

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**

**PWGSC/TPSGC Acquisitions Bid Receiving  
Box/Boîte de Réception des Soumissions  
Bid Receiving Box/Boîte de Récepti  
1st Floor/1<sup>ère</sup> étage, Suite 1212  
100-1045 Main Street  
Moncton  
New Brunswick  
E1C 1H1  
Bid Fax: (506) 851-6759**

## Request For a Standing Offer Demande d'offre à commandes

### National Individual Standing Offer (NISO)

Offre à commandes individuelle nationale (OCIN)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Acquisitions NB/PEI (Moncton Office) – Bureau  
d'acquisitions N.-B./Î.-P.-É. (Moncton)  
1045 Main Street / 1045, rue Main  
Moncton  
New Brunswick  
E1C 1H1

<b>Title - Sujet</b> NISO Custom Lapel Pins NISO Custom Lapel Pins	
<b>Solicitation No. - N° de l'invitation</b> 51019-220926/A	<b>Date</b> 2022-05-06
<b>Client Reference No. - N° de référence du client</b> 51019-220926	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$MCT-042-6208
<b>File No. - N° de dossier</b> MCT-1-44186 (042)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Atlantic Daylight Saving Time ADT <b>on - le 2022-06-07</b> Heure Avancée de l'Atlantique HAA	
<b>Delivery Required - Livraison exigée</b> See Herein – Voir ci-inclus	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Stockman (MCT), Sonia	<b>Buyer Id - Id de l'acheteur</b> mct042
<b>Telephone No. - N° de téléphone</b> (506)961-7412 ( )	<b>FAX No. - N° de FAX</b> (506)851-6759
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF VETERANS AFFAIRS 125 MAPLE HILLS CHARLOTTETOWN Prince Edward Island C1C0B6 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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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 Requirement, 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 Veterans Affairs Canada (VAC) has a requirement for commemorative lapel pins and zipper pulls, as per the design, size and prototype approved by VAC for quality standards. The Contractor must deliver these pins and zipper pulls including support cards, ready for distribution, on an "as when required basis

### **1.3 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.

## 1.4 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: 90 days

#### 2.1.1 SACC Manual Clauses

SACC Reference	Section	Date
C9000T	Pricing	2010/08/16
M0019T	Firm Price and/or Rates	2007/05/25

### 2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

## 2.3 Former Public Servant

### Former Public Servant - Competitive - Offer

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: 2019-01](#) 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.

*(Derived from - Provenant de: M3025T, 2020/05/04)*

## 2.4 Enquiries - Request for Standing Offers

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

## 2.5 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 **Prince Edward Island**.

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.

## 2.6 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

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

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

- Section I: Technical Offer (2 hard copies)
- Section II: Financial Offer (1 hard copies)
- Section III: Certifications (1 hard copies)

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."

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

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

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

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>). To assist Canada in reaching its objectives, Offerors should:

- 1) Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)



- 
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
  - 3) Unless otherwise noted, Offerors are encouraged to submit offers electronically. If hard copies are required, Offerors should:
    - a) 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
    - b) 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 Offer**

In their technical offer, offerors should 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 B, Basis of Payment..

##### **3.1.2 Exchange Rate Fluctuation**

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

**Section III: Certifications** Offerors must submit the certifications and additional information required under Part 5.

## **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**

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## Pre-Award Sample and Supporting Documentation

As part of the technical evaluation, to confirm an Offeror's capability of meeting the technical requirements, one (1) pre-award sample of the **Canada Remembers Lapel Pin (Item 001)**, including the support card, must be included with the offer.

The text of the support cards (Annex C) and a drawing of the pin (**Annex D**) are attached to the RFSO.

The Offeror must ensure that the required pre-award samples are manufactured in accordance with the technical requirement and are fully representative of the offer submitted. Rejection of the pre-award samples will result in the offer being declared non-responsive.

The Offeror must deliver the required pre-award samples, at no charge to Canada and must ensure that they are received with the offer at time and place of Request For Standing Offer closing. Failure to submit the required pre-award samples within the specified time frame will result in the offer being declared non-responsive. The samples submitted by the Offeror will remain the property of Canada.

The pre-award samples will be evaluated for quality of workmanship and conformance to specified materials and measurements.

The requirement for a pre-award samples will not relieve the successful Offeror from submitting samples as required by the contract terms or from strictly adhering to the technical requirement of this Request For Standing Offer and any resultant contract.

