.5" x 6")	No. of Foldouts (8.5" x 11")
10	10 mil Polyester	Double Sided 4-hole punched	Yes	240	66 (18) ¹ (die-cut)	174 (7) ¹ (folded and die-cut as to unfold in an upwards direction)
ADDITIONAL REQUIREMENTS						
DESCRIPTION	QTY	MATERIAL	DESCRIPTION			
BINDER	10	PVC Free Polypropylene	4-Ring, Blue (JR52), 1.5" special size (10" x 6.5"), transparent vinyl front cover and spine sleeve. Velcro fold over back closing flap.			
COVER PAGE	1 per Binder	Cardstock (White)	Title Page to be printed on 8.5" x 6" Cardstock (not laminated) and inserted in binder clear front cover window			
SPINE	1 per Binder	Cardstock (White)	Abbreviated Title Page to be printed on 1" x 6" Cardstock (not laminated) and inserted in binder clear spine window			
TABS ²	6 per Binder	4-holed (8.5" x 6") Tango 10 pt C2S Salmon	To be printed with subjects from Table of Content contained in publication			
SHEET LIFTERS	2 per Binder	4-holed Polystyrene - Black Flat or Boomerang	To be inserted in front and back of inside binder.			

C-69-820-000/PT-003 (COMBAT SYSTEMS) GOODS						CONTROLLED
No. of Copies	Paper Type	Print Format	Color Printing	Total No. of Pages	No. of Pages (8.5" x 11")	No. of Foldouts (11" x 17")
10	10 mil Polyester	Double Sided 3-hole punched	Yes	161	151 (0) ¹	10 (0) ¹
ADDITIONAL REQUIREMENTS						

DESCRIPTION	QTY	MATERIAL	DESCRIPTION
BINDER	10	PVC Free Polypropylene	3-Ring, Blue (JR52), 8.5" x 11", full width & height transparent vinyl front cover and spine. Velcro fold over back closing flap.
COVER PAGE	1 per Binder	Cardstock (White)	Title Page to be printed on 8.5" x 11" Cardstock (not laminated) and inserted in binder clear front cover window
SPINE	1 per Binder	Cardstock (White)	Abbreviated Title Page to be printed on 1" x 11" Cardstock (not laminated) and inserted in binder clear spine window
TABS ²	11 per Binder	3-holed (8.5" x 11") Tango 10 pt C2S Salmon	To be printed with subjects from Table of Content contained in publication
SHEET LIFTERS	2 per Binder	3-holed Polystyrene - Black Flat or Boomerang	To be inserted in front and back of inside binder.

¹ Numbers in bracket indicates the number of blank pages.

² Tabs are to be inserted in the binder before each Part.

5.3 Composite Diagrams

C-27-B74-000/DS-003 (WATER SYSTEMS)					
No. of Copies	Paper Type	Print Format	Color Printing	Total No. of Pages (75.5" x 10")	COMMENTS
10	8 mil Drytac	Single Sided	Yes	1	To be folded (accordion style) on grid lines (3.5" x 10") as to fit into the document pouch. Diagram title to be visible through the transparent front cover window. Four additional 3.75" x 10" single sided pages (1 Amendment sheet and 3 User's Note sheets are to be in a separate holder and affixed to the back of the first fold of the composite diagram by double-sided tape.
<u>ADDITIONAL REQUIREMENTS</u>					
DESCRIPTION	QTY	MATERIAL	DESCRIPTION		
DOCUMENT POUCH	10	PVC Free Polypropylene	MAP Bi-Fold, Blue (JR52) 8.75" x 10", centered transparent vinyl front viewing window (3.125" x 5"). Held closed with Velcro dot.		

C-27-B74-000/DS-007 (AIR SYSTEMS)					
No. of Copies	Paper Type	Print Format	Color Printing	Total No. of Pages (90" x 10")	COMMENTS
10	8 mil Drytac	Single Sided	Yes	1	To be folded (accordion style) on grid lines (3.5" x 10") as to fit into the document pouch. Diagram title to be visible through the transparent front cover window. Four additional 3.75" x 10" single sided pages (1 Amendment sheet and 3 User's Note sheets are to be in a separate holder and affixed to the back of the first fold of the composite diagram by double-sided tape.
<u>ADDITIONAL REQUIREMENTS</u>					
DESCRIPTION	QTY	MATERIAL	DESCRIPTION		
DOCUMENT POUCH	10	PVC Free Polypropylene	MAP Bi-Fold, Blue (JR52) 8.75" x 10", centered transparent vinyl front viewing window (3.125" x 5"). Held closed with Velcro dot.		

