

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. 003
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	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
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 003

Q1. The supplied document is locked and page extraction and or commenting is not allowed. Please explain what your expectations are for inclusion of the sections that require completion for submission and inclusion into the soft copy of the document:

- 2.1 Federal Contractors Program – Certification
- 2.3 Canadian Content Certification
- 4.4 Contractor's Representative
- 9. Priority of Documents
- Annex B - Basis of Payment

May we have these pages in a non-locked or editable format please?

These pages must be completed. They may be completed by legibly writing in the fields. A soft copy of the Annex B – Evaluation Table has been posted as a DSP attachment on MERX.

Q2. Annex A, Statement of Work – Summary: The last paragraph discusses printing and mailing of additional forms. What are the specifications for these forms (number of colours, stock size) and how are these to be priced and included for the purposes of the submission?

If additional forms are required in the future, the specifications will be the same and the layout will be very similar to the invoices and statements.

Q3. PART 3 - BID PREPARATION INSTRUCTIONS 1. Bid Preparation Instructions makes reference to the stock used required for submission to have 30% PCW and the form and envelope Specifications make no reference to the type of stock required. Please advise content requirements and stock requested.

PART 3 - BID PREPARATION INSTRUCTIONS 1. Bid Preparation Instructions contains instructions for the recycled content that bidders must use, as a minimum, in their bid submission only.

The form stock specifications are found in Annex A - A.2.3 Form Specifications, as follows:

Stock: 40M bond or 120M Offset, white, suitable for digital reproduction

The envelope stock specifications are found in Annex A - A.2.4 Envelope Specifications, as follows:

Envelope A - #10 - single window envelope:

Stock: 24lb Natural Kraft recycled envelope paper

Envelope B - 9" x 12" non-window envelope (when multi-page forms will not fit into #10 envelopes):

Stock: 24lb Natural Kraft recycled envelope paper

Q4. In regards to Annex A - A.2.7.1 Addressing/labelling

May we have the option to apply the address directly to the envelope rather than creating a mailing label?

Yes.

Q5. The Contractor must pay all postage at cost, with no mark-up. Postage must be itemized separately on invoices and must have supporting documentation from CPC. Envelopes will be pre-printed with contractor's CPC permit number to for mailing purposes. If these envelopes required to be returned to the Project Authority will be virtually unusable for mailing by any one other than the contractor. Please confirm understanding and or alternatives requested. Will the project authority consider establishing their own CPC lettermail account for mailing purposes?

PWGSC will not establish a CPC lettermail account for this Contract.

Annex B – Basis of Payment is amended as follows:

1. At Annex B – Basis of Payment, Option Period 2, 3. Mailing, 3.1 # 10 window envelopes:

DELETE:

All inclusive prices for the purchase of a maximum of 1,000 printed unused envelopes remaining in stock from the Contractor and delivered to the Project Authority.

REPLACE WITH:

All inclusive prices for the purchase of a maximum of 1,000 blank unused envelopes remaining in stock from the Contractor and delivered to the Project Authority.

2. At Annex B – Basis of Payment, Option Period 2, 3. Mailing, 9" x 12" envelopes:

DELETE:

All inclusive prices for the purchase of a maximum of 1,000 printed unused envelopes remaining in stock from the Contractor and delivered to the Project Authority.

REPLACE WITH:

All inclusive prices for the purchase of a maximum of 1,000 blank unused envelopes remaining in stock from the Contractor and delivered to the Project Authority.

Q6. In regards to Annex B – Contract Period - 3. Printing, Option Period 1 – 3. Printing, Option Period 2 – 3. Printing:

a. Printing Statements and Invoices: How many different versions of the statements, invoices and additional forms will be involved over each of the three periods?

There will be only one version of both forms, invoices and statements, the only changing variable will be the number of pages.

b. May we have PDF samples of each of the forms to determine coverage and screen densities so as to provide and accurate quote?

PDF samples are not available.

Q7. In regards to Annex B – Contract Period - 3. Mailing, Option Period 1 – 2. Mailing, Option Period 2 – 2. Mailing:

a. How many #10 envelopes are required for statements and how many for invoices for each of the 3 periods?

It is not known how many #10 envelopes will be used for statements and how many for invoices. However, the only difference between the two #10 envelopes will be the return addresses.

b. How many 9 x 12 envelopes are required for statements and how many for invoices for each of the 3 periods?

It is not known how many 9" x 12" envelopes will be used for statements and how many for invoices. However, the only difference between the two 9" x 12" envelopes will be the return addresses.