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RETOURNER LES SOUMISSIONS À:**

Bid Receiving/Réception des soumissions

Procurement Hub | Centre d'approvisionnement  
Fisheries and Oceans Canada | Pêches et Océans Canada  
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**REQUEST FOR STANDING OFFER**

**DEMANDE D'OFFRES À COMMANDES (DOC)**

Proposal to: Fisheries and Oceans 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 therefor.

Proposition aux : Pêches et Océans Canada

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

Comments: - Commentaires :

<b>Title – Sujet</b> Print-on-Demand Printing		<b>Date</b> April 14, 2022
<b>Solicitation No. – N° de l'invitation</b> 30001120		
<b>Client Reference No. - No. de référence du client</b> 30001120		
<b>Solicitation Closes – L'invitation prend fin</b> <b>At / à : 14:00 ADT</b> <b>On / le : May 24, 2022</b>		
<b>F.O.B. – F.A.B</b> Destination	<b>GST – TPS</b> See herein — Voir ci-inclus	<b>Duty – Droits</b> See herein — Voir ci-inclus
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir ci-inclus		
<b>Instructions</b> See herein — Voir ci-inclus		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Lauren Vandendorre, Contracting Officer <b>Email – courriel:</b> <a href="mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca">DFOtenders-soumissionsMPO@dfo-mpo.gc.ca</a>		
<b>Delivery Required – Livraison exigée</b> See herein — Voir ci-inclus		<b>Delivery Offered – Livraison proposée</b>
<b>Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur:</b>		
<b>Telephone No. – No. de téléphone</b>		<b>Facsimile No. – No. de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>		<b>Date</b>

# REQUEST FOR STANDING OFFER (RFSO)

30001120

Print-on-Demand Printing

FISHERIES AND OCEANS CANADA

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5            Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6            Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7            7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes.

### **1.2 Summary**

1.2.1    The Department of Fisheries and Oceans has a requirement to set up a Standing Offer for Print-on-Demand Printing Services in the province of Ontario on an "as and when" requested basis. The objective is to award up to five (5) Standing Offer Agreements (SOA) to qualified suppliers who can provide Print-on-Demand Printing Services to meet the specific needs outlined in the Statement of Work.

The purpose of this request is to solicit proposals for Standing Offers from companies with the ability to provide Print-on-Demand Printing Services of various sizes and to obtain a list of qualified companies that can perform these activities to meet the specific needs of Fisheries and Oceans. The successful proponents are required to be able to print, package and ship small and large quantity orders.

This Standing Offer is designed to provide external resources to assist with Print-on-Demand Printing Services, including but not limited to printing, packaging which may include assembly, and shipping to clients throughout Canada and the United States on an as needed basis. Corporations are allowed to submit bids as a team; however a proposed person may only appear in one submission.

The services are to be performed on an “as and when required” basis during the period from date of award to March 31, 2022 with two (2) optional periods of one (1) year.

- 1.2.2 No Trade Agreements apply. Communications, Photographic, Mapping, Printing and Publications Services exempt.
- 1.2.3 The Request for Standing Offers (RFSO) is to establish a Regional Standing Offer for the requirement detailed in the RFSO, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting Standing Offers.

### **1.3 Security Requirements**

There is no security requirement applicable to the Standing Offer.

### **1.4 Debriefings**

Offerors may request a debriefing on the results of the request for Standing Offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for Standing Offers process. The debriefing may be in writing, by telephone or in person.

### **1.5 Anticipated migration to an e-Procurement Solution (EPS)**

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

## **PART 2 - OFFEROR INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006 \(2020-05-28\)](#) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days  
Insert: 120 days

### **2.2 Submission of Offers**

Offers must be submitted only to Fisheries and Oceans Canada (DFO) Bid Receiving Unit by the date, time and place indicated in the RFSO.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to DFO will not be accepted. Emails with links to bid documents will not be accepted.

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

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

### **2.4 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian

province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

## 2.5 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors 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) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

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

### **3.1 Offer Preparation Instructions**

Canada requests that offerors provide their offer in separately bound sections as follows:

- Section I: Technical Offer (one soft copy in PDF format);
- Section II: Financial Offer (one soft copy in PDF format);
- Section III: Certifications (one soft copy in PDF format).

**The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size or send multiple emails to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFP.**

**For bids transmitted by email, DFO will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFO will send a confirmation email to the Bidders when the submission is received.**

Due to the nature of the RFSO, offers transmitted by facsimile will not be accepted.

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

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

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

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

Offerors must submit their financial offer in accordance with Annex 1 to Part 4.

#### **Section III: Certifications**

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

#### **3.1.1 Electronic Payment of Invoices - Offer**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex 1 to Part 3 Electronic Payment Instruments, to identify which ones are accepted.

If Annex 1 to Part 3 Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

### **3.1.2 Exchange Rate Fluctuation**

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

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Attached at Annex 1 to Part 4.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Evaluation of Price - Offer**

SACC *Manual* Clause [M0220T](#) (2016-01-28), Evaluation of Price - Offer

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection - Mandatory Technical Criteria Only**

An offer must comply with the requirements of the Request for Standing Offers and meet all Mandatory Technical Criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a Standing Offer.

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a Standing Offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a Standing Offer, or will declare a Contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### 5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

#### 5.1.2 Former Public Servant

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

#### Definitions

For the purposes of this clause,

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

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

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

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

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

As per the above definitions, is the Offeror a FPS in receipt of a pension?

