

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 SCANNING & PRINTING Electronic file	
Solicitation No. - N° de l'invitation 72000-110029/A	Amendment No. - N° modif. 002
Client Reference No. - N° de référence du client 72000-110029	Date 2012-02-24
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-020-58440	
File No. - N° de dossier cw020.72000-110029	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-03-08	Time Zone Fuseau horaire Eastern Standard Time EST
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: Werk(cw), Janet	Buyer Id - Id de l'acheteur cw020
Telephone No. - N° de téléphone (613) 998-3968 ()	FAX No. - N° de FAX () -
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

This amendment is to :

1. Answer supplier questions
2. Amend the SOW
3. Amend the Basis of Payment to reflect the changes to the tab dividers in this amendment and allow for overtime rates.

1. Questions

(A1: Requirement Section):

Q1: The Request for Proposal states that work performed outside of core business hours requires written authorization by the PPSC Project Authority.

Q1 a.) Is there a specific form the Ordering Authority will produce to verify the authorization?

A1a) There is no specific overtime approval form. Approval must be obtained via e-mail

Q1 b.) Because this work is to be produced outside core hours, is this an authorization to charge overtime?

A1b) Annex B is amended to allow for a percentage increase for overtime.

Q1 c.) If not, do we have to build our overtime costs into the all inclusive price as well?

A1c) No

Q1 d.) How much work was requested /authorized outside the core hours (overtime) in the last 6 months?

A1 d) None

Q2 a.) If overtime is required to complete an order and the Project Authority is not available to issue written authorization, can anyone else issue this authorization?

A2a) Yes, delegated authorities are available – a list of delegated authorities will be provided at contract award.

Q2 b.) If no authorization is produced should the job not be completed?

A2b) Multiple delegates are available. If authorization is not produced the job will not be completed.

(A.3.4: Description Section):

Q3. The tabs referred to in the RFP are not currently in use by PPSC. The tabs used in British Columbia by PPSC have been 1/10 cut and 1/5 cut due to their increased visibility and environmentally friendliness because they do not contain PVC in the mylar.

Q3 a.) Can these tabs still be used?

A3a) yes, Environmentally friendly products with no PVC are to be used.

Q3 b.) Due to size limitations of the tabs in the RFP what type of customization is PPSC anticipating?

A3b) For tabs there is no need for a customization. The Annex A Statement of Work is amendment to provide the tab format used in previous years.

2. Under Annex ADelete:Dividers:Tab Dividers:

Black print (alphabetical, numerical or custom printed) on one (1) side of tab extension only.

Cut:

*1/26 Cut for alphabetical tab dividers (1 bank of 26 tabs per bank); and
1/25 Cut for numerical tab dividers (1 bank of 25 tabs per bank);*

Clear Mylar on tab extension of alphabetical and numerical tab dividers and clear Mylar strip along binding edge (on back) of all tab dividers.

Tab/Divider Paper:

220m (110 lbs) index, White, 9pt.

Replace with:Dividers:Tab Dividers:

Black print (alphabetical, numerical or custom printed) on one (1) side of tab extension only.

Cut:

*1/10 Cut for alphabetical tab dividers (1 bank of 10 tabs per bank); and
1/5 Cut for numerical tab dividers (1 bank of 5 tabs per bank);*

Clear Mylar on tab extension of alphabetical and numerical tab dividers and clear Mylar strip along binding edge (on back) of all tab dividers. Mylar is not to contain PVC.

Tab/Divider Paper:

220m (110 lbs) index, White, 9pt.

3. Annex B Basis of Payment

The Bidder must provide their prices in the appropriate green cells indicated in each of the following worksheets.

The Basis of Payment is amendment at 4.1 and 4.2 to reflect the changes to the tab dividers.

A new line item, Number 10 is added to allow for a percentage increase over the basic price for work completed outside of core hours.

All other terms and conditions remain unchanged.