

# LCBO

LCBO opportunities for print production services are posted on Biddingo.com. It is the Respondent's responsibility to monitor Biddingo.com and to respond to notifications from Biddingo.com Electronic Bidding System. **Submissions will only be accepted through the Biddingo.com System.**

Please contact Biddingo.com ([www.Biddingo.com](http://www.Biddingo.com) or 416-756-0955) for additional information regarding Biddingo.com Electronic Bidding System.

## LCBO NOTICE OF INTENDED PROCUREMENT AND TENDER NOTICE

Request for Quotation (RFQ): 2020-903-016  
RFQ Title: Sheet Fed Printing and Finishing of LCBO Year Round Gift Card Carriers  
Issue Date: February 21, 2020  
LCBO Contact: Charlotte Maruno  
Contact email: charlotte.maruno@lcbo.com  
Questions Deadline: February 28, 2020 at 4:00 pm  
Submission Deadline: March 6, 2020 at 10:00 am Eastern Standard Time (EST)

The RFQ is available for download through LCBO's designated tender site, Biddingo.com. For information on obtaining a subscription to Biddingo to obtain the tender document, please go to [www.biddingo.com](http://www.biddingo.com).

Late submissions will not be considered. Bids must be in English.

This procurement may be subject to Chapter 5 of the Canada Free Trade Agreement ("CFTA") and Chapter 19 of the Comprehensive Economic Trade Agreement ("CETA").

The LCBO expects all suppliers to adhere to the LCBO's Supplier Code of Business Conduct, which is available on the LCBO's website under "Doing Business with the LCBO". The Supplier Code sets out principles applicable to all suppliers (including both suppliers of beverage alcohol products and suppliers of non-alcohol goods or services) that wish to establish and maintain a business relationship with the LCBO.

### Brief Description of the Procurement:

The Liquor Control Board of Ontario ("LCBO") invites responses to this Request for Quotation for the services of prepress, sheet fed printing, finishing, and shipping of twenty-one (10) versions of LCBO Gift Card Carriers.

Total Carriers: 718,000. Printer will print, package and ship to four (4) destinations within the greater Toronto area, and one (1) Brantford address (Marco warehouse).

Carriers ship on THREE (3) separate dates. Files for ALL carrier versions are supplied together March 9. They can be ganged up for most efficient press sheet combo layout, but a total of 3 separate Work Orders will be issued. Awarded vendor to issue 3 separate invoices. The quantities for the 3<sup>rd</sup> shipment may increase, quantities will be confirmed 6 weeks in advance of ship date.

**Term of Purchase Order:** January 2021

# LCBO

REQUEST FOR QUOTATION

For

Sheet Fed Printing and Finishing of  
LCBO Year Round Gift Card Carriers

Request for Quotation No.: **2020-903-016**

Issued: February 21, 2020

Submission Deadline: **March 6, 2020 at 10:00 a.m. EST**

# LCBO Request For Quotation

## Sheet Fed Printing and Finishing of LCBO Year Round Gift Card Carriers RFQ 2020-903-016 (32717-RT21-5073)

### 1.0 PROJECT DESCRIPTION

The Liquor Control Board of Ontario (“LCBO”) invites responses to this Request for Quotation for the services of prepress, sheet fed printing, finishing, and shipping of twenty-one (10) versions of LCBO Gift Card Carriers.

Total Carriers: 718,000. Printer will print, package and ship to four (4) destinations within the greater Toronto area, and one (1) Brantford address (Marco warehouse).

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**Please see pages 15 and 16 with details for each version.**

All Respondents and all paper supplied by Respondents must be certified by the Forestry Stewardship Council (FSC). Five sample dummies on selected stock are to be supplied by the successful Respondent within 48 hours of order confirmation

Successful Respondent must retain any remaining inventory for distribution after initial shipment on an as needed basis.

### 2.0 MANDATORY REQUIREMENTS

All Respondents must:

1. Be FSC Certified. Certification number must be included in Response.
2. Have a full in-house computer to plate (CTP) workflow.
3. Confirm total weight of paper in pounds (lbs) required for production.
4. Supply all printing on two or more colour sheet fed press with inline AQ coating
5. Successful Respondent may not sub-contact any printing.

Please note that Manufacturer of proofing system must have the corresponding System Name and Display Type as indicated on the SWOP Certified Systems list. Alternative System Names and Display Types other than the ones identified on the SWOP Certified System list for that Manufacturer will not be accepted and the Response will be disqualified. The Respondent agrees the LCBO may, if deemed necessary, verify any information provided in any Response.

**Failure to meet any of the above listed mandatory requirements will results in the disqualification of the Response.**

## LCBO Request For Quotation

Sheet Fed Printing and Finishing of  
LCBO Year Round Gift Card Carriers  
RFQ 2020-903-016 (32717-RT21-5073)

### 3.0 SPECIFICATION SUMMARY

#### 3.1 SCHEDULE

MILESTONE	Deadlines
Tender due:	March 6, 2020 at 10:30 a.m. EST
Confirmation of Order:	March 10, 2020
Files Ready for Upload:	March 10, 2020
Confirmation of Distribution:	March 13, 2020
FIRST Ship Date – 238,000 carriers	May 8, 2020
SECOND Ship Date – 238,000 carriers	June 6, 2020
THIRD Ship Date – 242,000 pieces	January 6, 2021

#### 3.2 STOCK

COMPONENT	
All Carriers	120# Opus Cover DULL FSC
	<p>All stock must be FSC certified and labeled. No stock substitutions are permitted for any reason. Respondents must confirm stock availability with their merchant before submitting a Response. In order to conform to Ontario Government regulations regarding environmental reporting, the successful Respondent must report on all paper consumed in the production of these cards on the invoice. Specifically, a summary declaring the brand and basis weight of stock (s) total weight of paper purchased and consumed, must be included with final invoice. Report figures may be subject to audit verification.</p>

## LCBO Request For Quotation

Sheet Fed Printing and Finishing of  
 LCBO Year Round Gift Card Carriers  
 RFQ 2020-903-016 (32717-RT21-5073)

3.3 VERSIONS, SIZE		
Versions	FLAT	FINISHED (folded closed)
<b>Year Round Carriers</b>		
Year Round – Cheers1-Eng	4.75" x 7"	4.75" x 4"
Year Round – Sante1-Fre		
Year Round – Thank You1-Eng		
Year Round – Merci1-Fre		
Year Round – Cheers2-Eng		
Year Round – Sante2-Fre		
Year Round – Thank You2-Eng		
Year Round – Merci2-Fre		
Vintages – Eng		
Vintages – Fre		
<b>Note</b>	Carriers are folded closed for kitting, but <b>die cut lip does NOT need to be inserted in die cut slot.</b>	

PREVIEW DOCUMENT ONLY  
 The original document must be obtained for the Bid Submission