**YES ( )                      NO ( )**

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

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

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### **Work Force Adjustment Directive**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

**YES ( )                      NO ( )**

If so, the Offeror must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information**

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

### **5.2.1 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 Offeror 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 - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

There is no security requirement applicable to the Standing Offer.

### **6.2 Insurance Requirements**

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

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

### **A. STANDING OFFER**

#### **7.1 Offer**

**7.1.1** The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### **7.2 Security Requirements**

**7.2.1** There is no security requirement applicable to the Standing Offer.

Security Clauses #1 – No Security Requirement, **escort required at DFO site(s)**

- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have access to PROTECTED or CLASSIFIED information/assets.
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have unescorted access to restricted access areas of Fisheries and Oceans Canada facilities, or Canadian Coast Guard vessels.
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- Subcontracts or arrangements with a third party are not to be awarded without the prior written permission of the Contracting Authority (i.e. a new SRCL must be submitted and processed following the same procedure as for the initial contract).

#### **7.3 Standard Clauses and Conditions**

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

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

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

##### **7.3.2 Standing Offers Reporting**

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

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

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

The semiannual reporting periods are defined as follows:

- Reporting Period #1: April 1 to September 30
- Reporting Period #2: October 1 to March 31

The data must be submitted to the Standing Offer Authority no later than thirty (30) calendar days after the end of the reporting period.

## **7.4 Term of Standing Offer**

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

The period for making call-ups against the Standing Offer is from date of award to March 31, 2023.

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

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for **two additional one year periods**, under the same conditions and at the rates or prices specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority fifteen days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

### **7.4.3 Comprehensive Land Claims Agreements (CLCAs)**

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the Standing Offer.

### **7.4.4 Delivery Points**

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

## **7.5 Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Lauren Vandenborre  
Title: Contracting Officer  
Fisheries and Oceans Canada  
Procurement Hub - Fredericton  
Address: 301 Bishop Drive, Fredericton, NB E3C 2M6

Telephone: 506-470-6349  
Facsimile: 506-452-3676  
E-mail address: [DFOtenders-soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### 7.5.2 Project Authority

The Project Authority for the Standing Offer is: *(to be provided on Standing Offer award)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 7.5.3 Offeror's Representative *(to be provided on Standing Offer award)*

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: *(to be provided on Standing Offer award)*.

## 7.8 Call-up Procedures

### 7.8.1 Principle

The right of first refusal applies to the Standing Offer. The identified user must first contact the supplier offering the lowest price (highest ranked) for the given service.

### 7.8.2 Identification of the offeror

For a given requirement, the user must first identify the geographical sector. Once this determination is made, the offeror with the lowest rate will be given the highest ranking.

### 7.8.3 Right of First Refusal Basis

The identified user will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its Standing Offer. If that offeror is unable to meet the requirement, the identified user will contact the next ranked offeror. When the highest-ranked offeror is unable to fulfill the need, the identified user is required to document its file appropriately.

## 7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
3. An equivalent form or electronic call-up document which contains at a minimum the following information:
  - Standing Offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;
  - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

## 7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

## 7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ *(to be provided at Standing Offer award)* (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or two (2) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010B (2021-12-02), General Conditions - Professional Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Standing Offer Report.
- h) the Offeror's offer dated \_\_\_\_\_ *(to be provided at Standing Offer award)*.

## 7.13 Certifications and Additional Information

### 7.13.1 Compliance

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

## 7.14 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## 7.15 Transition to an e-Procurement Solution (EPS)

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

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

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

## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

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

#### **7.2.1 General Conditions**

[2010B](#) (2021-12-02), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

Section 15 Interest on Overdue Accounts, of [2010B](#) (2021-12-02), General Conditions - Professional Services (Medium Complexity) will not apply to payments made by credit cards.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The period of the Contract is from date of award to March 31, 2023.

#### **7.3.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) 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 fifteen (15) 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.

### **7.4 Proactive Disclosure of Contracts with Former Public Servants**

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

### **7.5 Payment**

#### **7.5.1 Basis of Payment: Cost reimbursable – Limitation of expenditure**

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in Annex B, to a

limitation of expenditure of \$ \_\_\_\_\_ (*to be provided at Standing Offer award*). Customs duties are included and Applicable Taxes are extra.

#### **7.5.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ (*to be provided at Standing Offer award*). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **7.5.3 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.

#### **7.5.4 SACC Manual Clauses**

SACC Manual clause [A9117C](#) (2007-11-30), T1204 – Direct Request by Customer Department

#### **7.5.5 Electronic Payment of Invoices – Call-up**

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

- a. MasterCard Acquisition Card; or
- b. Direct Deposit (Domestic and International).

## 7.6 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.
2. Each invoice must be supported by a copy of any documents as specified in the Contract.
3. Invoices must be distributed as follows:  
The original copy must be forwarded to [DFO.Invoicing-Facturation.MPO@dfo-mpo.gc.ca](mailto:DFO.Invoicing-Facturation.MPO@dfo-mpo.gc.ca) for certification and payment.  
CC AP Coder: \_\_\_\_\_ *(to be inserted at Standing Offer award)*

## 7.7 Insurance Requirements

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

## 7.8 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"**

### **STATEMENT OF WORK**

#### **1 Background**

**1.1** The Canadian Hydrographic Service is mandated to provide marine charts and publications that meet the requirements of the Navigation Safety Regulations, 2020, made pursuant to the Canada Shipping Act, 2001. Hydrographic charts come in a variety of paper and electronic formats. Paper charts are legal documents that are printed following standards to ensure the safety of navigation.

