

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
Communication Procurement Directorate/Direction de
l'approvisionnement en communication
360 Albert St./ 360, rue Albert
12th Floor / 12ième étage
Ottawa
Ontario
K1A 0S5

Title - Sujet PRINTING AND MAILING SERVICES	
Solicitation No. - N° de l'invitation EP627-131135/A	Amendment No. - N° modif. 004
Client Reference No. - N° de référence du client 20131135	Date 2013-03-11
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-033-62309	
File No. - N° de dossier cw033.EP627-131135	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-03-14	
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: Podlesny, Sebastian	Buyer Id - Id de l'acheteur cw033
Telephone No. - N° de téléphone (613) 991-4756 ()	FAX No. - N° de FAX (613) 991-5870
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

Amendment 004

The purpose of this amendment is to respond to bidder questions.

Q1. Printing of envelopes and inserting of envelopes are included in the mailing portion. Please confirm that the cost of the envelopes are to be included with the insertion cost otherwise provide revised instructions and grids to separate the printing cost of the envelopes from the insertion costs.

Yes, the cost of the envelope is included with the insertion of one sheet, as specified in Annex B:

All inclusive Prices include all setup for mailing single or multi-page Invoices, Statements, and any additional forms, supply of each printed #10 window envelope, folding and inserting of one (1) sheet into the envelope, sealing the envelope, all preparation for mailing, and delivery to nearest appropriate Canada Post facility.

All inclusive Prices include all setup for mailing single or multi-page Invoices, Statements, and any additional forms, supply of each printed 9" x 12" envelope, folding and inserting of one (1) sheet into the envelope, sealing the envelope, all preparation for mailing, and delivery to nearest appropriate Canada Post facility.

The price for each additional sheet form folded and inserted is separate.

Q2. Are all of the printed statements/invoices in each package personalized or are some of the pre-printed forms static and common to each package?

Each invoice and statement will always have a consistent layout. However, the number of pages and the addresses will vary.

Q3. Annex B - Basis of Payment, Escalation for Paper: May we decline to complete these sections and instead provide firm prices with no escalation costs?

Yes, you may decline to complete this section. If you wish to decline, this must be indicated in your bid.

Q4. Re: Summary of Work- How many statements and invoices combined are printed on a yearly basis?

The forecasts for the Contract and Option Periods are estimated as follows. Note that these forecasts are based on historical activity and are not a guarantee of the number of items to be produced:

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Invoices	1,675	1,599	1,527	1,459	1,393
Statements	6,884	6,574	6,279	5,996	5,726

Q5. Re: Summary of Work- Is there more than one statement or invoice per PDF file?

There is one statement or invoice per PDF file.

Solicitation No. - N° de l'invitation

EP627-131135/A

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

20131135

Amd. No. - N° de la modif.

004

File No. - N° du dossier

cw033EP627-131135

Buyer ID - Id de l'acheteur

cw033

CCC No./N° CCC - FMS No/ N° VME

Q6. Re: A.2.7.1- Is it possible to receive an individual pdf file for each statement or invoice, and a data file containing the mailing information for the records submitted that day, to be cross-reference by a customer identification number in the data file and the name of the pdf file?

No, PDF files will be supplied as specified in the Annex A - Statement of Work.

Q7. Can the client include a barcode or OCR code on the first page of the statement or invoice to indicate how many pages are in the statement or invoice?

No, PDF files will be supplied as specified in the Annex A - Statement of Work.

Q8. A.1 What PDF version will the files be?

The PDF version of the files is not known at this time.

**ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL REMAIN
UNCHANGED.**

If your bid has already been submitted it can be modified by sending an amendment identified with file no. EP627-131135/A to the attention of the Bid Receiving Unit, Public Works and Government Services Canada, Place du Portage, Phase III, Main Lobby, Core A1, 11 Laurier St., Gatineau, Quebec, K1A 0S5, facsimile (819) 997-9776.