## LCBO Request For Quotation

### Sheet Fed Printing and Finishing of LCBO Year Round Gift Card Carriers RFQ 2020-903-016 (32717-RT21-5073)

3.4 COLOURS, QUANTITY		
Versions	Colours	Quantity
Year Round – Cheers1-Eng	<b>Inside</b> PMS 519, cool grey 11 + overall matte varnish <b>Outside</b> PMS cool grey 2, Black + overall ‘soft touch’ matte varnish + <b>silver foil</b> (Cheers / Sante)	150,000
Year Round – Sante1-Fre		3,000
Year Round – Thank You1-Eng	<b>Inside</b> PMS 352, 519, cool grey 2, cool grey 11 + <u>spot gloss varnish</u> on PMS colours <b>Outside</b> PMS cool grey 11, Black + overall ‘soft touch’ matte varnish + <b>silver foil</b> (Thank You / Merci)	100,000
Year Round – Merci1-Fre		3,000
Year Round – Cheers2-Eng	<b>Inside</b> PMS 352, 519, cool grey 2, cool grey 11 + <u>spot gloss varnish</u> on PMS colours <b>Outside</b> PMS 352, Black + overall ‘soft touch’ matte varnish + <b>silver foil</b> (Cheers / Sante)	150,000
Year Round – Sante2-Fre		3,000
Year Round – Thank You2-Eng	<b>Inside</b> PMS 352, 519, cool grey 2, cool grey 11 + <u>spot gloss varnish</u> on PMS colours <b>Outside</b> PMS 519, Black + overall ‘soft touch’ matte varnish + <b>silver foil</b> (Thank You / Merci)	100,000
Year Round – Merci2-Fre		3,000
Vintages – Eng	<b>Inside</b> PMS 406, 2735, Black + overall matte varnish <b>Outside</b> PMS 406, Black + overall ‘soft touch’ matte varnish + <b>foil match to PMS 2735</b> (VINTAGES Uncork Something Special)	200,000
Vintages – Fre		6,000
<b>TOTAL QUANTITY</b>		<b>718,000</b>

Quantity noted for each version will be split between 3 ship dates. A distribution confirming quantity for each of 3 ship dates will be provided upon award.

## LCBO Request For Quotation

### Sheet Fed Printing and Finishing of LCBO Year Round Gift Card Carriers RFQ 2020-903-016 (32717-RT21-5073)

#### 3.5 FINISHING & PACKAGING

COMPONENT	
All Carriers	<p>ALL Carriers use same die line. Winning vendor to create die, die cut, fold closed, but <b>die cut lip does NOT need to be inserted in die cut slot</b>, shrink-wrap in bundles of 25.</p> <p>Preliminary distribution to be confirmed with successful vendor. Final bundles of carriers will be packed in common cartons. Carton weight not to exceed 15 Kgs.</p>

#### 3.6 SHIPPING

COMPONENT:	
All Carriers	<p>Carriers to be shipped to 3 destinations in GTA, plus a shipment to Marco warehouse in Brantford. <b>ALL Shipping costs to be included in total Bid.</b></p> <p><b><u>Ship 50 samples each of versions to:</u></b></p> <p>LCBO Marketing, 43 Freeland St. 2<sup>nd</sup> floor, Toronto M5E 1L7 Attn: Ross Shipping costs to be included in total Bid.</p> <p><b><u>Tentative Shipping destinations:</u></b></p> <ol style="list-style-type: none"><li>1. LCBO Carrier Kitter: GTA – to be determined. Majority of carriers.</li><li>2. LCBO Head Office 43 Freeland Street, 2nd Floor, Toronto, ON M5E 1L7 Attention: Kamesha Facey</li><li>3. Givex 1675 Sismet Road, Unit 10 Mississauga, ON L4W 4K8 Attention: Alan McIntosh (905. 282-9660 x 522)</li><li>4. Marco Warehouse, Brantford (details upon award)</li></ol>

# LCBO Request For Quotation

## Sheet Fed Printing and Finishing of LCBO Year Round Gift Card Carriers RFQ 2020-903-016 (32717-RT21-5073)

### 3.7 SUPPLIED MATERIALS:

COMPONENT:	LCBO SUPPLIES	VENDOR TO PROVIDE
Gift Card Carriers	All files supplied in latest version of Adobe InDesign files on disc with lasers. Vendor must have the ability to make alts to files as required.	Ink draw downs of PMS colours on specified stock for LCBO approval; digital contract proofs at 100% to be provided for LCBO approval; printed sample of Gloss and Matte varnishes

### 3.8 Additional Requirements

#### Verification of

**Stock:** At LCBO request Printer is to make available for inspection adequate documentation and proof of receipt of sufficient stock in specified brand for project. Documentation may be actual wraps, copies of invoices and packing slips. Absolutely no stock substitutions are permitted without prior LCBO approval

**FSC Certification:** Vendor must be certified by the FSC and certification must be valid up to completion of project. All paper used in this project must be FSC certified and labeled. The use of the FSC label by the Vendor must be in accordance with FSC standards and requirements and the Vendor will be solely responsible and liable for any claims, costs or damages arising from the misuse of the FSC label. Information on FSC certification can be accessed at [fsc.org](http://fsc.org).

**Paper Consumption:** Vendor must complete a LCBO Paper Consumption Report and include this report with each invoice. The paper consumption report must provide the following detail for each weight of stock used:

Description: (Trade Name) e.g. Opus DULL

Basis weight of Paper e.g. 120# Cover

Sheet Size e.g. 40 X 28"

Rolls Size e.g 35"

Number of sheet e.g 10,205

Total gross weight of Stock e.g. 2,500 lbs.

FSC certification

A blank report form is contained as page two of each work order issued to the printer

**Overs:** Printer must guarantee accuracy of count and print the required number of components. Printer must make up shortages. **No overs will be accepted.**

## LCBO Request For Quotation

### Sheet Fed Printing and Finishing of LCBO Year Round Gift Card Carriers RFQ 2020-903-016 (32717-RT21-5073)

**Perfecting:** Vendors offering perfecting of any sheet fed project must indicate such on the bid response form. Unless perfecting is specifically requested by LCBO or indicated on the bid response the LCBO assumption is all printing is quoted as printed one side of sheet per pass through press.

LCBO reserves the right to disqualify any bid submitted as perfected.

**Deadlines:** All Deadlines must be met despite minor scheduling changes made by LCBO. LCBO will make every effort to give reasonable notice should scheduling changes occur.

#### Paper Consumption Report

In order to conform to Ontario Government regulations regarding environmental reporting, the successful Respondent must report on all paper consumed in the production of this BROCHURE on the invoice. Specifically, a summary declaring the brand and basis weight of stock (s) total weight of paper purchased and consumed, must be included with final invoice. Report figures may be subject to audit verification.

**Ink draw-downs:** Ink draw-downs of special colours are required for approval. Ink draw downs are to be submitted and approved prior to booking press. Ink draw-downs must be submitted on specified stock. Printer should have ink manufacturer note wet and dry reading samples being submitted.