### 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 Mandatory Technical Criteria Only

SACC Manual Clause [M0031T](#) (2007/05/25), Basis of Selection - Mandatory Technical Criteria Only

## 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.

## 5.2 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 procurement 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/canada-labour/s website) 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.

### 5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

#### 5.2.3.1 Samples and Production Certification

The Offeror certifies that:

- ( ) the manufacturer that produced pre-award samples will remain unchanged for the pre-production samples and full production of the contract quantity.

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## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 6.1 Financial Capability

SACC Manual clause [M9033T](#) (2011/05/16) Financial Capability

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

7.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

#### 7.2 Security Requirements

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

#### 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>) 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.

#### 7.4 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, 2024.

##### 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 an additional three, 1 year periods, from April 01, 2024 to March 31, 2027 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula 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 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

(Derived from - Provenant de: M9014C, 2008/05/12 )

Solicitation No. - N° de l'invitation  
51019-220926/A  
Client Ref. No. - N° de réf. du client  
51019-220926

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-1-44186

Buyer ID - Id de l'acheteur  
mct042  
CCC No./N° CCC - FMS No./N° VME

#### 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: Sonia Stockman  
Title: Supply Specialist  
Public Services and Procurement Canada  
Acquisitions Branch  
Address: 1045 Main Street, 4<sup>th</sup> Floor  
Moncton, New Brunswick  
E1C 1H1  
  
Telephone: (506) 961-7412  
Facsimile: (506) 851-6759  
E-mail address: Sonia.stockman@pwgsc-tpsgc.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:

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.

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### 7.5.3 Offeror's Representative (Offeror please complete)

#### General Inquiries

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

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

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

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

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

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

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

#### Delivery follow-up

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

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

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

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

### 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.

*(Derived from - Provenant de: A3025C, 2020/05/04)*

### 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is the Canada Remembers Division of Veterans Affairs Canada in Charlottetown, PEI (refer to Annex A for destination addresses)

### 7.8 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 1 and 2 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

- PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
- PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
- PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

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.

## 7.9 Limitation of Call-ups

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

## 7.10 Financial Limitation - Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$460,000.00 (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 3 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.

*(Derived from - Provenant de: M4506C, 2021/05/20 )*

## 7.11 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 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 2010A (2021/12/02), General Conditions - Goods (Medium Complexity);
- f) Annex A, Statement of Requirement;
- g) Annex B, Basis of Payment;
- j) the Offeror's offer dated \_\_\_\_\_

## 7.12 Certifications and Additional Information

### 7.12.1 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.

### 7.13 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 **Prince Edward Island**.

### 7.14 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.

### 7.15 Plant Closing

The Offeror's plant closing for Christmas and Summer holidays are as follows. During this time there will be no shipments.

#### Year One (2022-2023)

Christmas Holiday FROM \_\_\_\_\_ TO \_\_\_\_\_

Summer Holiday FROM \_\_\_\_\_ TO \_\_\_\_\_

#### Year Two (2023-2024)

Christmas Holiday FROM \_\_\_\_\_ TO \_\_\_\_\_

Summer Holiday FROM \_\_\_\_\_ TO \_\_\_\_\_

#### Year Three (2024-2025)

Christmas Holiday FROM \_\_\_\_\_ TO \_\_\_\_\_

Summer Holiday FROM \_\_\_\_\_ TO \_\_\_\_\_



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**Year Four (2025-2026)**

Christmas Holiday FROM \_\_\_\_\_ TO \_\_\_\_\_

Summer Holiday FROM \_\_\_\_\_ TO \_\_\_\_\_

**Year Five (2026-2027)**

Christmas Holiday FROM \_\_\_\_\_ TO \_\_\_\_\_

Summer Holiday FROM \_\_\_\_\_ TO \_\_\_\_\_

**7.16 Plant Location**

Items will be manufactured at:

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**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 Requirement**

The Contractor must provide the items detailed in the call-up against the Standing Offer.

**7.2 Standard Clauses and Conditions****7.2.1 General Conditions**

2010A (2021/12/02), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

**7.3 Term of Contract****7.3.1 Delivery Date**

1. Orders of over 100,001 units must be delivered within 10 weeks of receipt of a call-up order from VAC, as agreed by supplier and Project Authority.
2. Orders over 10,001 units up to 100,000 units must be delivered within 7 weeks of receipt of call up order from VAC, as agreed by supplier and Project Authority.
3. Orders of 10,000 units or less, expedited delivery of products specified in the call up order from VAC must be delivered within 15 working days.