C-27-B74-000/DS-011 (HYDRAULIC SYSTEMS)					
No. of Copies	Paper Type	Print Format	Color Printing	Total No. of Pages (131.5" x 10")	COMMENTS

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10	8 mil Drytac	Single Sided	Yes	1	To be folded (accordion style) on grid lines (3.5" x 10") as to fit into the document pouch. Diagram title to be visible through the transparent front cover window. Four additional 3.75" x 10" single sided pages (1 Amendment sheet and 3 User's Note sheets are to be in a separate holder and affixed to the back of the first fold of the composite diagram by double-sided tape.
<u>ADDITIONAL REQUIREMENTS</u>					
DESCRIPTION N	QTY	MATERIAL	DESCRIPTION		
DOCUMENT POUCH	10	PVC Free Polypropylene	MAP Bi-Fold, Blue (JR52) 8.75" x 10", centered transparent vinyl front viewing window (3.125" x 5"). Held closed with Velcro dot.		

C-27-B74-000/DS-015 (HULL SYSTEMS)					
No. of Copies	Paper Type	Print Format	Color Printing	Total No. of Pages (55" x 10")	COMMENTS
10	8 mil Drytac	Single Sided	Yes	1	To be folded (accordion style) on grid lines (3.5" x 10") as to fit into the document pouch. Diagram title to be visible through the transparent front cover window. Four additional 3.75" x 10" single sided pages (1 Amendment sheet and 3 User's Note sheets are to be in a separate holder and affixed to the back of the first fold of the composite diagram by double-sided tape.
ADDITIONAL REQUIREMENTS					
DESCRIPTION	QTY	MATERIAL	DESCRIPTION		
DOCUMENT POUCH	10	PVC Free Polypropylene	MAP Bi-Fold, Blue (JR52) 8.75" x 10", centered transparent vinyl front viewing window (3.125" x 5"). Held closed with Velcro dot.		

C-27-B74-000/DS-019 (DIESEL SYSTEMS)					
No. of Copies	Paper Type	Print Format	Color Printing	Total No. of Pages (75.5" x 10")	COMMENTS
10	8 mil Drytac	Single Sided	Yes	1	To be folded (accordion style) on grid lines (3.5" x 10") as to fit into the document pouch. Diagram title to be visible through the transparent front cover window. Four additional 3.75" x 10" single sided pages (1 Amendment sheet and 3 User's Note sheets are to be in a separate holder and affixed to the back of the first fold of the composite diagram by double-sided tape.
ADDITIONAL REQUIREMENTS					
DESCRIPTION	QTY	MATERIAL	DESCRIPTION		
DOCUMENT POUCH	10	PVC Free Polypropylene	MAP Bi-Fold, Blue (JR52) 8.75" x 10", centered transparent vinyl front viewing window (3.125" x 5"). Held closed with Velcro dot.		

6.0 PACKAGING REQUIREMENTS

To minimize and avoid personnel injuries, boxes shall have a maximum weight of no more than 20 Kg (44lbs). All boxes shall display a complete recipient's address and sender's address, properly located on the box as per the Canada Post Corporation addressing site.

The publications containing CONTROLLED GOODS must be individually wrapped with a non-translucent wrapping with the writing "**CONTROLLED GOODS**" printed on the front and back. The wrapped publications containing CONTROLLED GOODS must be wrapped again in a non-translucent wrapping containing no textual

information whatsoever on any portion of the wrapping. Publications containing CONTROLLED GOODS can be individually wrapped or grouped within a box which is then wrapped in accordance the wrapping instructions above.

All boxes must be numbered, and a complete list of individual box content provided on 8.5" x 11" paper. All boxes must remain unsealed until inspected by a DND representative and a DND 728 shipping manifest placed in each box to identify the content and consignee.