#### **2 Objective**

**2.1** In order to print and distribute charts in an efficient manner, with defined and consistent levels of service, CHS intends to contract out the printing and shipping of its charts.

**2.2** The overall objective of this project is for the Contractor to take over all printing and shipping related responsibilities, from the time the order request is received from CHS and forwarded to the Contractor, to the final shipping notification from the Contractor to the client and CHS.

#### **3 Scope and requirements**

##### **3.1 Expected volume**

- Some charts have multiple sheets.
- The annual volume of sheets to print and ship is up to 120,000.
- The majority of chart sheets are printed on 33.11" paper (A0 width) (approximately 80% of total volume), while the remaining volume is printed on either 18" (approximately 18% of volume) and 36" (approximately 2% of volume). Examples of each type of chart can be found in Appendix A.
- Charts are printed on-demand as orders are received from clients. Demand varies throughout the year. All orders are different and may contain any number and assortment of specific charts.

##### **3.2 Order handling and shipping requirements**

###### **3.2.1 Order processing**

- Orders will be sent electronically by CHS to the Contractor in a standardized way, with all required information to process and ship the order.

###### **3.2.2 Order handling – level of service**

- All orders will be printed and shipped out within two (2) business days of receiving the order from CHS.

###### **3.2.3 Shipment and packing of orders**

- CHS ships both domestic and international.
- CHS shipping accounts will be used directly by the Contractor. CHS will provide guidelines on which account to use in certain circumstances.

- Packaging and package materials will be provided by the Contractor.
- Charts will be shipped directly to the client by the Contractor, packed rolled or flat, with appropriate protection to prevent any damage (wrinkled edges, smudging, accidental tear, etc.).
- Shipping notification with tracking number and shipment content/details will be sent to client and CHS in a standardized manner on the day the order is shipped out.

### 3.3 Printing standards

#### 3.3.1 Colour

- All printed charts will fully abide by CHS colour standards, as indicated by the following colour coordinates :

CODE	L*	a*	b*	C	h
GAID	42.37	-23.33	-18.66	29.88	218.65
BLUE	36.84	-2.54	-26.24	26.36	264.47
BATY	47.32	-5.52	-47.48	47.8	263.36
TOPO	56.98	10.13	17.03	19.82	59.24
DBLU	74.45	-5.82	-31.25	31.79	259.46
FBLU	81.18	-2.61	-24.06	24.2	263.81
HBLU	80.91	1.24	-15.05	15.1	274.72
BUFF	91.15	0.12	11.17	11.17	89.38
BLAK	18.99	0.84	1.38	1.61	58.61
AIDS	41.87	29.83	-8.91	31.13	343.38
RAID	49.91	53.38	25.36	59.1	28.41
OAID	65.46	30.86	35.53	47.06	49.02
Y Aid	81.87	4.17	82.31	82.42	87.1
ROAD	72.9	0.74	-1.91	2.05	291.06
TRAF	77.73	11.87	-10.18	15.64	319.39
TOWN	83.29	1.09	-1.39	1.77	308.22
DRYG	73.34	-4.62	-6.44	7.92	234.36
HDRY	79.86	-2.21	0.02	2.21	179.44

#### 3.3.2 Ink

- Ink will need to be UV resistant.

#### 3.3.3 Paper physical properties

- The paper used for A0-width (33.11") and 36" charts must meet or exceed the following criteria:
  - Type Water resistant

- Weight 36lb/140gsm ( $\pm 10\%$ )
- Thickness 175 ( $\pm 10\%$ )
- Finish Matte
- Opacity Minimum 90%
- Whiteness Minimum 125

- Some charts printed by CHS on 18" paper require 8" fan fold and/or must be assembled (collated). The paper used for all 18" charts must meet or exceed the following criteria:
  - Type Water resistant
  - Weight 24lb/90gsm ( $\pm 10\%$ )
  - Thickness 125 ( $\pm 10\%$ )
  - Finish Matte
  - Opacity Minimum 90%
  - Whiteness Minimum 125
- The paper for 18" charts could be the same as the one used for A0-width (33.11") and 36" charts as long as folding is possible without damaging the chart in any way (must pass standard evaluation - refer to ANNEX "1" to PART 4).
- Prints / test strips will be tested under the following criteria :
  - Scale
  - Skew
  - Colour match
  - Plugging
  - Doubling
  - Extraneous marks
  - Reflectance
  - Pencil Mark and Erase
  - Smudge Resistance
  - Fold Resistance
  - Scratch Resistance
  - Water Resistance
- For information purposes, CHS currently uses the following :
  - Printer : HP PageWide XL 5,000 MFP
  - Ink : HP OEM - Black - F9J82A, Cyan - F9J83A, Magenta - F9J84A, Yellow - F9J85A
  - 18" paper : IJ Truecolor 90g
  - 33.11" paper : InkJet presentation Bond 36LB
  - 36" paper : InkJet presentation Bond 36LB

#### 3.3.4 Folding and assembly

- Multiples copies of charts containing more than 1 sheet will have to be properly assembled (collated) prior to shipping (e.g. chart 1 (sheet 1, sheet 2, sheet 3...) then chart 2 (sheet 1, sheet 2, sheet 3...), etc.)
- Some 18" charts require 8" fan fold.