#### 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.

(Derived from - Provenant de: A3025C, 2020/05/04)

#### 7.5 Payment

##### 7.5.1 Basis of Payment

###### Basis of Payment - Firm Unit Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in in Annex B. Customs duties are included and Applicable Taxes are extra.

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

##### 7.5.2 Limitation of Price

SACC Manual clause C6000C (2017/08/17) Limitation of price

##### 7.5.3 Method of Payment

SACC Reference	Section	Date
H1001C	Multiple Payments	2008/05/12

#### 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. Invoices must be distributed as follows:
  - (a) The original and one (1) copy must be forwarded to the following address for certification and payment.

Charlottetown Head Office  
Veterans Affairs Canada  
Commemoration Division  
161 Grafton Street  
Charlottetown, PE C1A 8M9  
Shipping and Receiving

(Derived from - Provenant de: H5001C, 2008/12/12 )

## 7.7 Materials: Contractor Total Supply

The Contractor will be responsible for obtaining all materials required in the manufacture of the item(s) specified. The delivery stated for the item(s) allows the necessary time to obtain such materials.

## 7.8 Insurance

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

## 7.9 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](#)".

## 7.10 Shipping Instructions - Delivery at Destination

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

- (a) Delivered Duty Paid (DDP) Charlottetown Head Office, Veterans Affairs Canada Commemoration Division, 161 Grafton St., Charlottetown, PE, C1A 8M9. Shipping and Receiving Incoterms 2000 for shipments from a commercial contractor.

(Derived from - Provenant de: D4001C, 2008/12/12 )

## 7.11 Packaging

As specified at the Statement of Requirement (Annex A)

## **ANNEX "A" STATEMENT OF REQUIREMENT**

### **Scope of Work**

Veterans Affairs Canada (VAC) has a requirement for commemorative lapel pins and zipper pulls, as per the design, size and prototype approved by VAC for quality standards. The Contractor must deliver these pins and zipper pulls including support cards, ready for distribution, on an "as when required basis".

#### **1. Canada Remembers Lapel Pins (Item 001) as per attached artwork at Annex C.**

- Tooling:** Must be 3/4" lapel pin tooled using an engraved die with a .003 fine line resolution;
- Casting:** Materials must be 97% lead free Fine Pewter (virgin tin) alloyed with a 3% balance content of bismuth, silver & copper mix;
- Color:** Must be two colour soft enamel color fill - Black & Red (Pantone – 186 Red) on gold-tone plating;
- Finishing:** Base metal must be cut burnished to smooth and shine the finish. Finished in triple plated copper, bright nickel and 24K Gold tone plating;
- Post:** Must measure .312" long, .045" diameter nickel post secured in place and grooved to retain grip (standard butterfly clutch);
- Post must be knurled at base to prevent it from rotating free of the casting, and a 5 mm large pad with fabric pick to prevent pin from rotating when worn;
- Support Cards:** Must be 3.5" x 3.75" on 10 point white card stock, smooth finish on recycled paper. Print double sided, full colour process, trimmed with full bleeds.
- Description:** The pin must be produced as follows: the maple leaf is gold. The two poppies are red, trimmed with black. Each poppy has a black centre with a scalloped edging. The stem of the maple leaf and the two curling poppy stems are gold.

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**2. Any custom made Commemorative Lapel Pin with Support Card (Items 002 up to two colours on pin and item 003 up to three colours on pin)**

- Tooling:** Must be maximum size of 1"x1" lapel pin, tooled using an engraved die with a .003 fine line resolution;
- Casting:** Materials must be 97% lead free Fine Pewter (virgin tin) alloyed with a 3% balance content of bismuth, silver and copper mix;
- Colour:** Must be made with up to three colour soft enamel colour fill;
- Finish:** As requested, the final metal finishes must include one or a combination of the following: antique pewter, antique brass or gold plated as per #1 above.  
Oxidation and hand brushed to remove pitting;
- Post:** Must measure .312" long .045" diameter nickel post inserted in mould and cast in place and grooved to retain grip (Standard butterfly crutch);  
  
Post must be knurled at base to prevent it from rotating free of the casting, and a 5mm large pad with fabric pick to prevent pin from rotating when worn;
- Support Cards:** Support cards must be as follows:  
3.5"x3.75" on 10 point white card stock, smooth finish on recycled paper. Print double sided, full colour process, trimmed with full bleeds.

