

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

Title - Sujet Office Supplies - Fourn. de Bureau		
Solicitation No. - N° de l'invitation E60PD-11OSFB/B		Date 2012-10-30
Client Reference No. - N° de référence du client E60PD-11OSFB		Amendment No. - N° modif. 004
File No. - N° de dossier pd032.E60PD-11OSFB	CCC No./N° CCC - FMS No./N° VME	
GETS Reference No. - N° de référence de SEAG PW-\$\$PD-032-61312		
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale		2012-10-02
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-11-23		Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Address Enquiries to: - Adresser toutes questions à: Swanson, Manon		Buyer Id - Id de l'acheteur pd032
Telephone No. - N° de téléphone (819) 956-7304 ()	FAX No. - N° de FAX (819) 956-7356	
Delivery Required - Livraison exigée		
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Multiple, as per call-up Multiples, selon commande subsequente		
Security - Sécurité 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

Acknowledgement copy required Accusé de réception requis	Yes - Oui <input type="checkbox"/>	No - Non <input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
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)		
For the Minister - Pour le Ministre		

THIS AMENDMENT IS RAISED TO CHANGE THE CLOSING DATE OF THE RFSO DOCUMENT, TO PROVIDE ANSWERS TO QUESTIONS RECEIVED FROM THE INDUSTRY, TO MODIFY THE RFSO DOCUMENT AND TO REVISE THE ANNEX "C" "EFOT LIST".

A) CLOSING DATE

B) QUESTIONS AND ANSWERS

C) CHANGES TO THE RFSO DOCUMENT

D) ANNEX C "EFOT LIST"

A) CLOSING DATE

DELETE

ON PAGE 1:

Solicitation Closes: on 2012-11-13

INSERT

ON PAGE 1:

Solicitation Closes: on 2012-11-23

B) QUESTIONS AND ANSWERS:

QUESTION 1:

In Modification no 3 - Modification to the RFSO document : You are replacing 6.A.10 Limitations of Call-Ups with :

"Individual call-ups against the Standing Offer must be between \$50.00 (minimum order) to \$25,000.00 (including GST/HST)"

Although we try to keep all orders over \$50.00, there are times when a customer will only need product(s) that do not add up to \$50.00, and cannot wait to have enough of an order that amounts to \$50.00 or more to place their order.

Can we then charge the customer a Minimum Order Fee and ship the order anyway?

ANSWER 1:

Orders under 50\$ are not subject to the Standing Offer. Clients must therefore utilize another procurement tool to meet their requirement. The minimum order threshold was primarily established to reduce the administrative burden related to over the counter (in store) purchases.

QUESTION 2:

Would the government consider removing certain items from the EFOT file that are not within the common assortment carried by most suppliers in our industry? The majority of suppliers carry ACCO Brand products that meet the same specifications and are often of better quality than the RGO product. We are fearful that a potential cost advantage could exist with the limited suppliers that carry this in their regular assortments.

ANSWER NO 2:

No, the "EFOT" list was developed based on the information contained in the Standing Offer Usage Reports received from standing offer holders and is deemed to be representative of Canada's usage. The manufacturers that have provided data for this requirement were required to submit items that are openly available to all retailers.

QUESTION 3:

Part 2, Section 2.3; All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Could you please confirm that the question deadline is November 2nd, 2012?

ANSWER 3:

The deadline to submit questions has been changed to November 14, 2012.

QUESTION 4:

Part 3, Section 3.1 Offer Preparation Instructions; *Canada requests that Offerors provide their offer in separately bound sections as follows:*

Can you confirm if 3 separate envelopes, identified by supplier and – Section I, II, III) are required or 1 binder with the 3 sections?

ANSWER 4:

No binder is required. Canada request that Offerors provide their offer in separately bound section (1 envelope, paperclip, or staple for each Section).

QUESTION 5:

Part 5, Section 5.2.2 Price Certification; Price certification and 200 additional items (now 325 as per Amendment 3 (1900 minus 1575))

Could you confirm that the price certification and the additional items are only required in stage 2; once qualified, we will be supplied a template to insert these items.

ANSWER 5:

Price certification is only required for the additional items (stage 2).

