

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC / Réception des soumissions -
TPSGC
11 Laurier St. / 11 rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Commercial Acquisitions & Fast Track Procurement
Div/Div des Acquisitions commerciales et achats en
régime accéléré
11 Laurier St. / 11 rue Laurier
6B3, Place du Portage
Phase III
Gatineau
Québec
K1A 0S5

Title - Sujet FOOD SERVICES - MEAL TRAYS	
Solicitation No. - N° de l'invitation 21120-122000/B	Amendment No. - N° modif. 005
Client Reference No. - N° de référence du client 21120-122000	Date 2013-05-17
GETS Reference No. - N° de référence de SEAG PW-\$\$PD-014-62471	
File No. - N° de dossier pd014.21120-122000	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-05-24	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Nolet, Josee	Buyer Id - Id de l'acheteur pd014
Telephone No. - N° de téléphone (819) 956-8774 ()	FAX No. - N° de FAX (819) 956-5706
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

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

This amendment is raised to answer questions from a vendor:

Question 1:

Confidentiality

In annex A, section 1 it states: "The Vendor must address each Mandatory Requirement listed below in its bid and provide supporting documentation for each requirement where applicable."

This requirement will force the BIDDER to provide confidential information including client lists, case studies, and description of manufacturing process that may include trade secrets. As a BIDDER we would like a clarification of the CONFIDENTIALITY policies related to submitted bidding documents. Who has access to the bidding documents and are these documents restricted from Access to Information requests.

In general, we would like to know what the CONFIDENTIAL policies are related to bid proposals, so that we can protect trade secrets and sales and client numbers.

Answer 1:

People who will have access to the tender documents, as stipulated in the Request for Proposal document, Part 4, are described as follows: "An evaluation team composed of representatives of Canada will evaluate the bids."

Please refer to the following link for information from our Standard Acquisition Clauses and Conditions (SACC) Manual concerning disclosure of information contained in the tender documents.

<https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/7/45>

You can also refer the following link for contact information for the Access to Information and Privacy Office. These people will be able to provide you with information about their policies and procedures by which they are governed and that contract officers must comply when they receive a request for access to information.

<http://www.tpsgc-pwgsc.gc.ca/aiprp-atip/demande-request/accesinfo-accessinfo-eng.html>

Question 2:**4-Compartment Insulated Tray Quantities**

In Annex B, section 4 pages 4 and 5, it lists quantities for 4-compartment trays as 24,216 units but the table for the order over 3 years requires only 12,108 units.

On page 5 section (3) it states: "In additional to the sites identified above, many Medium Security units have lockdowns and segregation units which make them candidates for use of insulated trays. This potentially doubles the required quantity to a total of 24,216 over the three (3) contract years."

Since volumes are an important factor in determining prices and lot sizes, can we receive clarification when the additional 12,108 units will be required.

Answer 2:

Please refer to amendment # 4 with an updated volumes list. This list will supersede all other existing lists for this requirement.

Question 3:**Mandatory Requirements M3 and Requirement R4**

In annex A, MR# M3 it states "The Bidder's must identify key technical personnel assigned to the project. These key personnel must have a minimum 3 years experience of meal tray design and manufacturing experiences using injection moulding"

Also in REC# R4 it states: "Provide a minimum of two (2) references for which similar work was completed within the last five years. Contact information is required."

We request clarification to: "requiring 3 years experience of meal tray design". or "references for which similar work was completed within the last five years".

If the key personnel designed meal tray more than 3 years ago, such as 5 to 10 years is experience acceptable, or does this imply that the key personnel must have experience in compartment meal tray design in the last 3 years?

Does similar work include only compartment meal trays or can it include other tableware design engineering and manufacturing?

If the references are 5+ years ago, does this disqualify the vendor?

Compartment Meal trays for correctional service markets or any institutional market are not designed every year. Compartment Meal Trays are commercial products not consumer products that have to be updated every year for style and design consideration. The 3 and 5 year limits maybe too restrictive and limit the participation of qualified Bidders.

Is there a way to amend these requirements so that they are not too restrictive that may necessarily reduce the number of qualified bidders for this project?

Answer 3:

M4 requires a minimum 3 years experience of key personnel in tray design with no reference to the time frame, just that they have three year experience.

R4 requires references for similar work completed in the last 5 years. This similar work is in the design of moulds, injection moulding and manufacturing for a client requested projects. There is no reference to meal tray design, recognizing that companies may have multiple lines of products The experience provided must relate to work your company normally does in their day to day business.

All other terms and conditions remain the same.