Each completed lapel pin must be attached to a printed and die-cut support card.

**3. Any custom made Commemorative Lapel Pin without Support Card (Items 004 up to two colours on pin and item 005 up to three colours on pin)**

- Tooling:** Must be maximum size of 1"x1" lapel pin, tooled using an engraved die with a .003 fine line resolution;
- Casting:** Materials must be 97% lead free Fine Pewter (virgin tin) alloyed with a 3% balance content of bismuth, silver and copper mix;
- Colour:** Must be made with up to three colour soft enamel colour fill;
- Finish:** As requested, the final metal finishes must include one or a combination of the following: antique pewter, antique brass or gold plated as per #1 above.  
Oxidation and hand brushed to remove pitting;

**Post:** Must measure .312" long .045" diameter nickel post inserted in mould and cast in place and grooved to retain grip (Standard butterfly crutch);

Post must be knurled at base to prevent it from rotating free of the casting, and a 5mm large pad with fabric pick to prevent pin from rotating when worn;

**4. Any custom made Commemorative Zipper Pull with Support Card (Item 006 up to three colours)**

**Tooling:** Must be maximum size of 1"x1" zipper pull, tooled using an engraved die with a .003 fine line resolution;

**Casting:** Materials must be 97% lead free Fine Pewter (virgin tin) alloyed with a 3% balance content of bismuth, silver and copper mix;

**Colour:** Must be made with up to three colour soft enamel colour fill;

**Finish:** As requested, the final metal finishes must include one or a combination of the following: antique pewter, antique brass or gold plated as per #1 above. Oxidation and hand brushed to remove pitting;

**Clip:** Must be maximum size of 3/4" rustless metal snap clip. Diameter of large curve = 5/16", diameter of small curve = 3/16";

**Support** Support cards must be as follows:

**Cards:** 3.5"x2.5" or 3.5"x3.75" on 10 point white card stock, smooth finish on recycled paper. Print double sided, full colour process, trimmed with full bleeds.

**Packaging for items 001, 002, 003, 006 (with support card) must be as follows:**

**Option 1**

**Poly Bags**

**Lapel pins/zipper pulls must** be heat sealed in oversized 2ml poly bags. Quantities of 100 lapel pins are to be placed in bulk, uniformed sized, clear plastic bags. These bags must be sealed or securely closed.

Lapel pins/zipper pulls are to be boxed with 2,500 units in each box. Box to consist of double wall corrugated cardboard "B/C" Flute with a minimum 3/16" thick cartons secure enough for shipping. The total number of lapel pins contained in the box is to be stated on the outside of the box.

The unit assemblies must comply with the minimum Canadian government rules of country of origin and product marketing.  
No imprint on polybag.

## Option 2

### Envelopes

Must be 3.75" x 4" ( $\pm 0.125$ ") to fit 3.5" x 3.75" support cards. Or 3.75"x2.75" for zipper pulls  
Suitable for automatic insertion.  
24lb white wove stock  
Full colour process, one side,  
Fold and glue to final format

**Lapel pins/zipper pulls must** be inserted into envelopes and sealed. Quantities of 100 pin envelopes are to be placed in bulk, uniform sized clear plastic bags. These bags are to be sealed or securely closed. Lapel pin/zipper pull envelopes are to be boxed with 2,500 units in each box. Box to consist of **double wall corrugated cardboard "B/C" Flute with a minimum 3/16" thick cartons secure enough for shipping.** The total number of lapel pins/zipper pulls contained in the box is to be stated on the outside of the box.

**Packaging for items 004 & 005 (without support card) must be as follows:**

## Option 1

### Poly Bags

**Lapel pins must** be heat sealed in oversized 2ml poly bags. Quantities of 100 lapel pins are to be placed in bulk, uniform sized, clear plastic bags. These bags must be sealed or securely closed.

Lapel pins are to be boxed with 2,500 units in each box. Box to consist of double wall corrugated cardboard "B/C" Flute with a minimum 3/16" thick cartons secure enough for shipping. The total number of lapel pins contained in the box is to be stated on the outside of the box.

The unit assemblies must comply with the minimum Canadian government rules of country of origin and product marketing.  
No imprint on polybag.