#### Quality

**Expectations:** The LCBO standard for reproduction, colour fidelity and overall quality should be regarded as very high. Merely “commercially acceptable” work will not necessarily be acceptable to the LCBO. Vendors must understand that the LCBO will make the final determination of acceptability.

**Required Tools:** To aid achieving superior quality, vendor will ensure that all necessary quality control standards are in place including:

- Colour bars on all sheets
- Properly calibrated densitometer is available to measure colour bars.
- Properly lamped (5000 K) colour viewing station is available for review of printed sheets at press approval.

#### Checking

**Supplied Material:** Printer will inspect digital files immediately upon receipt. Vendor is responsible for assembling and preparing supplied files for press. All concerns are to be reported immediately to the attention of the LCBO Production coordinator in charge of the project.

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### Sheet Fed Printing and Finishing of LCBO Year Round Gift Card Carriers RFQ 2020-903-016 (32717-RT21-5073)

**Final Archive Disk:** Successful vendor must supply within 72 hours of ship date 2 sets of complete archive disks. Disks will contain all changes, alterations and edits conducted by vendor to LCBO supplied files. Final disks will contain LCBO Project title and Docket number.

**Packaging  
& Finishing:**

**Carton Requirements:**

1. Only new shipping cartons may be used. Cartons should be free of any defects such as off-square cartons that are improperly sealed at the glue lap or where the cartons' flaps are misaligned. All cartons must have the Manufacturers Class Stamp.
2. The minimum carton specification should be 200# basis weight with C flute corrugations to maximize stacking strength and reduce carton crushing.
3. Airspace in the carton must be eliminated by properly sizing the carton to fit the splitting.
4. The cartons must be adequately sealed for security and damage prevention reasons. Be sure the carton's flaps are butted tightly together before applying the sealing tape. Three inch wide plastic sealing tape is preferred for maximum seal quality. Two inch tape can be used provided two overlapping strips are used to seal the top and bottom flaps of the cartons. The tape should extend at least three inches down the walls of the cartons. One strip of tape across the flaps and three inches down the sides of the cartons is also preferred. This will help keep the carton flaps intact should the carton be crushed. For added security, you may want to tape the edges of flaps as well.
5. Any cartons weighing 30 pounds or more must be strapped with either plastic straps or nylon reinforced plastic tape. One band around the length of the carton and two around the width (i.e. cross strapped).
6. The use of shrink-wrap and plastic straps is encouraged in place of shipping cartons. Shrink-wrap must be 1.5 mil or thicker. The use of a boxboard pad on the top and bottom of the publications prior to shrink-wrapping and banding is encouraged. Up arrows are strongly recommended on all corrugated shipping cartons. The arrows will help ensure that the cartons are loaded and transported in their proper upright position for maximum strength.

**Head Office and Other**

**Shipping:** Total cost for all additional shipping and deliveries are to be included in total bid. Successful vendor is responsible for making all shipping arrangements, including booking appointments if required.

**Proof of Shipping:** Successful vendor must include copies of all signed waybills as proof of shipping.

## LCBO Request For Quotation

### Sheet Fed Printing and Finishing of LCBO Year Round Gift Card Carriers RFQ 2020-903-016 (32717-RT21-5073)

- Press Approval:** LCBO to attend all press approvals with designer. 24 hours advance notice required. Provided deadlines are met and where possible vendor must agree to schedule press approvals between 9 a.m. and 3:30 p.m. between Monday and Friday.
- Overtime:** Schedule demands might require weekend work. No premium will be paid by LCBO for weekend work. If you require any payment for overtime, such charges must be calculated so that it is included in your quoted.
- Couriers:** All pick-ups and returns of art and proofs are to be included in quoted price. Successful vendor is responsible for arranging all such shipments.
- Invoicing:** All invoices must quote RFQ number, P.O. Number (if issued) and Project Title as indicated in header of this RFQ. Additionally, copies of all approved additional costs must accompany invoices and detailed in description of costs in the invoice. INVOICES MUST BE RECEIVED WITHIN 10 DAYS OF SHIP DATE.
- Standard Payment Terms:** LCBO's standard payment term is net 30.
- Discount for Early Payment:** If offered all invoices must be submitted with supporting documentations in PDF format via email to [marketinginvoices@lcbo.com](mailto:marketinginvoices@lcbo.com). All invoices must be dated the same date as on email. Discount term must allow for a minimum of 10 days for processing.
- Additional Charges:** All additional charges must be quoted and approved. ABSOLUTELY no charges shall be paid by the LCBO except upon prior written consent of LCBO. Unsupported costs will not be approved for payment. All invoices should be directed to Marketing Communications Department 903, Attention: Production Manager.
- Quality Control:** Vendor will ensure that adequate quality control practices are in place to monitor the printing and finishing of all components. This practices must include regular sampling of all press runs, bindery and finishing.

**LCBO Request For Quotation**  
**Sheet Fed Printing and Finishing of**  
**LCBO Year Round Gift Card Carriers**  
**RFQ 2020-903-016 (32717-RT21-5073)**

#### 4.0 SELECTION CRITERIA

All Responses will be evaluated on the following criteria:

- 1) Total price

Where there is a discrepancy between the Total Cost for Printing (as set out in the Submission Form) and the total of the production components (including, but not limited to Stock Cost, Printing Cost, and Pre-Press Cost), the total of the production components shall prevail and the Total Cost for Printing shall be adjusted accordingly. Also, any mathematical errors made by the Respondent in the production components, will be corrected by the LCBO and the Total Cost for Printing shall be adjusted accordingly, and the revised amount shall prevail.

#### 5.0 ENQUIRIES

No Respondent may claim any advantage from any error, inconsistency or omission in this RFQ. Any Respondent who has questions as to the meaning of any part of this RFQ or the project, or who believes the RFQ contains any error, inconsistency or omission, must make a written enquiry, prior to **4:00 p.m. EST on February 28, 2020**, requesting clarification, interpretation or explanation in writing to the attention of:

Attention: Charlotte Maruno  
Email: [charlotte.maruno@lcbo.com](mailto:charlotte.maruno@lcbo.com)

The LCBO reserves the right to distribute any or all questions and answers to all other Respondents. Respondents are requested not to make verbal inquiries of LCBO staff and are reminded that oral information provided to any Respondent will not be binding on the LCBO.

The LCBO is not required to respond to verbal enquiries or late enquiries. No phone calls please.

#### 6.0 SUBMISSION OF RESPONSES

Responses must be completed, signed and dated and must be submitted via Biddingo.com Electronic Bidding System, no later than:

**March 6, 2020 at 10:00 AM Eastern Standard Time (EST) (the "Closing Date")**

Mail, Email and Faxed submissions to the LCBO will NOT be accepted.

