



November 28, 2008

Our File Number: ECLP-RFQ-2008-11-28A

Dear Sir/Madam:

The Office of the Chief Electoral Officer invites you to submit an offer for the following project:

Request for Quotation:

EC40185 – Box for Voter Information Cards / Boîte pour carte d'information de l'électeur (as per specifications)

EC50240 – Voting Compartments / Isoloirs (as per specifications)

Your bid package should be prepared in accordance with the requirements of the attached Request for Quotation document.

Your quotation shall be delivered to the following address, sealed, on or before **December 16, 2008 2:00 pm** (Ottawa time).

Mailing Address:

Office of the Chief Electoral Officer
Finance and Contracting Directorate
257 Slater Street, 8th Floor
Ottawa, Ontario
K1A 0M6

File Number: ECLP-RFQ-2008-11-28A

Att: **Luc Potvin**

Alternatively, submissions will be received by fax. Faxes may be forwarded to the attention of the Contracting Authority to (613) 991-1926.

In order to be considered, bid packages must be received on or before the **exact time** set for the receipt of submissions. Bid Packages or amendments thereto, received after this time will not be considered.

Should any Bidder consider that the specifications of Statement of Work for this RFQ can be improved, the Bidder is invited to make suggestions, in writing, to the Contracting Authority named herein. The Bidder must clearly outline the suggested improvement as well as the reason for the improvement while maintaining a competitive environment. Suggestions will be given consideration provided they are received by the Contracting Authority no later than

December 10, 2008 2:00 pm (Ottawa time), Elections Canada reserves the right to accept or reject any or all suggestions.

If you have any questions regarding the general contracting process, please contact **Luc Potvin** at **(613) 990-5326**.

All enquiries regarding the solicitation must be submitted in writing and/or faxed to (613) 991-1926, to the Contracting Authority as early as possible within the Offer period. Enquiries must be received no later than **December 10, 2008 2:00 pm** (Ottawa time) to allow sufficient time to provide a response. Enquiries received after that time may not be answered prior to the bid closing date.

To ensure consistency and quality of information provided to Bidders, the Contracting Authority will provide, simultaneously to all companies to which this solicitation has been sent, any information with respect to significant enquiries received and the replies to such enquiries without revealing the source of the enquiries.

All enquiries and other communication with government officials throughout the solicitation period are to be directed ONLY to the Contracting Authority named in this RFQ. Non-compliance with this condition during the solicitation period may (for that reason alone) result in disqualification of the submission.

The price quoted is exclusive of the Goods and Services Tax (GST). Appropriate GST is to be shown separately on all invoices and will be paid by the Government of Canada. The bidder agrees to remit any GST paid or due to Revenue Canada.

You are reminded that there will be no payment by Elections Canada for any costs incurred in the preparation and submission of Bid Packages and Elections Canada reserves the right to negotiate changes on the submissions or to cancel the requirement at any time.

The “lowest” or any bid package will not necessarily be accepted.

Yours sincerely,

Luc Potvin
Procurement Officer
Contracts and Procurement Division
Finance and Contracting Directorate



Operations Directorate

REQUEST FOR QUOTATIONS

**SOLICITATION NUMBER
ECLP-RFQ-2008-11-28A**

**EC40185 – Box for Voter Information Cards / Boîte pour carte
d'information de l'électeur
(as per specifications)**

**EC50240 – Voting Compartments / Isoirs
(as per specifications)**

**Enquiries Solicitation closing date: December 10, 2008 2:00pm
Bid closing date: December 16, 2008 2:00pm**

Appendix A

Mandatory Tender Form

IT IS MANDATORY THAT APPENDIX A (ALL ITEMS BELOW) BE DULY COMPLETED.
ALL ITEMS ARE TO BE PRICED BASED ON THE QUANTITIES SPECIFIED.