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## Option 2

### Envelopes

Must be 3.75" x 4" ( $\pm 0.125$ ")  
Suitable for automatic insertion.  
24lb white wove stock  
Full colour process, one side,  
Fold and glue to final format

**Lapel pins must** be inserted into envelopes and sealed. Quantities of 100 pin envelopes are to be placed in bulk, uniform sized clear plastic bags. These bags are to be sealed or securely closed. Pin envelopes are to be boxed with 2,500 units in each box. Box to consist of **double wall corrugated cardboard "B/C" Flute with a minimum 3/16" thick cartons secure enough for shipping**. The total number of lapel pins contained in the box is to be stated on the outside of the box.

### **The contractor must provide the following services:**

- Supply all materials necessary for production;
- Provide proofs of support cards and prototype of lapel pins/zipper pulls, for item 001, 002 and 003, 006 and prototype of lapel pins for items 004, 005 prior to production;
- Custom fabricate and imprint lapel pins;
- Print, trim and die cut support cards for lapel pins/zipper pulls for item 001, 002, 003 and 006;
- Attach lapel pins to support cards and insert in sealed oversized polybags to fit cards for item 001, 002 and 003;
- Label all boxes to indicate title and quantity enclosed;
- All die and tool costs are to be borne by supplier;
- Provide a prototype before initial production to the Project Authority for approval;

### **VAC Supplied Material**

Veterans Affairs Canada will provide complete graphic design for the lapel pin/zipper pull and card. Artwork will be provided in Vector PDF or EPS format via e-mail for the Canada Remembers lapel pins and support card and the custom lapel pins/zipper pulls if required.

### **Overruns**

No underruns will be accepted and overruns are not to exceed five (5) percent. Overruns are to be invoiced at the "additional copies same run" price.



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## **Components**

All components pertaining to the job, whether supplied by the customer or purchased or supplied by the contractor, are to be considered property of the Crown and must be forwarded prepaid, upon request of the Project Authority with samples to: Project Authority.

## **Proofs and Proof Schedule**

Proofs of support cards and prototype of lapel pins/zipper pulls for item 001, 002 and 003 and 006 and prototype of lapel pins for items 004 and 005, must be supplied by the contractor within 5 days of receipt of artwork from VAC. Proofs and prototypes will be returned to the contractor within 2 business days with appropriate approval or comments from VAC.

If the pre-production samples are rejected, the Contractor must submit another pre-production sample within 2 business days of notification of rejection from the Project Authority.

The Project Authority will notify the Contractor, in writing, of the full acceptance, conditional acceptance or rejection of the pre-production samples. A prototype of the pin/zipper pull and card must be submitted by the Contractor for approval before initial production can begin. The prototype is to be couriered to the Project Authority. Any production of items before pre-production sample acceptance will be at the sole risk of the Contractor.

The pre-production samples submitted by the Contractor will remain the property of Canada.

The pre-production samples may not be required if the Contractor is currently in production. The request for waiver of pre-production samples must be made by the Contractor in writing to the Project Authority. The waiving of this requirement will be at the sole discretion of the Project Authority.

The Contractor must carry out all required inspection and tests to verify conformance to the technical requirements of the contract.

## **Product Delivery Schedule**

1. Orders of over 100,001 units must be delivered within 10 weeks of receipt of a call-up order from VAC, as agreed by supplier and Project Authority.
2. Orders over 10,001 units up to 100,000 units must be delivered within 7 weeks of receipt of call up order from VAC, as agreed by supplier and Project Authority.
3. Orders of 10,000 units or less, expedited delivery of products specified in the call up order from VAC must be delivered within 15 working days.

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### **Delivery Address**

Deliveries will be made to:

Veterans Affairs Canada  
Commemoration Division  
125 Maple Hills Avenue  
Charlottetown, PEI C1C 0B6

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## ANNEX "B" BASIS OF PAYMENT

### INITIAL PERIOD (From date of Issuance of Standing Offer to March 31, 2024)

#### ITEM 001 - 'CANADA REMEMBERS' Lapel Pins with Support Cards.

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

#### ITEM 002 - 'COMMEMORATIVE' Custom Lapel Pins (up to 2 colour soft enamel colour fill) with Support Cards.

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

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**ITEM 003 - 'COMMEMORATIVE' Custom Lapel Pins (up to 3 colour soft enamel colour fill) with Support Cards.**