7.0 DISTRIBUTION REQUIREMENTS

All boxes must be labelled with a "Return Address" as well as a "Shipping Address". Details will be supplied at Contract Award.

8.0 PROJECT MANAGER

A designated Project Manager responsible for production must be assigned by the Contractor for this contract. The Project Manager must participate in preparatory meetings in order to lay out the project and review milestones and expectations from both parties. The Project Manager must provide status report indicating what has been done and what's coming up in the coming days and weeks. The Project Manager must also immediately report the DND Project Authority any issues arising during the course of production and decisions made to remediate any issues.

Preparatory meetings can be conducted via telephone or video in order to lay out the project and review milestones and expectations from both parties

ANNEX C to ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);

ANNEX D TECHNICAL EVALUATION

M.1 CORPORATE EXPERIENCE

The Bidder must demonstrate that it has successfully completed in a minimum of two (2) contracts in the provisioning of similar printing services, bindery/finishing services, processing of multiple work requests, storage of items, assembly, and distribution in a DND Submarine related environment. Services must have been completed and delivered on or after September 1, 2016.

The two (2) contracts combined must include all of the following services:

- a) Digital and/or offset printing and finishing of large quantities of multiple paper based printed materials such as technical publications and manuals in a DND Submarine related environment;
- b) Printing, laminating, and cutting & trimming of double sided Information Cards for a DND Submarine related environment;
- c) Supplying of Micro Fiche Holders for Information Cards;
- d) Printing and folding of large format MAP style documents for a DND Submarine related environment; and
- e) Printing, die-cutting, and folding of 8.5" x 11" documents for a DND Submarine related environment.

For EACH of the two (2) contracts submitted, the Bidder must provide the following information:

- M.1.1 As applicable to the Contract, a description of the Contract requirements as specified to meet a), b), c), d), and e);
- M.1.2 As applicable to the Contract, a listing of the services provided to the Client to demonstrate each of the services as specified to meet a), b), c), d), and e);
- M.1.3 As applicable to the Contract, the number of paper based printed products produced under the Contract;
- M.1.4 The Contract dates (start and end dates) for which the services were provided; and
- M.1.5 Client information for the Contract (Client Name or Organization, Contact Person, E-mail, or Phone Number).

M.2 PROJECT MANAGER

The bidder must identify the Project Manager assigned to this project. The designated Project Manager must be an employee of the Bidder and must have a minimum of five (5) years' experience working as a Project Manager managing a contract or contracts in a DND Submarine related environment.

The contract or combined contracts must include all of the following services:

- a) Digital and/or offset printing and finishing of large quantities of multiple paper based printed materials such as technical publications and manuals in a DND Submarine related environment;
- b) Printing, laminating, and cutting & trimming of double sided Information Cards for a DND Submarine related environment;
- c) Supplying of Micro Fiche Holders for Information Cards;
- d) Printing and folding of large format MAP style documents for a DND Submarine related environment; and
- e) Printing, die-cutting, and folding of 8.5" x 11" documents for a DND Submarine related environment.

In order to demonstrate five (5) years' experience, the Bidder must provide the start and end dates (month and year) of the period when the experience was acquired.

To demonstrate five (5) years' experience the period of time that the proposed Project Manager worked in each identified place of employment as a Project Manager as specified in M.2 will be added to determine the number of years' of experience for evaluation purposes.

Bidder's responses that do not provide the name and the specified details to demonstrate the experience requested for the Project Manager will be deemed non-responsive and will not be evaluated further.

The Bidder must provide the following information:

- M.2.1 As applicable to the Contract, a description of the Contract requirements as specified to meet a), b), c), d), and e);
- M.2.2 As applicable to the Contract, a listing of the services provided to the Client to demonstrate each of the services as specified to meet a), b), c), d), and e);
- M.2.3 As applicable to the Contract, the number of paper based printed products produced under the Contract;
- M.2.4 The Contract dates (start and end dates) for which the services were provided; and
- M.2.5 Client information for the Contract (Client Name or Organization, Contact Person, E-mail, or Phone Number).