Description	Qty	\$\$\$
1) <u>EC40185</u> Box for Voter Information Cards *Prices valid until March 31, 2009	10,000 boxes (initial order) No more than 5% overs (as per attached specifications)	\$_____ - (each box) \$_____ - (lump sum)
2) <u>EC50240</u> Voting Compartments *Prices valid until March 31, 2009	Printing of 10,000 boxes of 10 Voting Compartments (initial order) No more than 5% overs (as per attached specifications)	\$_____ - (each box) \$_____ - (lump sum)
Delivery Confirmation _____ 2009	GRAND TOTAL	\$_____

2) DELIVERY

It is **MANDATORY** that final delivery of the item be received by Elections Canada received by Elections Canada no later than January 30th, 2009. All delivery dates specified and quantities to be shipped are **MANDATORY** and will form part of any resultant contract. Please indicate your delivery schedule in the space provided (see delivery confirmation).

3) SPECIFICATIONS

The specifications attached as Appendix B are **MANDATORY** – please consult with the specifications. Successful contractor will be required to adhere to all items / processes specified within these specifications. Appendix B will form part of any resultant contract.

4) OVERS

Items received by Elections Canada in excess of the allowable overage as stipulated in this specification are not to be invoiced. It is the Contractor's responsibility to ensure that items are not shipped in excess of the allowable overage.

*****ALL PRICES ARE TO BE IN CANADIAN DOLLARS AND ARE TO REMAIN EXCLUSIVE OF GST, ALL APPLICABLE TAXES WILL BE ADDED TO YOUR COST.**

The price of bids will be evaluated in Canadian dollars, the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) excluded, FOB destination for goods, Customs duties and Excise taxes included.

It is **MANDATORY** that the bidders submit firm prices/rates and a delivery schedule for all items listed in Appendix A listed above and items.

1. Elections Canada will evaluate the bids received and such evaluation will be based on the following factors:
 - (a) Compliance with the terms and conditions of this bid solicitation;
 - (b) The lowest evaluation price for a technically compliant quotation to Elections Canada for the Work, having regard to qualifications, exceptions or alterations to the technical requirements – **only one quotation will be accepted and one contract will be issued to the successful contractor. Contract award will be based on the initial order. Elections Canada reserves the right to award on lowest cost, best delivery or a combination of the both. Lowest or any bidder will not necessarily be accepted;**
 - (c) **Mandatory** delivery date no later than **January 30th, 2009** – no exceptions (or sooner as indicated in your submission above);
 - (d) Appendix C (available upon request);
 - (e) Appendix D (successful bidder only);

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- (f) packaging;
 - (g) label;
 - (h) shipping instructions; and,
 - (i) the specifications (attached)
2. Elections Canada reserves the right to reject any bid which does not comply with this solicitation. Any deviation is to be clearly identified and supported with full details.
 3. Any bidder may be required to demonstrate to Elections Canada's satisfaction that it is capable of successfully completing the Work in accordance with this solicitation.
 4. To be considered responsive, a bid must meet all of the mandatory requirements of this solicitation. Bids not meeting all of the mandatory requirements will be given no further consideration. The lowest priced responsive bid will be recommended for award of a contract.

ADMINISTRATIVE INFORMATION

Contracting Authority

Mr. Luc Potvin
Procurement Officer
Contracts and Procurement Division
Finance and Contracting Directorate
Elections Canada
8th Floor, Jackson Building
257 Slater Street
Ottawa, Ontario
K1A 0M6

Telephone: (613) 990-5326

Fax: (613) 991-1926

Email Luc.Potvin@elections.ca

GUIDELINES FOR BIDDERS

- ▼ The Contracting Authority will be the bidder's primary contact with Elections Canada. All requests for information must be directed to this contact in writing or by Fax. Bidders who contact anyone other than the Contracting Officer will be disqualified. Elections Canada reserves the right to publish both questions and answers if deemed appropriate.
- ▼ This document is intended to provide the bidders with sufficient information to prepare a quotation. It is the bidder's responsibility to obtain any additional information from the Contracting Officer.
- ▼ Bidders will assume all responsibility and costs related to responding to this RFQ.