## **4 Tasks**

**4.1** The Contractor will complete the following ongoing tasks over the duration of the contract:

- Continuous order handling within established level of service: receiving order from CHS, printing order, shipping to client and notifying both CHS and clients;
- Submit monthly and on-demand samples to CHS for testing purposes;
- Take immediate action to remedy any problems found by CHS in chart quality or level of service; and
- Provide detailed reports to CHS at intervals agreed upon by both parties for billing purposes.

## **5 Deliverables**

**5.1** The Contractor will deliver the following

- Printing and shipment of charts on demand by CHS, in accordance with the requirements of this statement of work.
- Monthly and annual reports of orders successfully printed and shipped as well as of orders that have not met the level of service, detailing costs, charts, delays, and causes.
- Monthly print samples.

## **6 Contractor Support**

### **6.1 Shipping**

6.1.1 CHS will provide Contractor with its shipping account numbers.

### **6.2 Access to Files**

6.2.1 CHS will provide an account for the Contractor in its Digital Data Portal in order to access the print files as well as their regular updates.

### **6.3 Test Reports**

6.3.1 CHS will provide the Contractor test reports completed to evaluate the quality of printed charts.

6.3.2 CHS will provide any guidance necessary to allow the Contractor to abide by CHS print quality standards and successfully complete these tests.

### **6.4 Colour Sample**

6.4.1 Refer to section 3.3.1 for CHS colour standards.

### **6.5 Technical support**

6.5.1 CHS will provide the Contractor with guidance and support on the following:

- Digital Data Portal (to access print files and their updates).

- Printer configuration to meet CHS quality / colour standards.

## **7 Reporting Responsibilities**

### **7.1 Shipping reports**

- 7.1.1 The Contractor shall notify, electronically using a standard template, both CHS and the client of the shipment and order details/content. Fax and hard copies are not permitted.

### **7.2 Monthly report**

- 7.2.1 The Contractor shall provide an electronic report by the end of the first week of each month, of all orders printed and shipped for the previous month, detailing costs, charts printed (item number and quantities), date of receipt of order, date of shipment, number of days required to process the order (date of shipment *minus* date of receipt of order).

### **7.3 Annual report**

- 7.3.1 The Contractor shall provide an annual electronic report by the end of the first week of April of each year, of all orders printed and shipped for the previous 12 months, detailing costs, charts printed and performance in meeting levels of service.

## **8 Quality Assurance**

- 8.1** Three (3) failures of Quality Assurance testing could result in early termination of the contract.

- 8.1.1 CHS reserves the right to conduct indirect/anonymous testing of charts printed by the Contractor, in addition to its monthly or any on-demand testing.

- 8.2** Three (3) instances (total combined) of the following situations could result in early termination of the contract, if it is deemed that the circumstances that led to the situation were within the control of the Contractor:

- During a single month, having more than 5% of orders that do not meet the level of service specified in 3.2.2.
- During a single month, having any order shipped more than 5 business days after receipt of the order.

## **9 Costing considerations**

- 9.1** Travel – No Contractor travel costs are covered by this contract.

## **10 Delivery Points**

Charts are required to be shipped to locations throughout Canada, the United States, and Europe.

**ANNEX "B"**

**BASIS OF PAYMENT**

The Bidder must complete this pricing schedule and include it in its financial bid.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

During the period of the Standing Offer, for Work performed in accordance with the Standing Offer/Call Up, the Contractor will be paid as specified below.

**Initial Contract Period – From Standing Offer Award to March 31, 2023**

	<b>Description</b>	<b>Price Per Sheet</b>	<b>Paper Description</b>	<b>Quantity for Evaluation Purposes (Estimated Amount)</b>	<b>Total All-inclusive Cost</b>
<b>1.</b>	Printing*	\$_____/Sheet	33.11" paper	96,000 sheets	\$_____
<b>2.</b>	Printing, folding and assembly*	\$_____/Sheet	18" paper	21,600 sheets	\$_____
<b>3.</b>	Printing*	\$_____/Sheet	36" paper	2,400 sheets	\$_____
<b>4.</b>	Monthly Report			12	\$_____
<b>5.</b>	Annual Report			1	\$_____
<b>Total all-inclusive cost (excluding taxes) CAD</b>					<b>\$_____</b>

\*The all-inclusive cost must include order handling and packaging services.

**Option Period 1 – April 01, 2023 to March 31, 2024**

	Description	Price Per Sheet	Paper Description	Quantity for Evaluation Purposes (Estimated Amount)	Total All-inclusive Cost
1.	Printing*	\$_____/Sheet	33.11" paper	96,000 sheets	\$_____
2.	Printing, folding and assembly*	\$_____/Sheet	18" paper	21,600 sheets	\$_____
3.	Printing*	\$_____/Sheet	36" paper	2,400 sheets	\$_____
5.	Monthly Report			12	\$_____
6.	Annual Report			1	\$_____
<b>Total all-inclusive cost (excluding taxes) CAD</b>					<b>\$_____</b>

\*The all-inclusive cost must include order handling and packaging services.

**Option Period 2 – April 01, 2024 to March 31, 2025**

	Description	Price Per Sheet	Paper Description	Quantity for Evaluation Purposes (Estimated Amount)	Total All-inclusive Cost
1.	Printing*	\$_____/Sheet	33.11" paper	96,000 sheets	\$_____
2.	Printing, folding and assembly*	\$_____/Sheet	18" paper	21,600 sheets	\$_____
3.	Printing*	\$_____/Sheet	36" paper	2,400 sheets	\$_____
5.	Monthly Report			12	\$_____
6.	Annual Report			1	\$_____
<b>Total all-inclusive cost (excluding taxes) CAD</b>					<b>\$_____</b>

\*The all-inclusive cost must include order handling and packaging services.