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

**ITEM 004 - 'COMMEMORATIVE' Custom Lapel Pins (up to 2 colour soft enamel colour fill) without Support Cards.**

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

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**ITEM 005 - 'COMMEMORATIVE' Custom Lapel Pins (up to 3 colour soft enamel colour fill) without Support Cards.**

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

**ITEM 006 - 'COMMEMORATIVE' Custom Zipper Pull (up to 3 colour soft enamel colour fill) with Support Cards.**

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

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**FIRST OPTION PERIOD (April 1, 2024 to March 31, 2025)**

**ITEM 001 - 'CANADA REMEMBERS' Lapel Pins with Support Cards.**

<b>Estimated Quantity</b>	<b>Unit of Issue</b>	<b>Firm Unit Price, DDP, Applicable Taxes extra</b>
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

**ITEM 002 - 'COMMEMORATIVE' Custom Lapel Pins (up to 2 colour soft enamel colour fill) with Support Cards.**

<b>Estimated Quantity</b>	<b>Unit of Issue</b>	<b>Firm Unit Price, DDP, Applicable Taxes extra</b>
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

Solicitation No. - N° de l'invitation  
51019-220926/A  
Client Ref. No. - N° de réf. du client  
51019-220926

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-1-44186

Buyer ID - Id de l'acheteur  
mct042  
CCC No./N° CCC - FMS No./N° VME

**ITEM 003 - 'COMMEMORATIVE' Custom Lapel Pins (up to 3 colour soft enamel colour fill) with Support Cards.**

<b>Estimated Quantity</b>	<b>Unit of Issue</b>	<b>Firm Unit Price, DDP, Applicable Taxes extra</b>
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

**ITEM 004 - 'COMMEMORATIVE' Custom Lapel Pins (up to 2 colour soft enamel colour fill) without Support Cards.**

<b>Estimated Quantity</b>	<b>Unit of Issue</b>	<b>Firm Unit Price, DDP, Applicable Taxes extra</b>
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

Solicitation No. - N° de l'invitation  
51019-220926/A  
Client Ref. No. - N° de réf. du client  
51019-220926

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-1-44186

Buyer ID - Id de l'acheteur  
mct042  
CCC No./N° CCC - FMS No./N° VME

**ITEM 005 - 'COMMEMORATIVE' Custom Lapel Pins (up to 3 colour soft enamel colour fill) without Support Cards.**

<b>Estimated Quantity</b>	<b>Unit of Issue</b>	<b>Firm Unit Price, DDP, Applicable Taxes extra</b>
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

**ITEM 006 - 'COMMEMORATIVE' Custom Zipper Pull (up to 3 colour soft enamel colour fill) with Support Cards.**

<b>Estimated Quantity</b>	<b>Unit of Issue</b>	<b>Firm Unit Price, DDP, Applicable Taxes extra</b>
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____



Solicitation No. - N° de l'invitation  
51019-220926/A  
Client Ref. No. - N° de réf. du client  
51019-220926

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-1-44186

Buyer ID - Id de l'acheteur  
mct042  
CCC No./N° CCC - FMS No./N° VME

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**SECOND OPTION PERIOD (April 1, 2025 to March 31, 2026)**

**ITEM 001 - 'CANADA REMEMBERS' Lapel Pins with Support Cards.**

<b>Estimated Quantity</b>	<b>Unit of Issue</b>	<b>Firm Unit Price, DDP, Applicable Taxes extra</b>
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

**ITEM 002 - 'COMMEMORATIVE' Custom Lapel Pins (up to 2 colour soft enamel colour fill) with Support Cards.**

<b>Estimated Quantity</b>	<b>Unit of Issue</b>	<b>Firm Unit Price, DDP, Applicable Taxes extra</b>
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

Solicitation No. - N° de l'invitation  
51019-220926/A  
Client Ref. No. - N° de réf. du client  
51019-220926

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-1-44186

Buyer ID - Id de l'acheteur  
mct042  
CCC No./N° CCC - FMS No./N° VME

**ITEM 003 - 'COMMEMORATIVE' Custom Lapel Pins (up to 3 colour soft enamel colour fill) with Support Cards.**

<b>Estimated Quantity</b>	<b>Unit of Issue</b>	<b>Firm Unit Price, DDP, Applicable Taxes extra</b>
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