6.1 Responses received after the specified time of the Closing Date will not be accepted.

6.2 LCBO recommends that Respondents submit their Responses well in advance of the Closing Date and time to ensure the transmission is complete and CONFIRMATION from Biddingo.com is received BEFORE the Closing Date.

6.3 Respondent(s) will receive an on-screen CONFIRMATION NUMBER and an email of the CONFIRMATION NUMBER from Biddingo.com as validation of the Respondent(s) successful

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### Sheet Fed Printing and Finishing of LCBO Year Round Gift Card Carriers RFQ 2020-903-016 (32717-RT21-5073)

submission and receipt of their Response. If a Respondent does not receive an on-screen CONFIRMATION NUMBER and email, they should assume that their Response was not successfully received and should resubmit or contact Biddingo.com at 416-756-0955

6.4 Respondents are responsible for ensuring that the Response has been properly submitted through the Biddingo.com Electronic Bidding System. LCBO is not liable to any Respondent for any damages of any kind arising out of or related to the Respondent's use of the Biddingo.com Electronic Bidding System, including, but not limited to, any lost profits, lost opportunity, special, incidental, direct, indirect, and consequential or punitive damages and Respondents and Respondents waive any claim against LCBO for any such damages.

6.5 In the case of electronic Response submissions, LCBO shall not be responsible for technical issues such as network or power failures, computer failure, internet browser, and mistakes/errors in filling the Response that cause Respondents to submit Responses after the deadline as specified in the RFQ. Responses received after the deadline will be deemed late and will not be considered even where a technical issue outside the Respondent's control caused the Response to be submitted late.

Late or unsigned Responses will NOT be considered. All Responses must be signed.

PREVIEW DOCUMENT  
The original document must be obtained for the Bid Submission

**LCBO Request For Quotation Production Requirements**

**LCBO Year Round Gift Card Carriers  
RFQ 2020-903-016 (32717-RT21-5073)**

**SUBMISSION FORM MUST BE FILLED IN COMPLETELY. INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED.**

Company Name:	
Contact Name:	
Telephone:	
Email:	
FSC#:	

TENDER DUE:	<b>March 6, 2020 at 10:00 am EST</b>
Total Weight of ALL Stock Used:	
<b>TOTAL PRICE</b>	
Additional 1000s cost for Cheers1	
Additional 1000s cost for Thank You1, Cheers2, Thank You2	
Additional 1000s cost for Vintages ENG	
Additional 1000s cost for Sante1	
Additional 1000s cost for Merci1, Sante2, Merci2	
Additional 1000s cost for Vintages FRE	

I agree to meet all deadlines in the Schedule in Section 3.1 <input type="checkbox"/>	
Signature Required:	Date:
Note: All Respondents must use this form for their Response. Failure to do so may result in disqualification. Late, incomplete or unsigned Responses will be disqualified.	

AYR GIFTCARD CARRIERS  
DOCKET CODE - 29685-19



"Cheers" to be in silver foil



VERSION 1  
FLAT: 4" BY 7"  
FOLDED: 4"W BY 4.75"H



All green in pattern to be in green foil to match PMS 352C

"Thank You" to be in silver foil



VERSION 2  
FLAT: 4" BY 7"  
FOLDED: 4"W BY 4.75"H

ALL CARRIERS TO GET A MATTE VARNISH ON BOTH SIDES. THEN SPECIAL TREATMENT TO BE APPLIED AS NOTED ON THIS PAGE.

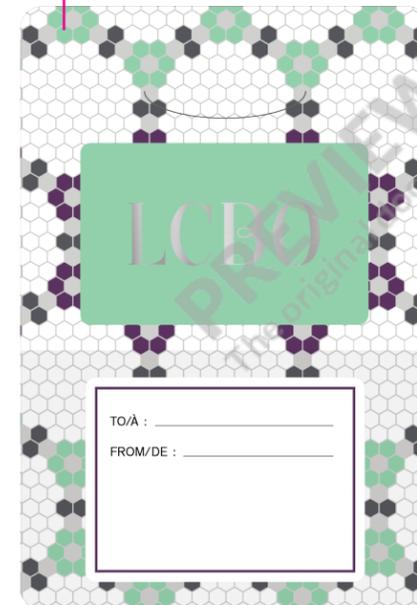
ALL GIFT CARDS TO HAVE "LCBO" IN SILVER FOIL.

"Cheers" to be in silver foil

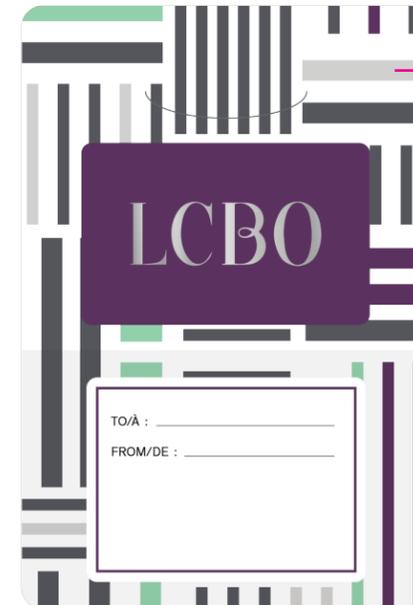


VERSION 3  
FLAT: 4" BY 7"  
FOLDED: 4"W BY 4.75"H

All green dots in pattern to be in green foil to match PMS 352C



"Thank You" to be in silver foil



VERSION 4  
FLAT: 4" BY 7"  
FOLDED: 4"W BY 4.75"H

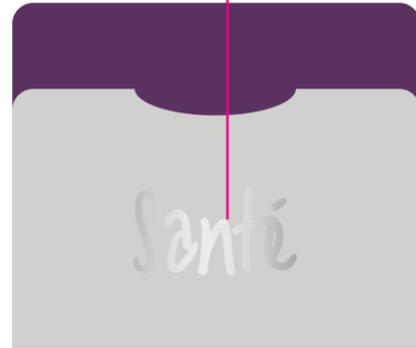
All light grey in pattern to be in silver foil.

YEAR ROUND - GIFT CARD & GIFT CARD CARRIER - \*COPY SIZE ON FRONT OF CARRIERS REDUCED BY 10%

AYR GIFTCARD CARRIERS  
DOCKET CODE - 29685-19



"Santé" to be in silver foil



VERSION 1  
FLAT: 4" BY 7"  
FOLDED: 4"W BY 4.75"H



All green in pattern to be in green foil to match PMS 352C

"Merci" to be in silver foil



VERSION 2  
FLAT: 4" BY 7"  
FOLDED: 4"W BY 4.75"H

ALL CARRIERS TO GET A MATTE VARNISH ON BOTH SIDES. THEN SPECIAL TREATMENT TO BE APPLIED AS NOTED ON THIS PAGE.

ALL GIFT CARDS TO HAVE "LCBO" IN SILVER FOIL.