**ANNEX "C"**

**STANDING OFFER REPORT**

<b>Date of the call-up</b>	<b>Project Authority</b>	<b>Items acquired/services provided</b>	<b>Work completion date</b>	<b>Quantity</b>	<b>Price</b>	<b>Total</b>
					\$ _____	
					\$ _____	
					\$ _____	
					\$ _____	
					\$ _____	
					\$ _____	

**ANNEX "1" to PART 3 OF THE REQUEST FOR STANDING OFFERS**

**ELECTRONIC PAYMENT INSTRUMENTS**

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

- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International).

**ANNEX “1” to PART 4 OF THE REQUEST FOR STANDING OFFERS**

**EVALUATION CRITERIA**

**Mandatory Technical Criteria**

The bid must meet the Mandatory Technical Criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the Mandatory Technical Criteria will be declared non-responsive. Each Mandatory Technical Criteria must be addressed separately.

**Experience cited to demonstrate compliance must include the following information:**

- **The project name;**
- **The name of the client organization;**
- **The period during which the service was provided (month and year); and**
- **A detailed outline of the services provided.**

**The Bidder must include the following table in their proposal, providing the proposal page number that contains information to verify the criteria has been met.**

**Mandatory Technical Criteria**

**1. Mandatory Technical Criteria**

<b>No.</b>	<b>Mandatory Technical Criteria</b>	<b>Cross Reference to Proposal Page No.</b>
<b>M1</b>	<p>The Bidder must demonstrate the ability to process 10,000 orders totalling up to 120,000 sheets over a period of one (1) year.</p> <p>This can be demonstrated by providing a Statement of Capabilities that outlines examples of previous orders processed of the same amount or above.</p> <p>The Bidder must provide two (2) examples in their Statement of Capabilities. For each example, the company and a contact name must be given. DFO reserves the right to contact said company to confirm information submitted with bids.</p>	
<b>M2</b>	<p>The Bidder must demonstrate through project descriptions they have experience preparing and sending Shipping Reports (via email or another electronic system).</p> <p>The Bidder must provide a minimum of 2 project descriptions.</p>	
<b>M3</b>	<p>The Bidder must outline in a Statement of Capabilities a contingency plan to meet the level of service specified in 3.2 of the Statement of Work, without interruption (mitigating measures as well as backup systems and resources), in how they would handle common problems including, but not limited to, outages, breakdowns, Human Resource issues, supply issues (printing and shipping material), etc.</p>	

<b>M4</b>	The Bidder must provide the brand and manufacturer's specifications of paper intended for use for each type of chart being printed (33.11"/36" and 18"). The specifications must meet or exceed the minimum specifications laid out in 3.3.3 of the Statement of Work. As stated in paragraph 3.3.3 of the Statement of Work, the paper for 18" charts could be the same as the one used for A0-width (33.11") and 36" charts as long as folding is possible without damaging the chart in any way.	
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## 2. Test Strip Technical Criteria

The following Test Strip Evaluation Criteria have been designed to help in determining the quality of the Test Strips provided by potential bidders.

- The Test Strip is a file containing specific test information, including all colours used by CHS, printed to scale at a fixed size (5" by 18").
- Provide 4 test strips printed on the paper planned to be used for A0(33.11"/36" charts.
- Provide 4 additional test strips printed on the paper planned to be used for 18" charts, if different than the one used for A0(33.11"/36" paper.
- A reference image of the test strip to be printed can be found in Appendix A. The file to be used for printing can be downloaded at [Paper Chart Test Strip](#).
- **Test strips must be received at the following address by the date and time the solicitation period closes, indicated on page one (1):**

Procurement Hub | Centre d'approvisionnement  
 Fisheries and Oceans Canada | Pêches et Océans Canada  
 301 Bishop Drive | 301 promenade Bishop  
 Fredericton, NB, E3C 2M6

Note: Test strips will be evaluated by the same team of evaluators, under the same conditions, using the same tools.

No.	Mandatory Technical Criteria Test Strip Technical Criteria	Met/ Not Met	Cross Reference to Proposal Page No.
<b>M5</b>	<p><b>Scale</b></p> <p>The test strip must be printed to scale. The 44cm and 11cm lines displayed on the test strip will be measured. The measurement of the two lines on a test strip must be within <math>\pm 0.15\%</math> of the intended length.</p> <p>Test strips that meet this condition for the two lines will receive a <u>Pass</u> result.</p>	<p>(test strip on paper for 33.11"/36")</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(test strip on paper for 18" – <b>if appl.</b>)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<b>M6</b>	<p><b>Skew</b></p> <p>Skew is the angular displacement of the images axis (horizontal or vertical) from its intended alignment. Skew will be tested using the 44cm and</p>	<p>(test strip on paper for 33.11"/36")</p> <p><input type="checkbox"/> Yes</p>	