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- v Elections Canada reserves the right to contract all or part of any bid or not award a contract as a result of this RFQ.
 - v This RFQ is confidential and the property of Elections Canada. Elections Canada must approve distribution or sharing of this document and will respect the confidentiality of quotations submitted by bidders.
 - v It is essential that the elements contained in your bid be stated in a clear and concise manner. Failure to provide complete information as requested will be to your disadvantage.
 - v If the bidder feels that the terms and conditions of this solicitation will restrict it unnecessarily in any way, it should so state in its bid. Any deviations from the stipulated conditions should be given in detail with an explanation as to why they are being proposed. The Contracting Authority reserves the right to accept any bid as submitted without prior negotiations. It is the responsibility of the bidder to obtain clarification of the requirements contained herein, if necessary, prior to submitting its bid.
 - v It is requested that quotations submitted in response to this RFQ be signed by an authorized representative of the company in the space provided on the RFQ;
 - v After RFQ closing date, no amendment to the Quotations will be accepted; however, during the evaluation, members of the Evaluation Team may, at their discretion, submit questions or conduct interviews with bidders to obtain clarification.
 - v Elections Canada reserves the right to cancel this RFQ in its entirety or to revise any of the terms and conditions or requirements contained herein, prior to the Solicitation Closing Date/Time.
 - v In the event of cancellation or a revision to the RFQ all relevant information will be communicated in writing to all bidders receiving copies of the RFQ prior to the Solicitation Closing Date/Time.
 - v The Contracting Authority may extend the Solicitation Closing Date/Time in the event of a revision to the RFQ.
 - v Bidders interested in submitting a Quotation may request an extension to the Solicitation Closing Date/Time by contacting the Contracting Authority. Elections Canada reserves the right to determine such a request.
 - v While Elections Canada may enter into contract without negotiation, Elections Canada reserves the right to negotiate with bidders on any procurement.

CLOSING DATE

Offers must be received no later than 2:00pm (Ottawa Time) **December 16, 2008.**

Offers received after the stipulated closing date and time will not be accepted and will be returned unopened to the Offerer. If a late Offer must be opened to determine the name and/or address of the Offerer or the nature of the enclosure, a covering letter will be sent to explain the necessity of opening the Offer.

ENQUIRIES – SOLICITATION STAGE

All enquiries regarding the solicitation must be submitted in writing and faxed, (613) 991-1926, to the Contracting Authority as early as possible within the Offer period. Enquiries must be received no later than 2:00pm (Ottawa

time) **December 10, 2008**. Enquiries received after that time may not be able to be answered prior to the closing date of the Offer.

RESPONSES – BY FACSIMILE

The facsimile number for responses to bid solicitations issued by Elections Canada is (613) 991-1926. **PLEASE ONLY RETURN APPENDIX A COMPLETED AND YOUR COVER LETTER AND QUOTE.**

If the bidder chooses to submit a facsimile or commercial telegram bid, Elections Canada will not be responsible for any failure attributable to the transmission or receipt of the facsimile bid including, but not limited to the following:

- (a) receipt of garbled or incomplete bid;
- (b) availability or condition of the receiving facsimile equipment;
- (c) incompatibility between the sending and receiving equipment;
- (d) delay in transmission or receipt of the bid;
- (e) failure of the Bidder to properly identify the bid;
- (f) illegibility of the bid; or
- (g) security of bid data.

Bids submitted by facsimile or commercial telegram will constitute your formal bid and must contain:

- (a) the bid reference number;
- (b) the closing date and time;
- (c) sufficient data to allow evaluation, such as unit prices, country of currency in the event that the bid is submitted in a foreign currency, sales tax, duty, technical data (where applicable) and any deviation(s) from the bid solicitation document.

CUSTOMS CLEARANCE

It is the responsibility of the Bidder to allow sufficient time to obtain customs clearance, where required, before the scheduled bid closing date and time. Delays related to the obtaining of customs clearance cannot be construed as "undue delay in the mail" and will not be accepted under the Late Bids Policy.

TERM OF CONTRACT

The term of any subsequent Contract shall be for the period commencing from date of Contract (December 2008) and ending March 31, 2009.

It will be a fundamental term of any resulting Contract to respect and meet all production schedule requirements, stock requirements, etc. Failure to respect this Term of Contract may result in the subsequent Contractor being deemed in Default, as detailed herein.

Bidders are hereby informed that this is only an invitation to submit a tender, and hence Elections Canada is not obligated to enter into a contractual agreement as the result of Elections Canada receiving offers from Bidders.