"Santé" to be in silver foil



VERSION 3  
FLAT: 4" BY 7"  
FOLDED: 4"W BY 4.75"H

All green dots in pattern to be in green foil to match PMS 352C



"Merci" to be in silver foil

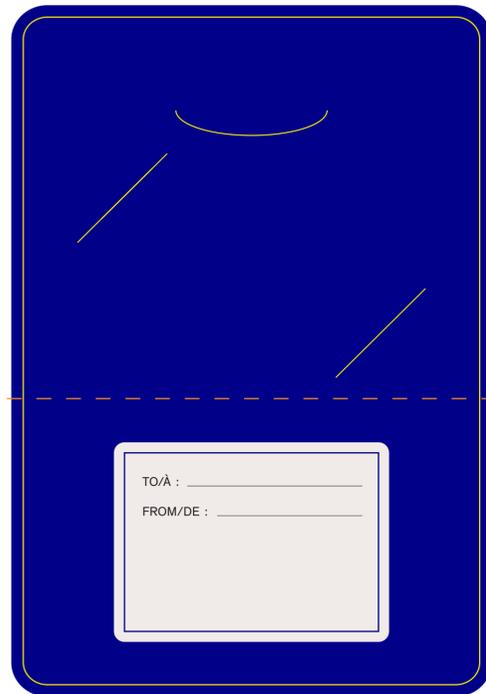


VERSION 4  
FLAT: 4" BY 7"  
FOLDED: 4"W BY 4.75"H

All light grey in pattern to be in silver foil.

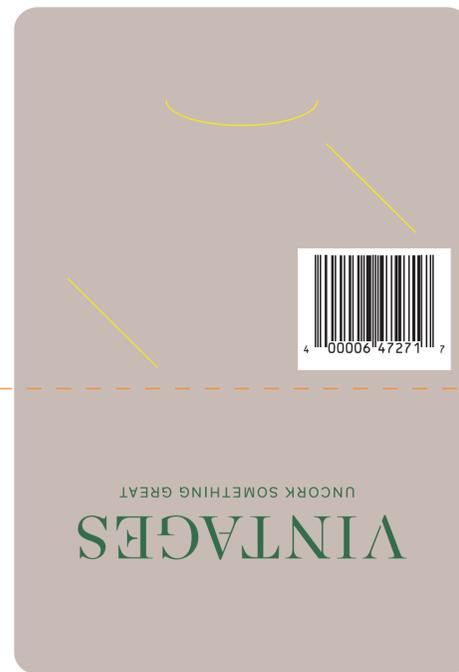
YEAR ROUND - GIFT CARD & GIFT CARD CARRIER - \*COPY SIZE ON FRONT OF CARRIERS REDUCED BY 10%

INSIDE



INSIDE OF CARD PRINTS  
STANDARD PMS COLOURS:  
NO SPECIAL TREATMENT

OUTSIDE



OUTSIDE OF CARD PRINTS  
PMS COLOURS, LOGO TO HAVE  
FOIL TREATMENT

NOTE TO PRINTER:

- Please make sure the card slits are correct dimensions and placement.
- Carriers to get a matte varnish (soft touch) on both sides.
- All areas which are green should be printed PMS 2735C, but have a foil-finish applied

FILE NAME: Vintages\_AllYear\_Carrier\_FA.ai

FLAT SIZE: 4.75" (W) x 7" (H)

FOLDED SIZE: 4.75" (W) x 4" (H)

COLOURS

INSIDE: PMS 2735C



OUTSIDE: PMS 406C




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DIELINE DOES NOT PRINT

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SCORE LINE DOES NOT PRINT

PREVIEW DOCUMENT ONLY  
The original document must be obtained for the Bid Submission

1. The LCBO will not be liable for: (i) any costs incurred by any Respondent in the preparation and submission of a Response including, if applicable, costs incurred for interviews or presentations; or (ii) any expenses, costs, losses or any direct or indirect damages incurred or suffered by any Respondent as a result of participating in, or otherwise in connection with, this RFQ.
2. Any Respondent who has questions respecting this document or the project or who believes there is any error, inconsistency or omission herein should make an enquiry in writing prior to the Closing Date and Time indicated herein. The LCBO reserves the right to distribute any or all questions and answers to all other Respondents.
3. Any changes or revisions hereto this RFQ will be issued as a formal Addendum to all Respondents.
4. It is the Respondent's responsibility to ensure that it has all the necessary information concerning the intent and requirements of this document and the project described herein.
5. Responses are irrevocable by the Respondent and will remain in effect and open for acceptance by the LCBO for a period of one hundred and eighty (180) days after the closing date.
6. Revisions to a submitted Response will be permitted if the revision is received prior to Closing Date and Time. Revisions and or alterations received after the Closing Date and Time will not be considered.
7. Responses may be withdrawn at any time prior to the Closing Date.
8. If more than one Response is received from the same Respondent and no notice of withdrawal has been received by the LCBO, the Response received bearing the latest date and time stamp will be considered by the LCBO. Any other Response(s) will be considered withdrawn.
9. No information given orally by the LCBO or by means of wire or telephone will be binding nor will it be construed as to change the requirements hereof in any way.
10. The Response with lowest quoted price will not necessarily be accepted. While price is an important element in the selection process, it is to be clearly understood that there may be other factors that the LCBO will consider in examining Responses.
11. All Responses shall be considered confidential, subject to the provisions of the Freedom of Information and Protection of Privacy Act, as it may be amended from time to time. The LCBO may, however, make copies of Responses for internal review purposes.
12. The LCBO reserves the right to reject any Response whether or not completed properly and whether or not it contains all required information. Without prejudice to this right, the LCBO may request clarification where any Respondent's intent is unclear and may waive or request amendment where in the opinion of the LCBO there is a MINOR irregularity or omission in the information submitted.
13. The LCBO may verify any information provided in any Response and the LCBO may, in its sole discretion, reject any Response containing evidence of false or misleading information.
14. The LCBO reserves the right to award the project to one Respondent alone or, if it deems appropriate, the project may be divided and awarded to more than one Respondent.
15. The LCBO will issue Purchase Orders to the successful Respondent(s), and such Purchase Orders will be subject to the Terms and Conditions of Purchase attached hereto. By submitting a Response, each Respondent agrees to such Terms and Conditions of Purchase and agrees to provide the goods or services herein required at the price quoted all in accordance with the terms of this document and the Response.
16. The LCBO may, in its absolute discretion, reject a Respondent's Response if the Respondent, or any officer or director of the Respondent, is or has been involved within five (5) years of the date of this RFQ, either directly or indirectly through another corporation, (i) in a legal action taken by the LCBO, any of its Board members, officers or employees in connection with any matters related to the LCBO, or (ii) in a legal action against the LCBO, any of its Board members, officers or employees, in connection with any matter related to the LCBO, including without limitation, arising from the LCBO's exercise of its powers, duties or functions.
17. The LCBO is under no obligation to proceed with this project after receiving and reviewing Responses, and that under no condition will any Respondent receive payment of any kind for submitting information in response to this RFQ.

