

**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

**Revision to a Request for a Standing Offer**

**Révision à une demande d'offre à commandes**

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

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

Ce document est par la présente révisé; sauf  
indication contraire, les modalités de l'offre 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

<b>Title - Sujet</b> Office Supplies - Fourn. de Bureau		
<b>Solicitation No. - N° de l'invitation</b> E60PD-11OSFB/B		<b>Date</b> 2012-11-15
<b>Client Reference No. - N° de référence du client</b> E60PD-11OSFB		<b>Amendment No. - N° modif.</b> 008
<b>File No. - N° de dossier</b> pd032.E60PD-11OSFB	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PD-032-61312		
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale		2012-10-02
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-11-28</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Address Enquiries to: - Adresser toutes questions à:</b> Swanson, Manon		<b>Buyer Id - Id de l'acheteur</b> pd032
<b>Telephone No. - N° de téléphone</b> (819) 956-7304 ( )		<b>FAX No. - N° de FAX</b> (819) 956-7356
<b>Delivery Required - Livraison exigée</b>		
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Multiple, as per call-up Multiples, selon commande subsequente		
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b> <b>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

Solicitation No. - N° de l'invitation

E60PD-11OSFB/B

Client Ref. No. - N° de réf. du client

E60PD-11OSFB

Amd. No. - N° de la modif.

008

File No. - N° du dossier

pd032E60PD-11OSFB

Buyer ID - Id de l'acheteur

pd032

CCC No./N° CCC - FMS No/ N° VME

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**This amendment is raised to extend the closing date, to response to questions received from the industry and to revise the RFSO document accordingly.**

**A) CLOSING DATE (Please note that *no more questions will be accepted after November 16, 2012*)**

**B) QUESTIONS AND ANSWERS**

**C) REVISIONS TO THE RFSO DOCUMENT**

**A) CLOSING DATE**

**DELETE**

**ON PAGE 1:**

Solicitation Closes: on 2012-11-23

**INSERT**

**ON PAGE 1:**

Solicitation Closes: on 2012-11-28

**B) QUESTIONS AND ANSWERS**

**QUESTION NO 1:**

In cases where the identified user has ordered an item by mistake and the product is to be exchanged. Who is responsible for the freight on the returned merchandise?

**ANSWER NO 1:**

See Section C - Revisions to RFSO document

**QUESTION NO 2:**

Would the Crown consider increasing the item sell price ceiling from \$600 to \$800?

**ANSWER NO 2**

No, the Crown has, in close collaboration with the industry's manufacturers, determined that all items listed in the EFOT can be reasonably marketed at or below the ceiling price of 600\$

**QUESTION NO 3:**

Some of the UPC's are not matching, same product description. Does this matter?

**ANSWER NO 3:**

PWGSC has been working closely with manufacturers in order to ensure the UPC's and product descriptions are accurate. Should there be any concerns with the data in the list, it is essential that they be pointed out to us on a line item by line item basis.

**QUESTION NO 4:**

Delivery. If the delivery is an oversize product, can we invoice the crown the extra cost for the additional freight. i.e. Ceramic Whiteboards

**ANSWER NO 4:**

See Section C - Revisions to RFSO document

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## C) REVISIONS TO THE RFSO DOCUMENT

### At 6.B.2.1 of the RFSO document

#### DELETE

Section 8 Inspection and Acceptance of the Work, of General Conditions 2010A (2012-07-16) is modified as follows :

In cases where the Identified User has ordered an item by mistake, the Identified User may request that the product be exchanged for the correct item. The Identified User must notify the Contractor within fourteen (14) calendar days of delivery. If notification is received within fourteen (14) calendar days the item will be picked-up and replaced with the correct item, free of charge or a credit / refund issued within ten (10) working days. No restocking charges shall be applied.

In cases where the Identified User does not notify the Contractor within fourteen (14) calendar days of delivery, the Contractor may in provinces where the practice is legal apply a restocking charge to a maximum amount of 15% of the value of the returned item.

#### INSERT

Section 8 Inspection and Acceptance of the Work, of General Conditions 2010A (2012-07-16) is modified as follows :

In cases where the Identified User has ordered an item by mistake, the Identified User may request that the product be exchanged for the correct item. The Identified User must notify the Contractor within fourteen (14) calendar days of delivery. If notification is received within fourteen (14) calendar days the item will be picked-up and replaced with the correct item, or a credit / refund issued within ten (10) working days. No restocking charges shall be applied.

In cases where the Identified User does not notify the Contractor within fourteen (14) calendar days of delivery, the Contractor may in provinces where the practice is legal apply a restocking charge to a maximum amount of 15% of the value of the returned item. In the event thirty (30) days have passed since delivery the Contractor may decline or accept the return at its sole discretion.

Transportation charges for the return of items ordered by mistake shall be at the Identified User's cost. Return transportation shall be done by the Offeror using the most economical means at its disposal. Prepaid transportation costs must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading.

### At 6.B.6 Insert of the RFSO document

2010-08-16 D0040C Shipping Surcharges for Large, Bulky or Heavy Items.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**