We hereby OFFER to sell and/or supply to Elections Canada upon the terms and conditions set out herein, the supplies and/or services listed above and on any attached sheets at the submitted price(s).
Nous OFFRONS de vendre et (ou) de fournir à Élections Canada aux conditions énoncées dans la présente et au(x) prix soumis les articles et (ou) les services énumérés ci-dessus et sur toute feuille ci-jointe.

Contractor's Address – Adresse de l'entrepreneur	Print Name – Nom en caractère d'imprimerie	Date
	Witness Signature	
Tel-Tél: Fax-Télécopieur:	Signature	

Appendix B

Mandatory Specifications

SPECIFICATION SHEET

Ref. number: EC 40185 (03/00)

TYPE: Box for Voter Information Cards

STOCK: Corrugated Cardboard, Brown Kraft, "B" flute, 200lb Test

SIZE: 20" long x 10" wide x 6" high (inside dimensions)

DESCRIPTION: Die cut in fold end style with friction locking folds. Open top.

BINDERY: Scoring

Ordering Information

COMPONENTS: See Appendix A for an image or picture of the box. A hard copy sample is also available upon request.

PROOF: 1 pre-production proof is required for approval before production.
Please send to Elections Canada, FREM Directorate, 257 Slater Street, Ottawa ON K1A 0M6.
Attention: Jocelyne Leroux.

QUANTITY: 10,000

OVERS: No more than 5% will be accepted
Items received by Elections Canada in excess of the allowable overage as stipulated in this specification are not to be invoiced. It is the contractor's responsibility to ensure that items are not shipped in excess of the allowable overage.

WRAPPING: Stack of 15 flat boxes together and shrinkwrap. Ship in cardboard containers.
Note : Shipping boxes must be sturdy enough to be used for shipping
Shrink film to be strong enough according to Canada Post regulations for safe arrival at destination.

Clearly identify each package in a minimum 20 pt type size as follows (see Appendix B for sample):

Wrapping Label: EC 40185 (03/00)
Box for VIC / Boîtes pour VIC
Quantity/Quantité – 15

MANDATORY DELIVERY DATE: January 30th, 2009 OR SOONER

Mandatory Shipping Instructions for Material to be shipped to the Distribution Centre

Ship on non-returnable four way entry type skids 48" wide by 42" deep not to exceed 54" high stacking height. BREWERY TYPE SKIDS. The material must be accessible by hand held hydraulic pallet movers.

NOTE: Items shipped to the Distribution Centre not on requested skids will not be accepted upon delivery.

DESTINATION:

Elections Canada, Distribution Centre
440 Coventry Road, Ottawa, Ontario K1A 0M6
Attention: Daniel Fournier

Additional Information

No change in these specifications will be accepted unless approved by the project authority.

Elections Canada must be informed of the cost of any author's alterations as soon as possible. A contract amendment must be made as soon as any changes affecting cost occur.

The printer is to return to Elections Canada a final electronic file properly identified with all or any corrections made at the proofing stage before invoices are approved for payment.

The Financial Administrative Officers have been instructed to check with production to ensure that the final files were received before any payment is made.

Invoices must indicate the Purchase Order number, the EC number including the revision date and show any correction cost breakdown whenever it is applicable.

Overs are to be calculated using unit cost times the allowable percentage indicated on the printing specifications.