**1. IMPORTANT:**

(i) All invoices are to be forwarded to attention: the address on the front of this Purchase Order. (ii) Purchase Order Number must appear on all invoices, packages, packing list, B/L and correspondence.

**2. PRODUCTS**

For the purposes of this Purchase Order, "PRODUCTS" shall mean any and all goods described on the front page of this Purchase Order ("Goods") and services described on the front page of this Purchase Order ("Services")

**3. APPLICATION OF TERMS AND CONDITIONS OF PURCHASE**

Notwithstanding the issuance of these Terms and Conditions of Purchase with a Purchase Order or anything else set out herein, if the SUPPLIER and the LCBO have entered into a separate, written agreement with respect to the supply of the specific PRODUCTS or SERVICES (the "Existing Agreement") the Existing Agreement shall take precedence and shall apply to the supply of the PRODUCTS or SERVICES and these Terms and Conditions of Purchase shall be of no legal effect with respect to the supply of the PRODUCTS or SERVICES.

**4. MATERIAL FORMING PART OF AGREEMENT**

Any RFQ or RFP issued by the LCBO in relation to the PRODUCTS, the SUPPLIER's Response thereto including any appendices), together with this Purchase Order (including the Terms and Conditions of Purchase) are collectively referred to as the "AGREEMENT" and constitute the entire agreement among the parties. In the event of any inconsistency among the documents, this Purchase Order (including the Terms and Conditions of Purchase) shall prevail.

**5. ACCEPTANCE OF TERMS AND CONDITIONS**

Supply of the PRODUCTS or any part thereof by the SUPPLIER shall be deemed to constitute acceptance of these TERMS AND CONDITIONS OF PURCHASE unless clause 3 applies. Any of the SUPPLIER'S terms and conditions which are in addition to or inconsistent with these TERMS AND CONDITIONS OF PURCHASE will be considered as proposals for addition to this AGREEMENT and will not be binding unless agreed to in writing by the LCBO.

**6. MODIFICATIONS**

No modification of this AGREEMENT and no waiver of any rights under this AGREEMENT shall be valid or binding on the parties unless the same be in writing. Failure of the LCBO to insist upon strict performance of this AGREEMENT or to exercise any option herein conferred in any one or more instances, shall not be construed to be a waiver of such performance, or any other covenants or agreements, but the same shall be and remain in full force and effect.

**7. ASSIGNMENT AND SUBCONTRACTING**

The SUPPLIER agrees not to assign or subcontract ANY portion of its rights or obligations under this AGREEMENT without the prior written consent of the LCBO. The SUPPLIER shall designate in writing to the LCBO all subcontractors and shall not subsequently change such subcontractors without the LCBO's prior written approval. This AGREEMENT shall be binding on the successors and permitted assigns of the SUPPLIER.

**8. STANDARD OF PRODUCTS**

The SUPPLIER shall ensure that all PRODUCTS are provided in accordance with all applicable laws, regulations and codes, including, but not limited to, the LCBO Supplier Code of Business Conduct ([www.doingbusinesswithlcbo.com/tro/Forms-Documents](http://www.doingbusinesswithlcbo.com/tro/Forms-Documents)), and in all instances by qualified personnel. Where the PRODUCTS include services, the SUPPLIER agrees to provide all labour, supplies and equipment necessary for the performance of such services and completion of all required deliverables.

**9. WARRANTY**

The SUPPLIER expressly warrants that, where the PRODUCTS include Goods: (i) the Goods are of good and merchantable quality and shall comply with the SUPPLIER'S specifications, and with all specifications contained in the RFQ or RFP and the SUPPLIER'S Response furnished to the LCBO with respect to the goods; (ii) the Goods are fit for the purposes for which the goods are intended to be used; (iii) the Goods are transferred to the LCBO free and clear of all liens, encumbrances and rights of others; and (iv) the Goods have been manufactured in a good and workmanlike manner in compliance with requirements of all applicable laws. Where the PRODUCTS include services, SUPPLIER hereby represents and warrants that the Services shall be provided fully and diligently in a professional and competent manner by persons qualified and skilled in their occupations. The foregoing warranties are in addition to and shall not derogate from any express warranty of the SUPPLIER or any other right or remedy which the LCBO may have under applicable law.

**10. INSPECTION**

All PRODUCTS will be subject to inspection and approval by the LCBO, within a reasonable time after delivery or pick up or performance, as the case may be. The LCBO reserves the right at all times to cancel and repudiate this AGREEMENT without further liability if, upon inspection of the PRODUCTS delivered, it is determined that the PRODUCTS are defective in any manner, do not comply with federal or provincial standards established for products of that description, do not match any sample of the PRODUCTS previously submitted to the LCBO by the SUPPLIER and accepted by it or are not to the satisfaction of the LCBO. The LCBO shall notify the SUPPLIER who shall immediately refund to the LCBO any amounts paid by the LCBO for the PRODUCTS including all costs of removing or destroying the PRODUCTS. All costs, expenses, loss or damage resulting from such cancellation will be the sole liability of the SUPPLIER. The LCBO reserves the right to issue a rectification notice to the SUPPLIER setting out the manner and time-frame for rectification (including without limitation, the replacement of goods not accepted or the correction of any services not accepted) and the SUPPLIER shall forthwith make the necessary replacements, corrections at its own expense as specified by the LCBO in a rectification notice.

**11. PERFORMANCE BY NAMED INDIVIDUALS ONLY**

Where the PRODUCTS include services, only those individuals approved by the LCBO shall perform the Services on behalf of the SUPPLIER. The SUPPLIER shall use commercially reasonable efforts to maintain continuity by using the same personnel to perform the Services throughout the project. The SUPPLIER shall not replace or substitute any of the individuals approved by the LCBO without the prior written approval of the LCBO, which may not be arbitrarily or unreasonably withheld. If the LCBO, in its sole discretion, deems any of the SUPPLIER'S personnel to be inappropriate, the LCBO may require the SUPPLIER to replace such personnel. The SUPPLIER shall immediately, upon receipt of the LCBO'S request, remove any individual performing the Services.

**12. PAYMENT**

Payment for PRODUCTS is conditional upon the following conditions, which are all to be completed to the LCBO'S satisfaction, and which are included for its sole benefit, and which it may waive in writing in whole or in part: (a) delivery of the PRODUCTS in accordance with this AGREEMENT; (b) receipt of invoices; and (c) compliance with all terms of this AGREEMENT. Unless payment terms are set out in the RFQ or on the front page of this AGREEMENT, the SUPPLIER shall invoice the LCBO following delivery of the PRODUCTS.

**13. EXPENSES**

The LCBO is not responsible for any expenses incurred by the SUPPLIER that are not pre-approved in writing by the LCBO and charged in accordance with LCBO'S Administration Manual, as may be amended or replaced from time to time. The SUPPLIER shall list expenses as separate line items on its invoices, and shall support all such expenses with receipts.