**ITEM 004 - 'COMMEMORATIVE' Custom Lapel Pins (up to 2 colour soft enamel colour fill) without Support Cards.**

<b>Estimated Quantity</b>	<b>Unit of Issue</b>	<b>Firm Unit Price, DDP, Applicable Taxes extra</b>
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

Solicitation No. - N° de l'invitation  
51019-220926/A  
Client Ref. No. - N° de réf. du client  
51019-220926

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-1-44186

Buyer ID - Id de l'acheteur  
mct042  
CCC No./N° CCC - FMS No./N° VME

**ITEM 005 - 'COMMEMORATIVE' Custom Lapel Pins(up to 3 colour soft enamel colour fill) without Support Cards.**

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

**ITEM 006 - 'COMMEMORATIVE' Custom Zipper Pull (up to 3 colour soft enamel colour fill) with Support Cards.**

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

Solicitation No. - N° de l'invitation  
51019-220926/A  
Client Ref. No. - N° de réf. du client  
51019-220926

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-1-44186

Buyer ID - Id de l'acheteur  
mct042  
CCC No./N° CCC - FMS No./N° VME

### **THIRD OPTION PERIOD (April 1, 2026 to March 31, 2027)**

#### **ITEM 001 - 'CANADA REMEMBERS' Lapel Pins with Support Cards.**

<b>Estimated Quantity</b>	<b>Unit of Issue</b>	<b>Firm Unit Price, DDP, Applicable Taxes extra</b>
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

#### **ITEM 002 - 'COMMEMORATIVE' Custom Lapel Pins (up to 2 colour soft enamel colour fill) with Support Cards.**

<b>Estimated Quantity</b>	<b>Unit of Issue</b>	<b>Firm Unit Price, DDP, Applicable Taxes extra</b>
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

Solicitation No. - N° de l'invitation  
51019-220926/A  
Client Ref. No. - N° de réf. du client  
51019-220926

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-1-44186

Buyer ID - Id de l'acheteur  
mct042  
CCC No./N° CCC - FMS No./N° VME

**ITEM 003 - 'COMMEMORATIVE' Custom Lapel Pins (up to 3 colour soft enamel colour fill) with Support Cards.**

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

**ITEM 004 - 'COMMEMORATIVE' Custom Lapel Pins (up to 2 colour soft enamel colour fill) without Support Cards.**

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

Solicitation No. - N° de l'invitation  
51019-220926/A  
Client Ref. No. - N° de réf. du client  
51019-220926

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-1-44186

Buyer ID - Id de l'acheteur  
mct042  
CCC No./N° CCC - FMS No./N° VME

**ITEM 005 - 'COMMEMORATIVE' Custom Lapel Pins(up to 3 colour soft enamel colour fill) without Support Cards.**

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

**ITEM 006 - 'COMMEMORATIVE' Custom Zipper Pull (up to 3 colour soft enamel colour fill) with Support Cards.**

Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Applicable Taxes extra
Up to 5,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
5,001 - 25,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
25,001 - 50,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
50,001 - 100,000	Each	\$ _____
Shipping	Lump Sum	\$ _____
100,001 and over	Each	\$ _____
Shipping	Lump Sum	\$ _____

Solicitation No. - N° de l'invitation  
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Client Ref. No. - N° de réf. du client  
51019-220926

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-1-44186

Buyer ID - Id de l'acheteur  
mct042  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "C" TEXT FOR SUPPORT CARDS- Canada Remembers Pin**

(see attached)

## ANNEX "D" DRAWING OF CANADA REMEMBERS PIN



### Canada Remembers Pin

#### Colour Specifications:

- a) **Red**  
Pantone 032 C
- b) **Black**  
100% Black or  
Pantone Black C
- c) **Gold**  
Gold Metallic 871  
or Pantone 131 C





Solicitation No. - N° de l'invitation  
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File No. - N° du dossier  
MCT-1-44186

Buyer ID - Id de l'acheteur  
mct042  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "E" TEXT FOR SUPPORT CARDS (BOOT PIN)**

(see attached)

Solicitation No. - N° de l'invitation  
51019-220926/A  
Client Ref. No. - N° de réf. du client  
51019-220926

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-1-44186

Buyer ID - Id de l'acheteur  
mct042  
CCC No./N° CCC - FMS No./N° VME

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## ANNEX "F" DRAWING OF BOOT PIN