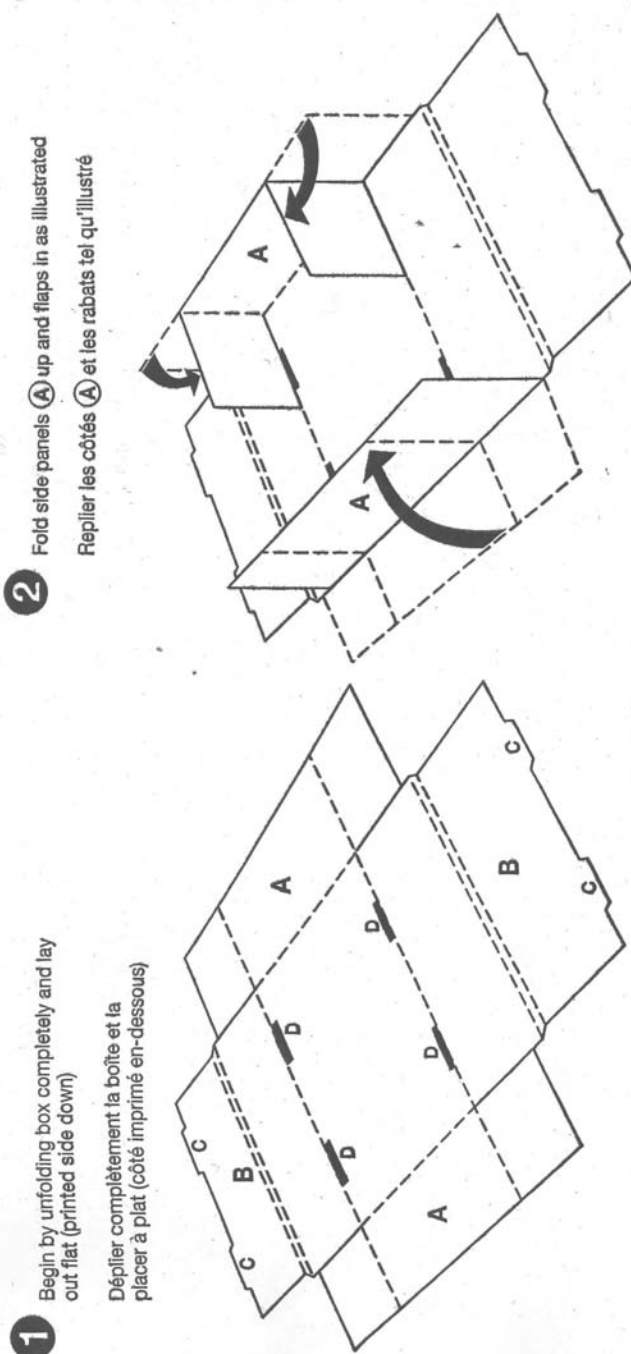
Wrapping and shipping instructions must be followed to the letter or the Distribution Centre may refuse to accept the shipment.

Labelling of items going to the Distribution Centre must be exactly as indicated. If not, they will not be accepted.

INCOMPLETE QUOTATIONS WILL BE REJECTED.

APPENDIX A

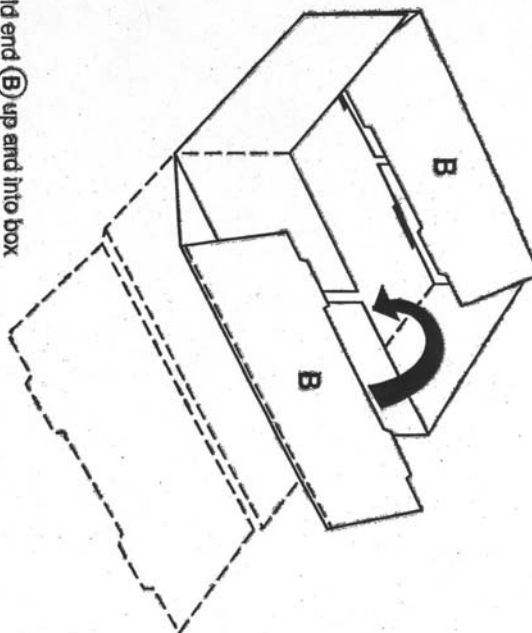
Diagram



3

Fold end (B) up and into box

Replier les deux côtés (B) vers l'intérieur de la boîte



5

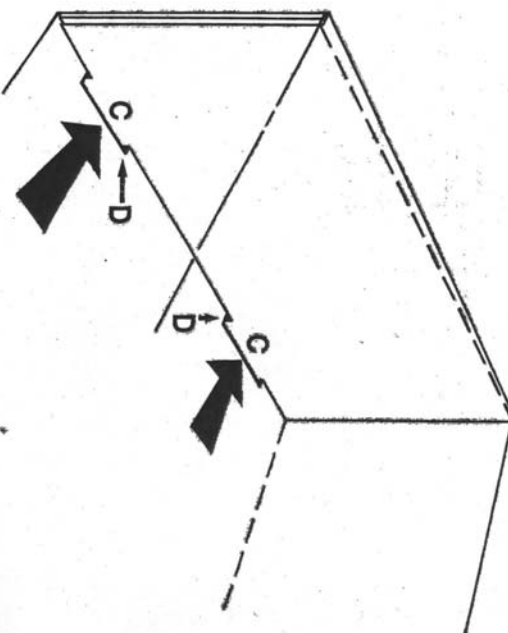
Assemble lid in the same fashion

Assembler le couvercle de la même façon

4

Push tabs (C) into slots (D)