**14. DEDUCTION FROM PAYMENTS**

Notwithstanding any other provision in this AGREEMENT, the LCBO may withhold any payment or payments otherwise due to the SUPPLIER upon completion (i) until the SUPPLIER provides satisfactory evidence to the LCBO that all required inspections by authorities having jurisdiction have been made and has passed all such inspections or (ii) if, in the opinion of the LCBO, acting reasonably, the SUPPLIER has failed to comply with any terms of the AGREEMENT.

**15. TITLE**

Title to and risk of the Goods shall pass to the LCBO upon acceptance of the Goods by the LCBO, such acceptance not to occur, however, prior to all required testing of the Goods being completed to the satisfaction of the LCBO.

**16. PRICING**

The PRODUCTS must not be delivered at a higher price than quoted, except for the inclusion of the Harmonized Sales Tax. The SUPPLIER must also not change the specific quantity of PRODUCTS ordered nor make any substitutions without the prior written consent of the LCBO. No charges for packaging, crating, freight, installation or set-up will be paid unless specified in this AGREEMENT. All Goods must be packed in conformity with tariff or classification requirements so as to secure lowest possible freight rates. It is understood that the LCBO shall receive benefits of any decrease in freight rates between the time of quotation and date of shipment in any case where freight enters into the price quoted. The SUPPLIER shall separately state on its invoices to the LCBO, any charges of packaging, crating, freight, installation or set-up.

**17. CHANGES**

The LCBO may, without invalidating this AGREEMENT, make changes to the PRODUCTS consisting of additions, deletions or other revisions to the PRODUCTS by change request, and the price and time shall be adjusted accordingly upon agreement of the parties. All such changes to the PRODUCTS shall be performed in accordance with the terms and conditions of the AGREEMENT. Any claims for the extension of time needed to perform such change to the PRODUCTS must be agreed upon at the time of ordering such change. The SUPPLIER shall make no other claims for such change, including claims relating to the impact of changes to the PRODUCTS unless the same shall be agreed upon in writing by the LCBO prior to the performance of such change. In case of any disputes over the appropriate adjustment of the price, the SUPPLIER shall proceed with the change without prejudice to the rights of either party to make a claim.

**18. SET OFF**

Should the SUPPLIER fail to refund the LCBO any amounts owing pursuant to clauses 10 or 16, the LCBO may set off any amounts so owing from any future order placed with the SUPPLIER.

**19. WAIVER AND RELEASE**

Upon receipt of final payment, the SUPPLIER waives and releases the LCBO from all claims against the LCBO including without limitation those that might arise from the negligence of or breach of AGREEMENT by the LCBO.

**20. LCBO INTELLECTUAL PROPERTY**

The SUPPLIER agrees that any intellectual, industrial or other proprietary right of any type in any form protected or protectable under the laws of Canada, any foreign country, or any political subdivision of any country, including, without limitation, any intellectual, industrial or proprietary rights protected or protectable by legislation, by common law or at equity ("Intellectual Property") and every other right, title and interest in and to all concepts, techniques, ideas, information and materials, however recorded, (including images and data) provided by the LCBO to the SUPPLIER shall remain the sole property of the LCBO at all times, shall not be furnished to any other party and shall be returned to the LCBO upon request. No copies of the specifications, drawings, designs or data are to be made without the prior written authority of the LCBO.

**21. NO USE OF LCBO MARKS**

The SUPPLIER shall not use any mark or logo of the LCBO except where required to provide the PRODUCTS, and only if it has received the prior written permission of the LCBO to do so.

**22. OWNERSHIP OF MATERIALS**

The LCBO shall be the sole owner of all right, title and interest in any designs, drawings, sketches, graphic representations, specifications, computer generated designs, papers, data, reports, plans and other materials and documents created by the SUPPLIER to carry out services under this AGREEMENT (the "Materials") and no use of the same shall be made, nor may ideas obtained therefrom be used except with written approval from the LCBO. All such Materials are to be delivered to the LCBO at termination of this AGREEMENT unless otherwise specified. All Intellectual Property in the Materials shall accrue continuously to the LCBO as Materials are continuously created. The SUPPLIER irrevocably assigns to and in favor of the LCBO and the LCBO accepts every right, title and interest (including all Intellectual Property) in and to all Materials, immediately following the creation thereof, for all time.

### 23. THIRD PARTY INTELLECTUAL PROPERTY

The SUPPLIER represents and warrants that the provision or use of the PRODUCTS shall not infringe or induce the infringement of any third-party Intellectual Property rights.

### 24. MORAL RIGHTS

Where requested by the LCBO, the SUPPLIER shall obtain waivers of all rights of integrity and any other moral rights in relation to the Materials from its employees, volunteers, agents and subcontractors and from any other party in the position to assert such rights in relation to any of the Materials, which waivers may be invoked without restriction by any person authorized by the LCBO to use the Materials.

### 25. DAMAGE TO PROPERTY

Damage caused by the SUPPLIER to property other than its own shall be reported immediately to the LCBO, and the SUPPLIER shall be responsible for its repair and for all consequential losses arising from the damage.

### 26. PERMITS, TAXES

The SUPPLIER shall obtain and pay for all permits, fees and licences necessary for the performance of this AGREEMENT and shall pay any and all federal, provincial and municipal taxes, which are incurred in the performance of this AGREEMENT.

### 27. WORKERS' COMPENSATION

At any time during the subsistence of this AGREEMENT when requested to do so by the LCBO, the SUPPLIER shall provide such evidence of compliance by itself and any or all of its subcontractors with all requirements with respect to payments due under the *Workplace Safety Insurance Act* (Ontario).

### 28. INSURANCE

Where required by the LCBO and where the PRODUCTS include any services, the SUPPLIER shall obtain at his own expense and keep in force during the term of this AGREEMENT, commercial general liability insurance for third party bodily injury and property damage with minimum inclusive limits as follows: Five Million Dollars (\$5,000,000) per occurrence. Such insurance shall indicate that it includes contractual liability coverage applicable to the indemnity provisions of this AGREEMENT and shall include employers liability, non-owned automobile liability and products and completed operations coverage. Such insurance shall include the LCBO and any other entity that the LCBO, acting reasonably, may require as additional insureds, shall contain cross liability and severability of interests clauses and shall be primary and not call into contribution any other insurance available to the LCBO. Where required by the LCBO, the SUPPLIER shall also maintain (i) standard automobile insurance providing third party liability insurance in limits of not less than Five Million Dollars (\$5,000,000) per occurrence, and (ii) professional liability or errors & omissions liability insurance, insuring liability for errors and omissions in the performance or failure to perform the SERVICES contemplated in this AGREEMENT, in the amount not less than Two Million Dollars (\$2,000,000) per claim and in the annual aggregate and for twelve months following completion of the services. The SUPPLIER shall ensure that its insurance carrier shall furnish to the LCBO such evidence of coverage as may be required by the LCBO, including a copy of the insurance policies if requested by the LCBO. The SUPPLIER shall ensure that such insurance may not be cancelled or amended unless the insurer gives the LCBO thirty (30) days' prior written notice of any such cancellation or amendment of such insurance.