Solicitation No. - N° de l'invitation  
51019-220926/A  
Client Ref. No. - N° de réf. du client  
51019-220926

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-1-44186

Buyer ID - Id de l'acheteur  
mct042  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX “G” ZIPPER PULL CARD**

(see attached)

Solicitation No. - N° de l'invitation  
51019-220926/A  
Client Ref. No. - N° de réf. du client  
51019-220926

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-1-44186

Buyer ID - Id de l'acheteur  
mct042  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX “H” COIN ENVELOPE**

Pin Envelope  
Zipper Envelope

(see attached)

Solicitation No. - N° de l'invitation  
51019-220926/A  
Client Ref. No. - N° de réf. du client  
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Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-1-44186

Buyer ID - Id de l'acheteur  
mct042  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "I" SAMPLE PICTURES OF CANADA REMEMBERS PIN**



# ANNEX "J" MANDATORY TECHNICAL REQUIREMENTS

		Comply  Yes or No	Supplier Comments	FOR Client Department only for TECHNICAL EVALUATION PURPOSES	
				MET / not MET	COMMENTS
	<b>Canada Remembers Lapel Pins (Item 001)</b>				
1	Must be 3/4" lapel pin tooled using an engraved die with a .003 fine line resolution				
2	Materials must be 97% lead free Fine Pewter (virgin tin) alloyed with a 3% balance content of bismuth, silver & copper mix				
3	Must be two colour soft enamel color fill - Black & Red (Pantone – 186 Red) on gold-tone plating				
4	Base metal must be cut burnished to smooth and shine the finish. Finished must be in triple plated copper, bright nickel or 24K Gold tone plating				
5	Must be .312" long, .045" diameter nickel post secured in place and grooved to retain grip (standard butterfly clutch)				
6	Post must be knurled at base to prevent it from rotating free of the casting, and a 5mm large pad with fabric pick to prevent pin from rotating when worn				
7	Support card must be 3.5"x 3.75" on 10 point white card stock, smooth finish on recycled paper. Print double sided, full color process, trimmed with full bleeds.				
8	The pin must be produced as follows: maple leaf is gold. The two poppies are red, trimmed with black. Each poppy has a black centre with a scalloped edging. The stem of the maple leaf				

		Comply  Yes or No	Supplier Comments	FOR Client Department only for TECHNICAL EVALUATION PURPOSES	
				MET / not MET	COMMENTS
	and the 2 curling poppy stems are gold.				
9	Packing Option 1 must be as follows: Lapel pins must be mounted on support cards. The carded pin assemblies are to be heat sealed in oversized 2ml poly bags. Quantities of 100 lapel pins are to be placed in bulk, uniform sized, clear plastic bags. These bags must be sealed or securely closed. Lapel pins are to be boxed with 2,500 units in each box. Box to consist of double wall corrugated cardboard "B/C" Flute with a minimum 3/16" thick cartons secure enough for shipping. The total number of lapel pins contained in the box is to be stated on the outside of the box. No imprint on polybag.				
10	Packing Option 2 must be as follows: Lapel pins must be mounted on support cards. Pin mounted support cards are to be inserted into envelopes and sealed. Envelope must be 3.75" x 4" to fit 3.5" x 3.75" support cards. Must be suitable for automatic insertion. 24lb white wove stock, full colour process, one side. Fold and glue to final format. Quantities of 100 lapel pins are to be places in bulk, uniform sized clear plastic bags. These bags are to be sealed or securely closed. Lapel pins are to be boxed with 2,500 units in each box. Box to consist of double wall corrugated cardboard "B/C" Flute with a minimum 3/16" thick cartons secure enough for shipping. The total number of lapel pins contained in the box is to be stated on the outside of the box. No imprint on envelope.				

Solicitation No. - N° de l'invitation  
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Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-1-44186

Buyer ID - Id de l'acheteur  
mct042  
CCC No./N° CCC - FMS No./N° VME

**ANNEX "K" COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS AND/OR OWNERS OF THE OFFEROR**

Complete Legal Name of Supplier: \_\_\_\_\_

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

Supplier Procurement Business Number (PBN): \_\_\_\_\_

**NOTE TO BIDDERS: WRITE DIRECTORS' AND/OR OWNERS' SURNAMES AND GIVEN NAMES**

NAME	JOB TITLE / POSITION

Include additional names on a separate sheet if required.