QUESTION 6:**Part 4, Section 4.1.2.2 Calculation Methodology,**

b); Items for which prices are below the minimum price threshold for which an acceptable price support is provided will be given a score in accordance with the calculation method below.

If such situations occur, please confirm how the above will impact the points for the item in question; will the above Offeror (lower bid – under the min. threshold) have 100 points and the previous lowest bid become 2nd?

ANSWER 6:

Every other offeror will be given a prorated score based on the difference between the highest price and lowest accepted price for the line item.

Please refer to the Calculation Methodology tables - Appendix 1 (item 4).

QUESTION 7:**Annex B - Offeror Representation table, General Inquiry and delivery follow-up contacts;**

A) Our intent is to supply the customer service line as the main contact as this provides all identified users quick response to all their inquiries and 3 team leader contacts as alternates. Please confirm that this is acceptable.

B) It is stated in the in Section 3.1 Offeror Instructions that only 1 hard copy is required. Please confirm that you do not wish to have an electronic copy of the Offerer's representation table.

ANSWER 7A:

yes, it's acceptable

ANSWER 7B:

Offerors must provide a soft copy on CD/DVD of the Offeror's Representation table

QUESTION 8

Amendments; on page 1 of the 3 Amendments received so far, there is a section indicating Acknowledgment copy required (Yes, No) with empty check boxes.

Are we required to check one of these? Please clarify. Or, is a signature of each Amendment and insertion to the technical response section all that is required?

ANSWER 8:

Only a signed copy of each amendment is required.

C) CHANGES TO THE RFSO DOCUMENT

At Part 3 - Offer Preparation Instructions

DELETE Item 3.1 Offer Preparation Instructions

3.1 Offer Preparation Instructions

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

Section I: Technical Offer, one (1) hard copy

Section II: Financial Offer (Annex C), one (1) hard copy and one (1) soft copy on CD or DVD

Section III: Certifications, one (1) hard copy

INSERT : Item 3.1 Offer Preparation Instructions

3.1 Offer Preparation Instructions

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

Section I: Technical Offer, one (1) hard copy, one (1) soft copy on CD or DVD of the Offeror's Representation Table

Section II: Financial Offer (Annex C), one (1) hard copy of the "Pricing Summary" Worksheet and one (1) soft copy of the entire workbook on CD or DVD

Section III: Certifications, one (1) hard copy

DELETE Item 3.1.1.

3.1.1 Section I: Technical Offer

In their technical offer, Offerors must explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

- a) The Offeror is requested to complete all areas of the document where they are directed to provide information in "blanks" and "fill-ins".
- b) The Offeror is requested complete the "Offeror's Representation Table" included in the Electronic Files Package (Annex B) in accordance with the following instructions.

Offerors should not change the format of the "Offeror's Representation Table" in any way. Offerors are requested to identify a Sales Contact for each region as well as contacts responsible for General Inquiries and Delivery Follow up.

The Offeror's Representation Table submitted with the Offer will form part of a resulting Standing Offer.

INSERT Item 3.1.1 :**3.1.1 Section I: Technical Offer**

In their technical offer, Offerors must explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

- a) The Offeror is requested to complete all areas of the document where they are directed to provide information in "blanks" and "fill-ins".
- b) The Offeror is requested to complete the "Offeror's Representation Table" included in the Electronic Files Package (Annex B) in accordance with the following instructions.

Offerors should not change the format of the "Offeror's Representation Table" in any way. Offerors are requested to identify a Sales Contact for each region as well as contacts responsible for General Inquiries and Delivery Follow up.

Offerors must provide a soft copy on CD/DVD of the Offeror's Representation table

The Offeror's Representation Table submitted with the Offer will form part of a resulting Standing Offer.

C) ANNEX C "EFOT LIST"**DELETE IN IT'S ENTIRETY:**

EFOT v101

INSERT:

EFOT v200 (provided as an electronic attachment).

Please note that we have removed the items which are currently or will be discontinued by the end of this year (2012). The items which will be discontinued during the year 2013 or at later date remain on the list.

Any references in the document to "1584 items" should be read hereinafter as "1575 items" to reflect the changes in the EFOT.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED