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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

Departmental Individual Standing Offer (DISO)

Offre à commandes individuelle du département(OCID)

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

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 Direct Deposit Envelopes		
Solicitation No. - N° de l'invitation EN891-131489/A		Date 2013-01-10
Client Reference No. - N° de référence du client EN891-131489		Amendment No. - N° modif. 002
File No. - N° de dossier cw033.EN891-131489	CCC No./N° CCC - FMS No./N° VME	
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-033-61816		
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale		2012-12-19
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-01-15		Time Zone Fuseau horaire Eastern Standard Time EST
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) 993-2581	
Delivery Required - Livraison exigée		
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:		
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		

AMENDMENT 002

This amendment to the solicitation is raised to answer bidder questions and to amend the solicitation document.

BIDDER QUESTIONS

Q1. On page 3 of 3 of the solicitation you are asking for prices to Destination and prices FOB plant. Do we fill out this section?

A1. No this does not need to be filled out. Pricing is to be filled out in the attached spreadsheet.

DELETE: Page 2 of 3 entitled Destination Detail in its entirety.

DELETE: Page 3 of 3 entitled Line Item Detail in its entirety.

Q2. In Annex B - Basis of Payment; on the 4th paragraph it is listed that "the offer must submit firm, all inclusive prices, FOB destination". How are we supposed to offer a price FOB destination when we do not know the quantity of envelopes ordered or the place of delivery? On the current contract the prices submitted do not include delivery costs. The delivery costs are given once we know the quantities and place of delivery and are shown on a different line on the invoice.

A2. For the purposes of the current solicitation, FOB Destination specifies where responsibility for the goods is transferred.

Q3. In Annex B - Basis of Payment, the clause "Escalation for paper clause to be included in Standing Offer", is this part to be filled out by PWGSC?

A3. The "**Escalation for paper clause to be included in Standing Offer**" is completed upon issuance of a standing offer using the information provided by the Offeror. Offerors fill out the "**Escalation for Paper (Offeror to complete)**" section.

Q4. Annex B- Basis of Payment; since the smallest quantity ordered is 5,000 envelopes shouldn't the first item read "for call-ups of 5,000 envelopes" instead of "up to 5,000 envelopes".

A4. Per Annex A - A.1.1. Public Works and Government Services Canada estimates that the minimum quantity ordered will normally be 5,000 forms, although the quantity will vary depending on the individual call-up.

There is no guarantee that all orders will be greater than 5,000 envelopes.

Q5. Is there a reason why the quantities end at over 1,000,000 envelopes?

A5. The quantities in the Annex B Basis of Payment table were chosen based on the previous standing offer and the final quantity remains unchanged.

Q6. Also, just to be clear, for "quantity for evaluation purposes"; first item up to 5,000; we multiply the price per thousand by 5,000 envelopes, and the price for the "additional envelope on the same run" you have .15 – is this a mistake, should it read 1 (representing 1,000 envelopes)?

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EN891-131489/A

Amd. No. - N° de la modif.

002

Buyer ID - Id de l'acheteur

cw033

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A6. No, this is not a mistake. Since we are accepting overruns of up to 3% for orders of 5,000 envelopes, the .15 multiplied by the price per thousand represents the price of 150 additional envelopes, which is 3% of 5,000.

Q7. The Solicitation document provides the specification for the 2 envelopes in question but does not request a physical mockup sample be provided. Please confirm this point.

A7. That is correct. A sample is not requested with the bid.

Q8. Are contract pricing details of the previous solicitation in 2010-2013 (EN891-100001) available via the BuyandSell website or another source?

A8. PWGSC has procured this item before under contract # EN891-100001/001/CW.

Further information regarding any publicly advertised solicitation can be obtained by using the solicitation number when searching the "Former Opportunities" on MERX (www.merx.com).

Further information regarding any PWGSC procured federal government contracts in the last three (3) years can be obtained by using the contract number to search Contracts Canada's Contract History (<http://csi.contractsCanada-contractscanada.gc.ca/index-eng.cfm>)

AMENDMENTS

1. At Annex A - A.1.1 Estimated Annual Quantities:

INSERT:

The previous annual quantity was over 17,000,000 envelopes. This is a historical perspective of activity only and it does not represent a firm commitment that the same level of ordering will be maintained during the contract.

2. At Annex A - A.2.2 Printing Overruns/Underruns:

DELETE:

No underrun will be accepted.

Overruns will be accepted as follows:

- 3% overrun on quantities between 5,000 and 100,000 envelopes
- 2% overrun on quantities between 100,001 and 500,000 envelopes
- 1% overrun on quantities between 500,001 and 1,000,000 envelopes
- 0.5% overrrun on quantities greater than 1,000,001 envelopes

REPLACE WITH:

No underrun will be accepted.

Overruns will be accepted as follows:

- 3% overrun on quantities up to and 100,000 envelopes
- 2% overrun on quantities between 100,001 and 500,000 envelopes
- 1% overrun on quantities between 500,001 and 1,000,000 envelopes
- 0.5% overrrun on quantities greater than 1,000,001 envelopes

3. At Annex B - Basis of Payment:

DELETE:

The Offeror must submit firm, all-inclusive prices, FOB destination, GST/HST extra if applicable. Prices must include all materials and operations (set-up charges, provision of proofs, printing, fabrication to final format, etc.) to supply the final products and ready the items for shipping.

REPLACE WITH:

The Offeror must submit firm, all-inclusive prices, FOB destination, GST/HST extra if applicable. Prices must include all materials and operations (set-up charges, provision of proofs, printing, fabrication to final format, etc.) to supply the final products and ready the items for shipping, **freight extra**.

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

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CCC No./N° CCC - FMS No/ N° VME

If your offer has already been submitted it can be modified by sending an amendment identified with file no. EN891-131489/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.