Insérer les languettes (C) dans les fentes (D)



APPENDIX B



APPENDIX B

WRAPPING - Label Sample

EC 40185 (03/00)

*Boxes for VIC /
Boîtes pour CIÉ*

Quantity/Quantité -15

SPECIFICATION SHEET

Ref. number: EC 50240 (08/01)

TYPE: Voting Compartments

DESCRIPTION: Die cut carton, corrugated cardboard voting compartments

STOCK: 175 test, B-flute (corrugated), white lined both sides, Oyster white, 65 brightness.

SIZE: 1060 W X 1079 (see drawing in Appendix A for construction)

INK: Black – two sides

IMAGE AREA: Outside back panel - 14½" x 4½" - Logo - ½" from edge
Inside back panel - 5 ¼" x 8½" - graphic

Ordering Information

COMPONENTS: PDF file of logo and inside image supplied. A PDF sample is also available upon request.

PROOF: PROOFS ARE MANDATORY.
Hard copy artwork for outside logo and hard copy artwork for inside is required for approval before production.
Please send to Elections Canada, FREM Directorate, 257 Slater Street, Ottawa ON K1A 0M6.
Attention: Jocelyne Leroux

QUANTITY: 100,000 or 10,000 boxes of 10.

OVERS: No more than 5% will be accepted
Items received by Elections Canada in excess of the allowable overage as stipulated in this specification are not to be invoiced. It is the contractor's responsibility to ensure that items are not shipped in excess of the allowable overage.

WRAPPING: The size of the master box must be made to fit tightly 10 voting compartments. There must be no extra space for movement or crushing. The size mentioned in the specifications are estimates, suppliers are to adjust accordingly.

Clearly identify each package in a minimum 20 pt type size as follows (see Appendix B for sample):

Wrapping Label: EC 50240 (08/01)
Voting Compartments / Isoirs
Quantity/Quantité – 10

SPECIAL INSTRUCTIONS:

Master box outside dimensions: 34 ¾" high plus flap x 20" long x 3" wide – Double wall
200lb BC Kraft. Tape reinforced corners.

NOTE: The size of the master box must be made to fit tightly (snugly) 10 voting compartments. There must be no extra space between voting compartment and master box for movement or to avoid crushing.



Mandatory samples: Supplier to provide pre-production samples of voting compartment and of master box complete with 10 voting compartments inside for approval before production of order.
No compliance of this may result in cancellation of contract.

PACKAGING: Ship 22 master boxes per skid and shrink wrap entire skid securely to avoid shifting during transport. Printer to typeset the following on each small end of the master box :
Printing : EC 50240 (08/01) Voting compartments / Isolairs (10)

MANDATORY DELIVERY DATE: January 30th, 2009 OR SOONER

Mandatory Shipping Instructions for Material to be shipped to the Distribution Centre

Ship on non-returnable four way entry type skids 48" wide by 42" deep not to exceed 54" high stacking height. BREWERY TYPE SKIDS. The material must be accessible by hand held hydraulic pallet movers.

NOTE: Items shipped to the Distribution Centre not on requested skids will not be accepted upon delivery.

DESTINATION:

Elections Canada, Distribution Centre
440 Coventry Road, Ottawa, Ontario K1A 0M6
Attention: Daniel Fournier

Additional Information

No change in these specifications will be accepted unless approved by the project authority.

Elections Canada must be informed of the cost of any author's alterations as soon as possible. A contract amendment must be made as soon as any changes affecting cost occur.

The printer is to return to Elections Canada a final electronic file properly identified with all or any corrections made at the proofing stage before invoices are approved for payment.

The Financial Administrative Officers have been instructed to check with production to ensure that the final files were received before any payment is made.

Invoices must indicate the Purchase Order number, the EC number including the revision date and show any correction cost breakdown whenever it is applicable.

