

RETURN BIDS TO:

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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/A | | Date 2012-10-22 |
| Client Reference No. - N° de référence du client E60PD-11OSFB | | Amendment No. - N° modif. 003 |
| 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-\$SPD-032-61311 | | |
| 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 2012-11-13 | | 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 | | |

Solicitation No. - N° de l'invitation

E60PD-11OSFB/A

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

E60PD-11OSFB

Amd. No. - N° de la modif.

003

File No. - N° du dossier

pd032E60PD-11OSFB

Buyer ID - Id de l'acheteur

pd032

CCC No./N° CCC - FMS No/ N° VME

This amendment is raised to modify the RFSO document and to respond to the questions received from the industry:

Please note that a new version of the EFOT will be available shortly

A) MODIFICATION TO THE RFSO DOCUMENT

B) QUESTIONS RECEIVED FROM THE INDUSTRY

A) MODIFICATION TO THE RFSO DOCUMENT

DELETE:

6.A.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (including GST/HST).

For requirements valued over \$25,000.00 (GST/HST included) the Identified User must send a funded requisition (form 9200) to PWGSC Central Allocations by fax at 819-956-5175 or email ncr.centralallocations@pwgsc-tpsgc.gc.ca for appropriate action.

REPLACE WITH:

6.A.10 Limitation of Call-ups

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

For requirements valued over \$25,000.00 (GST/HST included) the Identified User must send a funded requisition (form 9200) to the closest regional office for appropriate action.

B. QUESTIONS RECEIVED FROM INDUSTRY

Question 1:

1.2.4 Official Language Act

For the purposes of this requirement any Offeror across Canada that is quoting on a bilingual designated region must offer documentation in both official languages and must be able to provide bilingual services to those regions, such as a bilingual contact taking orders, etc.

Can you please clarify if the submission requires bilingual documentation or does the "documentation" refer to any information after the award being bilingual in those dedicated regions?

Answer 1:

The "documentation" refer to any information after the award being bilingual in the dedicated regions.

Question 2:

3.1 Offer Preparation Instructions

Offerors may submit an offer for one (1) or more of the following region(s), excluding Comprehensive Land Claims Settlement Areas:

We noticed that Region 10, Nunavut and NWT, in the Paper Standing Offer was not included in this Office Supplies Standing Offer. Will this Region issue any standing offers for Office Supplies separately?

Answer 2:

No standing offers will be issued for the Nunavut and NWT regions

Question 3:

6B.2.1 General Conditions

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.

Can the Contractor decline the return?

Answer no 3:

In the event that thirty (30) days have passed since delivery the Contractor may decline or accept the return at its sole discretion.

Question 4:

Appendix 2 Instructions for Completing the Financial Offer Template

2 Electronic Processing of Financial Offer Template

The Electronic Financial Offer Template will be processed for evaluation by PWGSC using electronic automation. As such, Offerors must not change the format or rename the Electronic Financial Offer Template in any way. At the time of evaluation, if the Offeror's Electronic Financial Offer Template has been reformatted or renamed in a way that prevents automated processing, the Offer may be found non-responsive.

A) The model number identified on the EFOT, are not necessarily the product codes in our system. At what point may we identify our product numbers for your model numbers?

B) Are we non compliant if we do not submit pricing for all item numbers?

Answer 4A:

Vendor product numbers will not be required as Canada will be conducted transaction using manufacturer's part number.

Answer 4B:

The offer will be rejected and will be considered non responsive.

Question 5:

Appendix 3 – Electronic Price List Stage 2

When an Offeror becomes qualified for stage 2, are private label products allowable when the OEM equivalent is part of the 1584 items?

Answer 5:

Yes

Question 6

Appendix 3 section 5

The A list is rather limited to basic office products and the 200 item limit on the B list is also rather restrictive. Would PWGSC consider expanding this list so that a bigger variety of basic office supplies can be added which offer Canada value. Private label products, computer peripherals and media, specialty paper, office machines and mailing supplies would more than surpass the 200 item limit.

Answer 6:

PWGSC will accept a total of 1900 items.

Question 7:

6.A.8 -Call-up procedures

- A) Will there be a ranking system in place?
- B) How will the end user determine the best value on a product and/or a basket of goods?
- C) What tool will the end-user utilize?

Answer 7A:

There will be no ranking for this Standing Offer.

Refer to clause 6.A.8. Call-up procedures.

"The Identified Users will make call-ups against the Standing Offer providing Best Value to Canada. Best Value in this case is determined as either the lowest price per item or the lowest total aggregate price for a basket of goods."

Answer 7B:

Refer to clause 6.A.8 - Call-ups Procedures

Answer 7C:

Refer to clause 6.A.8 Article 1.

"The Electronic Price Lists for the Standing Offers under this requirement are published on the Standing Offer Index. Identified Users are directed to use this procurement aid in determining which Standing Offer represents best value while satisfying their immediate requirement."

Question 8:

4.1.2.2 Calculation Methodology

- A) Calculation of reference value.

Can PWGSC explain the rationale behind using 1.5 times the Standard deviation to establish the low threshold and not for the highest?

Answer no 8:

The lower threshold of 1.5 times standard deviation was determined to be the threshold at which a price would be considered unreasonably low and would require price support. Such latitude for the upper threshold would not, based on PWGSC's consideration offer a sufficiently competitive arena.

Question 9:

Appendix 3, #7 (T) UPC

Purpose: This field represents the Universal Product Code (UPC) for one (1) unit of issue of the item as described in columns R and S.

Input instructions: The Offeror is required to enter the manufacturer's 12 digit UPC Code for this item as described in columns R and S. This field is must contain only digits 0-9, no spaces, dashes or special characters. This field is mandatory.

A) The UPC code is a recognized standard 12 digit code as you mentioned in Appendix 3. The EFOT file does not follow this standard and also includes spaces. The vendor community has built their systems using this 12 digit code provided from the manufacturers. Will Canada amend the UPC codes on their EFOT file to conform to the industry standard?

B) We understand that the UPC code is to appear on all usage reports. Is this code required to appear on invoices as well?

Answer 9A:

A new version of the EFOTv200 will be available shortly

Answer 9B:

In the event that UPC codes cannot appear, the manufacturer's product code is required to appear on the invoices.

Question 10:

Information from the manufacturers listed in the EFOT have identified 3 items currently discontinued, and 15 items to be discontinued. Will Canada consider removing these items or replacing these items on the EFOT file?

Answer no 10:

A new version of the EFOTv200 will be available shortly.

ALL OTHER TERMS AND CONDITIONS REMAIN UN CHANGED