	<p>11cm lines displayed on the test strips. Considering a common starting point for the printed line and intended line, skew should not exceed <math>\pm 0.15\%</math> of the length at the other end of the line, over any length measured.</p> <p>Test strips that exhibit skew within the tolerance level of <math>\pm 0.15\%</math> for both the 11cm and 44cm lines will receive a <u>Pass</u> result.</p>	<p><input type="checkbox"/> No</p> <p>(test strip on paper for 18" – <b>if appl.</b>)</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	
<b>M7</b>	<p><b>Colour match</b></p> <p>Colour match will be verified by testing each of the 18 colour squares on the left side of the strip with a spectrophotometer. Please refer to the colour grid referenced in 3.3.1 of the Statement of Work.</p> <p>Test strips that obtain a maximum colour difference (delta E) of 4.0 for each of the 18 colours will be given a <u>Pass</u> result.</p>	<p>(test strip on paper for 33.11"/36")</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>(test strip on paper for 18" – <b>if appl.</b>)</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	
<b>M8</b>	<p><b>Plugging</b></p> <p>Plugging occurs with characters having an enclosed area such as the letters a, e and o (or any other letters or symbols) that are partially or fully filled by ink.</p> <p>Test strips exempt of any plugging will be given a <u>Pass</u> result.</p>	<p>(test strip on paper for 33.11"/36")</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>(test strip on paper for 18" – <b>if appl.</b>)</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	
<b>M9</b>	<p><b>Doubling</b></p> <p>Doubling is the presence of a secondary, or ghost, image adjacent to the primary character, symbol or image.</p> <p>Test strips exempt of any doubling will be given a <u>Pass</u> result.</p>	<p>(test strip on paper for 33.11"/36")</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>(test strip on paper for 18" – <b>if appl.</b>)</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	
<b>M10</b>	<p><b>Extraneous marks</b></p> <p>Lines, spots, smears or other extraneous</p>	<p>(test strip on paper for 33.11"/36")</p> <p><input type="checkbox"/> Yes</p>	

	<p>(background) markings are assessed visually.</p> <p>Test strips exempts of any extraneous marks will be given a <u>Pass</u> result</p>	<p><input type="checkbox"/> No</p> <p>(test strip on paper for 18" – <b>if appl.</b>)</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	
<p><b>M11</b></p>	<p><b>Reflectance Test Criteria Guideline.</b></p> <p>The test strip must have a matte surface that will prevent glare from reflected sunlight.</p> <p>The amount of light reflected off the surface of paper, when exposed to direct sunlight, can affect the readability of a chart. Glare can make the chart unreadable on bright sunny days.</p> <p>The amount of glare will be judged by holding the test strip at an angle so that overhead light can be reflected into the eyes. The reflective characteristics of a media are generally broken down into three categories; matte, luster (semi-gloss) and glossy.</p> <p>A test strip will be given a <u>Pass</u> result if readability is not hindered by reflected light.</p>	<p>(test strip on paper for 33.11"/36")</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>(test strip on paper for 18" – <b>if appl.</b>)</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	
<p><b>M12</b></p>	<p><b>Pencil &amp; Erase Test Guideline.</b></p> <p>The test strip must be able to be marked on with a 2H graphite pencil and have the marks fully erased with a vinyl eraser without damaging the image or surface of the paper.</p> <p>A paper's ability or lack thereof, to be marked on with a graphite pencil and have the pencil marks erased, will affect the reliability and the functionality of the chart. This ability will be tested by plotting a course on the chart portion of the test strip and erasing.</p> <p>A test strip that marks well and erases with no damage will receive a <u>Pass</u> result.</p>	<p>(test strip on paper for 33.11"/36")</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>(test strip on paper for 18" – <b>if appl.</b>)</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	
<p><b>M13</b></p>	<p><b>Smudge Resistance Test Guideline:</b></p> <p>The test strip must be resistant to smudging caused by moisture.</p> <p>Smudging of the image when a moist object rubs the surface will affect the reliability and the quality of the chart. Smudge resistance will be evaluated by attempting to smudge the printed image with a moist tissue.</p>	<p>(test strip on paper for 33.11"/36")</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>(test strip on paper for 18" – <b>if appl.</b>)</p>	

	If the Test Strip's quality and/or clarity of the chart is not affected from smudging the Test Strip will receive a <u>Pass</u> result.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>M14</b>	<p><b>Fold Resistance Test Guideline:</b></p> <p>The test strip must retain the printed image when folded.</p> <p>Damage caused by the paper's inability to be folded will affect the reliability, functionality and the construed quality of the chart. Many 18" charts require folding for everyday storage and use, and this can cause damage to the chart.</p> <p>Fold resistance will be evaluated by folding the test strip and checking the effects on image quality.</p> <p>A Test Strip that can be folded back and forth five times without damage to the image will receive a <u>Pass</u> result.</p>	<p>(test strip intended for 18" charts only)</p> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>M15</b>	<p><b>Scratch Resistance Test Criteria:</b></p> <p>The test strip must be able to withstand a certain degree of scratching without the image being removed from the surface of the chart.</p> <p>The image on the surface of the paper may be susceptible to scratching, which will affect the reliability and the construed quality of the chart. Scratch resistance will be determined by scratching the surface of the printed image with steel wool and checking to what degree the image has been removed from the sheet.</p> <p>If the Test Strip can be scratched ten times without damage it will receive a <u>Pass</u> result.</p>	<p>(test strip on paper for 33.11"/36")</p> <input type="checkbox"/> Yes <input type="checkbox"/> No  <p>(test strip on paper for 18" – <b>if appl.</b>)</p> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>M16</b>	<p><b>Water Resistance Test Criteria:</b></p> <p>The test strip must be able to:</p> <ol style="list-style-type: none"> <li>1) hold its printed image when exposed to water directly on its surface;</li> <li>2) retain the image while water is being removed; and</li> <li>3) be resistant to water soaking through to the back of the paper.</li> </ol> <p>Ink bleeding or washing out when exposed to water on the surface of the paper will affect the reliability and the quality of the chart. Water soaking through the substrate layers of the paper can also weaken the chart and cause further damage. While the paper is being dried it may also have a tendency to wrinkle,</p>	<p>(test strip on paper for 33.11"/36")</p> <input type="checkbox"/> Yes <input type="checkbox"/> No  <p>(test strip on paper for 18" – <b>if appl.</b>)</p> <input type="checkbox"/> Yes <input type="checkbox"/> No	

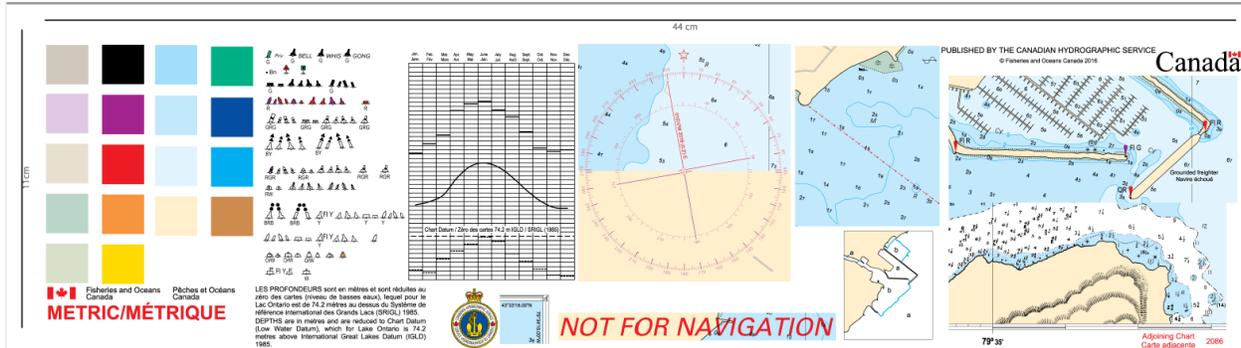
	<p>causing distortions in the image. The test image can then be examined for washing out of the image, bleeding, damage, soaking and wrinkling.</p> <p>The Test Strip will be evaluated by applying 5ml of water on the surface of the Test Strip and letting it soak for thirty seconds before wiping the water off with paper towel.</p> <p>A Test Strip that resists washing, bleeding, soaking and wrinkling damage will receive a <u>Pass</u> rating.</p>		
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## APPENDIX "A"