### 29. INDEMNIFICATION

The SUPPLIER agrees to indemnify and save harmless the LCBO, its officers, board members, agents and employees, from and against any and all third party claims, demands, losses, costs, damages, actions, suits, or proceedings and of whatsoever kind or nature arising out of or attributable to the PRODUCTS supplied by the SUPPLIER or the SUPPLIER's performance (or non-performance) of this AGREEMENT, including that of its servants, agents and employees and by any subcontractors engaged by the SUPPLIER, and their servants, agents and employees, including without limitation any actions, claims, damages or expenses in any manner arising from: (i) any actual or alleged infringement or any patent, copyright, trademark or other proprietary or industrial property right, or (ii) any breach of the warranties as set forth in clauses 9 or 23 of these conditions, as a result of the purchase and the use by the LCBO of any of the PRODUCTS.

### 30. INDEPENDENT SUPPLIER

The SUPPLIER is acting as an independent contractor in the performance of this AGREEMENT and shall not be deemed to be an employee, partner, agent, or in joint venturer with, the LCBO.

### 31. CONFIDENTIALITY

The SUPPLIER shall keep strictly confidential any information regarding the LCBO which the SUPPLIER obtains in the course of providing the PRODUCTS (including trade secrets, know how, techniques, processes, programs, documentation, data, service manuals, technical reports, and financial information) except as is otherwise necessary for the delivery of the PRODUCTS. In addition, the SUPPLIER acknowledges that information it may receive from the LCBO may contain information about identifiable individuals ("Personal Information") and agrees it use any and all Personal Information provided to it by the LCBO only to fulfill its obligations under this AGREEMENT and for no other purpose and in any event, in accordance with the requirements of applicable legislation in respect of the protection of personal information. Without limiting the foregoing, the SUPPLIER further agrees that it shall (i) not disclose any Personal Information to any other entity in whole or in part, (ii) return

or destroy the Personal Information as and when directed by the LCBO, and in any event upon the expiry or termination of this AGREEMENT, unless required by law to retain such Personal Information for a longer period of time, (iii) co-operate with the LCBO in granting timely access to the Personal Information of a specific individual, if such individual has requested access through the LCBO and promptly refer to the LCBO any requests it receives for access to, amendments of or complaints about the Personal Information, (iv) maintain appropriate security in respect of the Personal Information and permit the LCBO, on prior notice, to have reasonable access to its facilities and records to review the same, and (v) notify the LCBO immediately of any breach of this clause 31 and co-operate with the LCBO to remedy the same. The SUPPLIER acknowledges that the LCBO is an institution to which the *Freedom of Information and Protection of Privacy Act* (Ontario) applies.

### 32. TERMINATION

The LCBO may, without liability, cost or penalty, terminate this AGREEMENT immediately for cause, if any of the following occur: (a) the SUPPLIER is adjudged bankrupt or is insolvent according to the provisions of the *Bankruptcy and Insolvency Act*, R.S.C 1985, c.B-3, as amended, and the regulations made thereunder; (b) a receiver or trustee of the SUPPLIER's property and affairs is appointed; (c) the SUPPLIER makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, is petitioned into bankruptcy, or files for the appointment of a receiver; (d) the SUPPLIER is in breach of any of the terms of this Agreement; (e) where there is any change in the ownership or control of the SUPPLIER; (f) where the SUPPLIER transfers or assigns any rights under this Agreement; or (g) the PRODUCTS provided by the SUPPLIER are unsatisfactory to the LCBO. The LCBO reserves the right to cancel any order for Goods in whole or in part at any time at the SUPPLIER's expense and risk for the SUPPLIER's failure to meet the delivery deadlines specified. The LCBO shall also have the right to terminate this AGREEMENT, without liability, cost or penalty upon thirty (30) days written notice to the SUPPLIER.

### 33. SUPPLIER'S PAYMENT UPON TERMINATION

The LCBO shall only be responsible for the payment of the PRODUCTS provided under the AGREEMENT up to and including the effective date of any termination. Termination shall not relieve the SUPPLIER of its warranties and other responsibilities relating to the PRODUCTS provided or money paid. In addition to its other rights of hold back or set off, the LCBO may hold back payment or set off against any payments owed by the LCBO to the SUPPLIER if the SUPPLIER fails to comply with its obligations on termination.

### 34. RIGHTS NOT EXCLUSIVE

The express rights and remedies of the LCBO set out in the AGREEMENT are in addition to and shall in no way limit any other rights or remedies of the LCBO under the AGREEMENT, at law or in equity.

### 35. CONFLICT OF INTEREST

The SUPPLIER shall disclose any real, apparent or potential conflict of interest that comes to its attention at any time prior to delivery of the PRODUCTS and during the performance of its obligations under the AGREEMENT. The SUPPLIER shall accept any determination by the LCBO, including termination of the AGREEMENT, as a result of any conflict.

### 36. NOTICES IN WRITING

Addresses for the LCBO and the SUPPLIER are set out on the front page of this AGREEMENT. Notices in writing between the parties shall be considered to have been received by the addressee on the date of delivery if delivered by hand, courier, or confirmed fax transmission or by registered post; or if sent by regular post, to have been delivered within five (5) working days after the date of mailing.

### 37. GOVERNING LAW and CURRENCY

The validity, interpretation, construction and effect of this AGREEMENT shall be governed by the laws of the Province of Ontario and the laws of Canada applicable therein, excluding the United Nations Convention on Contracts for International Sale of Goods, signed in Vienna on April 11, 1980. All references to monetary amounts are references to Canadian Dollars. Except as expressly set forth on the face of this AGREEMENT, the prices quoted herein are inclusive of all sales and similar taxes, duties, brokers fees, levies and similar amounts, excepting Harmonized Sales Tax.

### 38. AMENDMENTS

Any changes to this AGREEMENT shall only be made by written amendment signed by the LCBO and the SUPPLIER. No changes shall be effective or shall be carried out in the absence of such an amendment.

### 39. SEVERABILITY

If any term or condition of the AGREEMENT, or the application thereof to the parties or to any persons or circumstances, is to any extent invalid or unenforceable, the remainder of the AGREEMENT, and the application of such term or condition to the parties, persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby.

### 40. TIME OF THE ESSENCE

Time is of the essence hereof.

### 41. SURVIVAL

The provisions of clauses 9, 29 and 31 shall continue in force indefinitely, even after this AGREEMENT ends or terminates.

### 42. For Computer suppliers only

Invoices must be itemized as documented within the Purchase Order. Itemizing each item or group of items by Technical Request number.