Overs are to be calculated using unit cost times the allowable percentage indicated on the printing specifications.

Wrapping and shipping instructions must be followed to the letter or the Distribution Centre may refuse to accept the shipment.

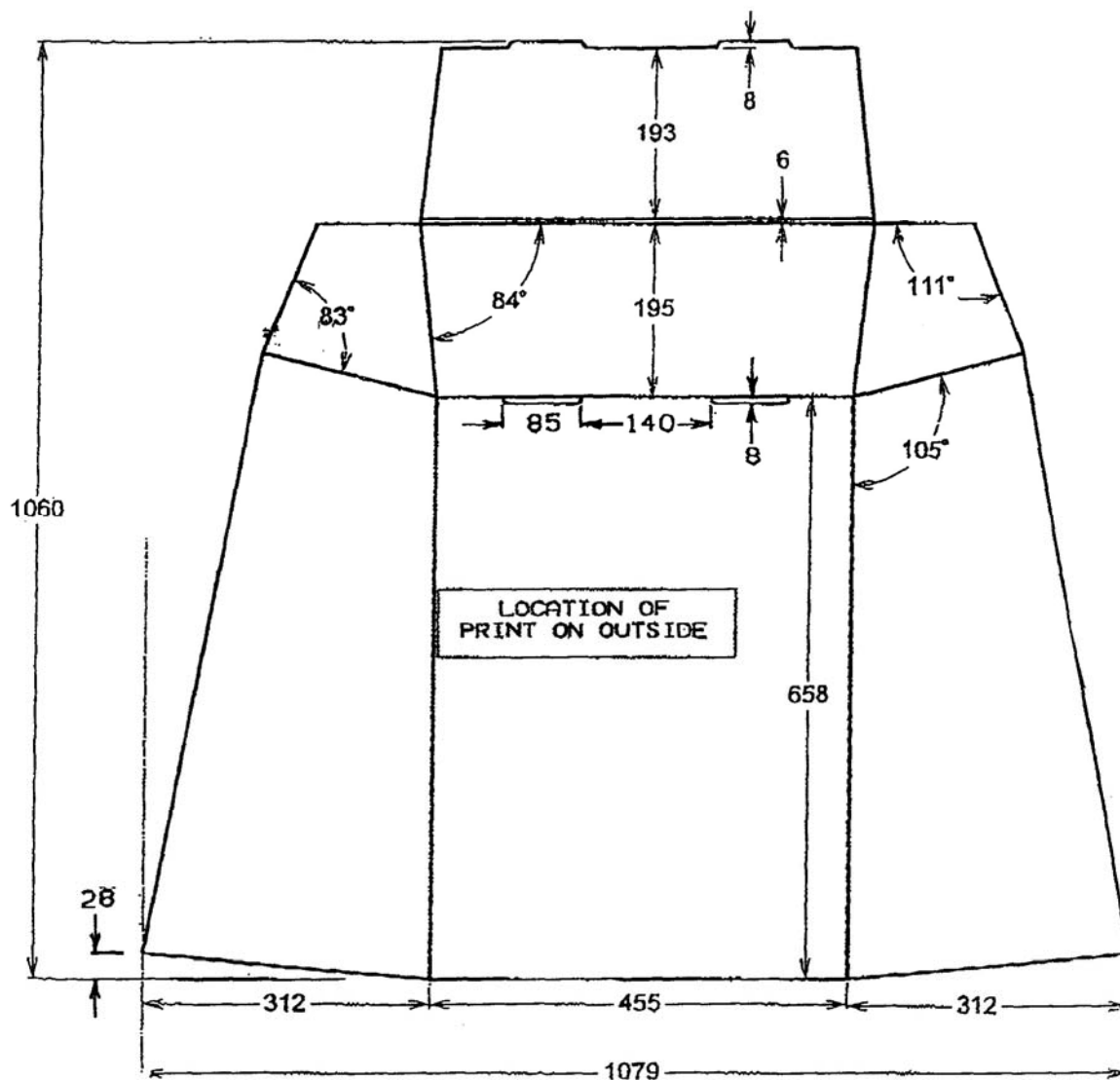
Labeling of items going to the Distribution Centre must be exactly as indicated. If not, they will not be accepted.