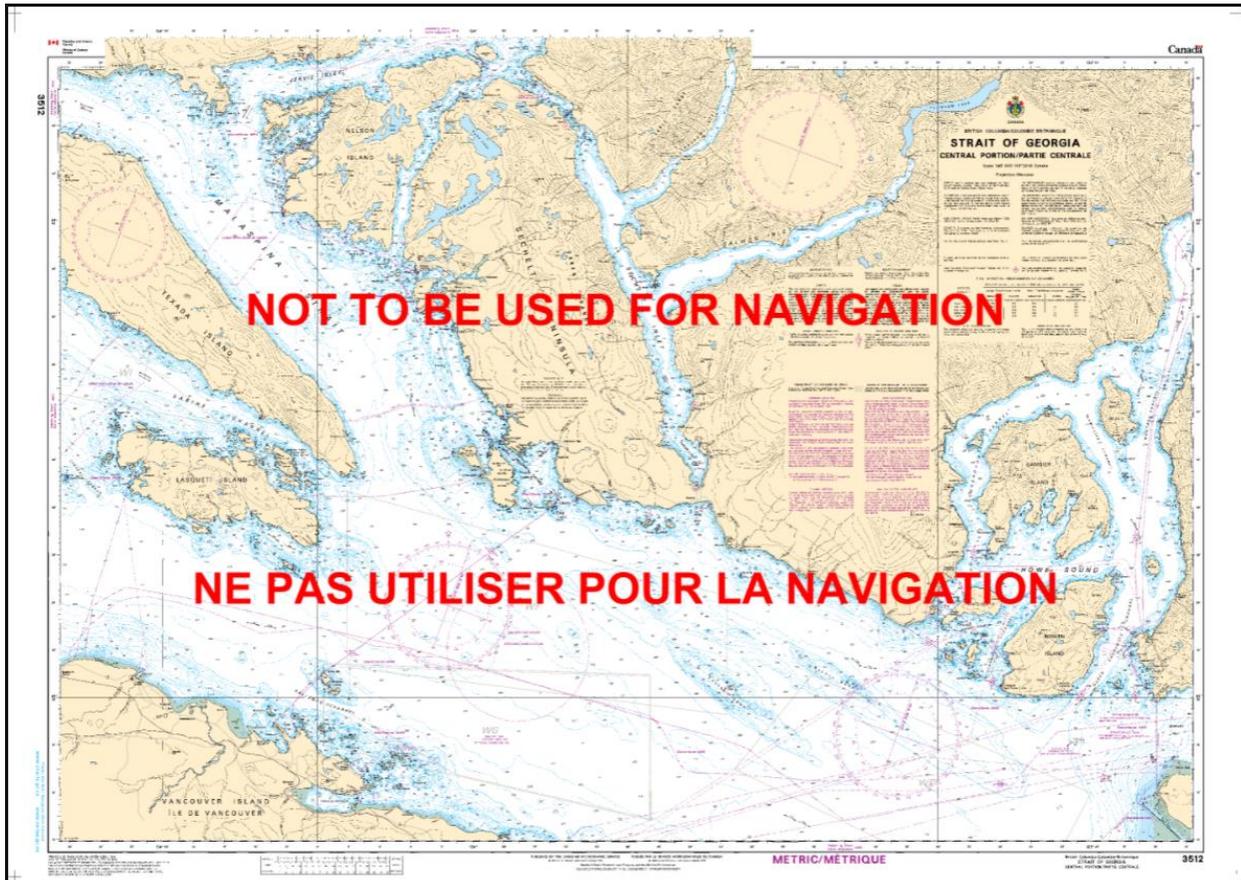
### INFORMATION FOR BIDDERS

#### Test Strip:

The image below is for reference only and is not intended to be used for submitting official test strip samples. The full size test strip file can be downloaded at [Paper Chart Test Strip](#).



#### AO 33.11" Example:

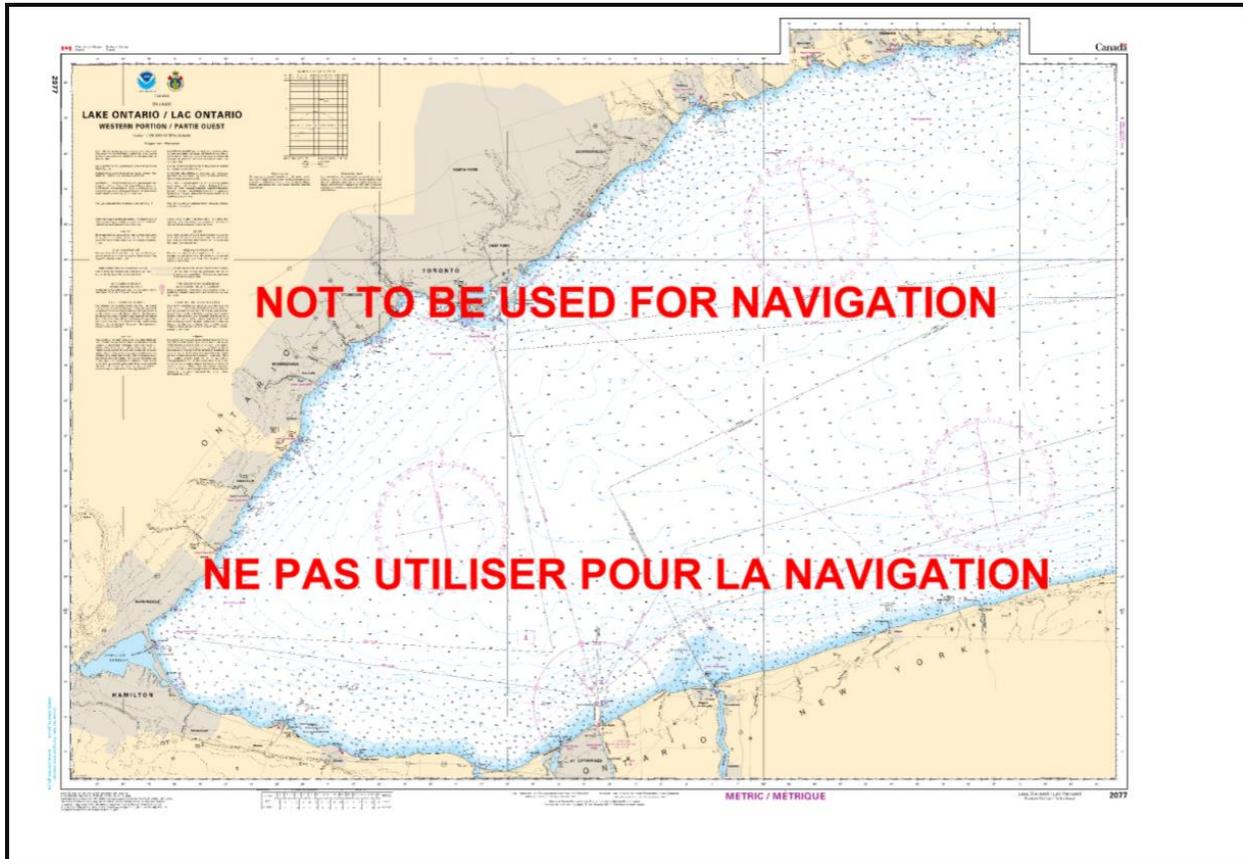


The above example can also be found at the following link: [https://charts.gc.ca/charts-cartes/charts-cartes-eng.asp?num=3512&img=\\_1](https://charts.gc.ca/charts-cartes/charts-cartes-eng.asp?num=3512&img=_1)

**SC 18" – 8" Fan Fold (5 Sheets) Example:**

The example can be found at the following link: [https://charts.gc.ca/charts-cartes/charts-cartes-eng.asp?num=1513&img=\\_1](https://charts.gc.ca/charts-cartes/charts-cartes-eng.asp?num=1513&img=_1)

**36" Example:**



The above example can be found at the following link: [https://charts.gc.ca/charts-cartes/charts-cartes-eng.asp?num=2077&img=\\_1](https://charts.gc.ca/charts-cartes/charts-cartes-eng.asp?num=2077&img=_1)