INCOMPLETE QUOTATIONS WILL BE REJECTED.

November 2008

APPENDIX A

09=1060(W) X 1079



APPENDIX B

Sample





APPENDIX C

WRAPPING - Label Sample

EC 50240 (08/01)
Voting Compartments /
Isoloirs

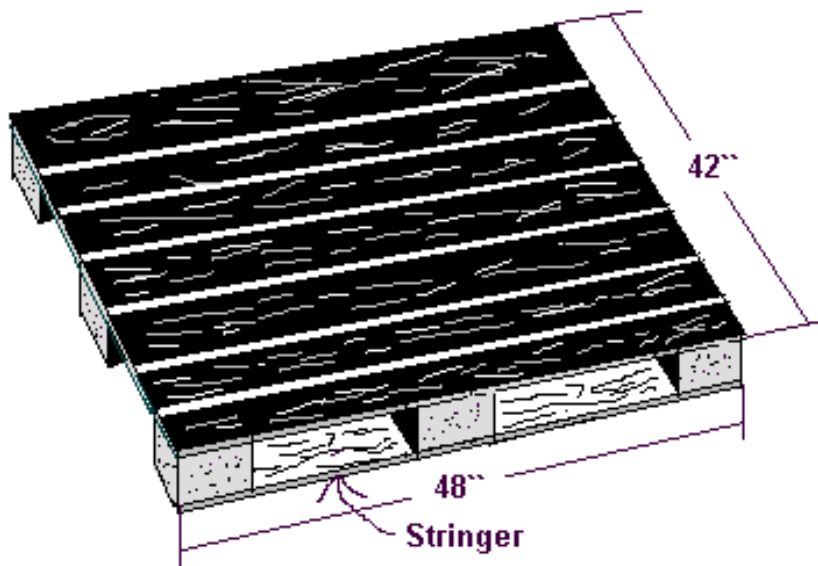
Quantity/Quantité - 10

BREWERY TYPE SKID

SKID – 4 WAY ENTRY, BREWERY TYPE,
48`` WIDE, 42`` LONG, 3 STRINGERS WITH 3 BLOCKS,
EACH RUNNING 48`` LONG.

NOTE:

Material not on Specified Skids **WILL BE REFUSED**
at 440 Coventry Rd. Loading Dock



Stringer - SOLID BLOCKS - 4`` X 6`` X 3`` High



Appendix C

Standard Acquisition Clauses and Conditions (available upon request)

Appendix D

T4A Tax Information (successful bidder only)

Invoicing Instructions

1. Payment will only be made on receipt of an original invoice duly supported by specific release documents and other documents called for under the Contract.
2. Original invoices must be submitted on the Contractor's own invoice form and must be prepared to show:
 - a) the date;
 - b) name of the Administrative Officer and address of the Consignee;
 - c) item/reference number, deliverable and/or description of the work;
 - d) contract serial number and financial code(s); and,
 - e) the amount invoiced (exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST) as appropriate) and the amount of GST or HST, as appropriate shown separately
 - f) Client Reference Number (CRN)
 - g) Procurement Business Number (PBN)

T1204 Invoicing Instructions

1. Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204, Government Service Contract Payments slip.
2. To enable departments and agencies to comply with this requirement, the Contractor shall provide the information listed below with its first invoice. Where the required information includes a Social Insurance Number (SIN), the information should be provided in a separate envelope marked "PROTECTED" and attached to the invoice:
 - a) the legal name of the business entity or sole proprietorship, as applicable, i.e. the legal name associated with the Business Number (BN) or SIN, as well as the address and the postal code;
 - b) the type of entity, i.e. corporation, partnership, sole proprietorship, or joint venture;
 - c) the BN if the entity is a corporation or partnership; the SIN if the entity is a sole proprietorship:
 - i. if the entity is a partnership and does not have a BN, then the partner who has signed the contract must provide its SIN.
 - ii. if the entity is a joint venture, then the BN of all contractors comprising the joint venture that will receive payment (SIN for applicable contractor(s) without a BN); the following certification signed by the Contractor or an authorized officer:

"I certify that I have examined the information provided in (a), (b) and (c) above, and that it is correct and complete, and fully discloses the identification of this Contractor."