

**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**

**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**

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

|  |  |  |
|--|--|--|
| <b>Title - Sujet</b><br>COLOUR INDEX TAB DIVIDERS  |  |  |
| <b>Solicitation No. - N° de l'invitation</b><br>6A001-13PW01/A   |  | <b>Date</b><br>2013-07-03  |
| <b>Client Reference No. - N° de référence du client</b><br>6A001-13PW01  |  | <b>Amendment No. - N° modif.</b><br>001                                    |
| <b>File No. - N° de dossier</b><br>cw035.6A001-13PW01  | <b>CCC No./N° CCC - FMS No./N° VME</b> |  |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$\$CW-035-62956   |  |  |
| <b>Date of Original Request for Standing Offer</b><br>Date de la demande de l'offre à commandes originale  |  | 2013-06-25   |
| <b>Solicitation Closes - L'invitation prend fin<br/>at - à 02:00 PM<br/>on - le 2013-07-12</b>   |  | <b>Time Zone<br/>Fuseau horaire</b><br>Eastern Daylight<br>Saving Time EDT |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Buck, Daniel  |  | <b>Buyer Id - Id de l'acheteur</b><br>cw035                                |
| <b>Telephone No. - N° de téléphone</b><br>(613) 998-8588 ( )   | <b>FAX No. - N° de FAX</b><br>( ) -    |  |
| <b>Delivery Required - Livraison exigée</b>  |  |  |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b>  |  |  |
| <b>Security - Sécurité</b><br>This revision does not change the security requirements of the Offer.<br>Cette révision ne change pas les besoins en matière de sécurité de la présente offre. |  |  |

**Instructions: See Herein**

**Instructions: Voir aux présentes**

|  |  |   |
|--|--|---|
| <b>Acknowledgement copy required</b><br><b>Accusé de réception requis</b>  | <b>Yes - Oui</b><br><input type="checkbox"/> | <b>No - Non</b><br><input type="checkbox"/> |
| <b>The Offeror hereby acknowledges this revision to its Offer.</b><br><b>Le proposant constate, par la présente, cette révision à son offre.</b>   |  |   |
| <b>Signature</b>   | <b>Date</b>                                  |   |
| Name and title of person authorized to sign on behalf of offeror. (type or print)<br>Nom et titre de la personne autorisée à signer au nom du proposant.<br>(taper ou écrire en caractères d'imprimerie) |  |   |
| <b>For the Minister - Pour le Ministre</b>   |  |   |

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## AMENDMENT 001

**The purpose of this amendment is to:**

**A) Respond to bidder's questions:**

**Question 1:** In order to properly quote this request I would like to get representative samples of the indexes requested.

**Answer 1:** Samples of the previously produced tabs are not available to bidders. Please refer to Annex "G" Visuals for Reference included in this amendment for a visual representation of the previously produced tab dividers described in A.5 Set #1 of Annex "A" Statement of Work. Please note that a visual representation of the previously produced tab dividers described in A.6 Set #2 of Annex "A" Statement of Work will not be provided as this is the first time they have been requested. The visuals provided in Annex "G" Visuals for Reference are for reference only. Tab divider titles must be created in accordance with the specifications included in A.5 Set #1 of Annex "A" Statement of Work.

**B) Revise the following:**

- **On page 2, Table of Contents, List of Annexes:**

**DELETE in it's entirety and replace by:**

**List of Annexes:**

|           |                                 |
|-----------|---------------------------------|
| Annex A - | Statement of Work               |
| Annex B - | Basis of Payment                |
| Annex C - | National and Regional Offices   |
| Annex D - | Standing Offer Reporting Form   |
| Annex E - | Historical Information          |
| Annex F - | Call-up Performance Rating Form |
| Annex G - | Visuals for Reference           |

- **On page 4, Part 1 - General Information, Section 1: Introduction:**

**DELETE in it's entirety and replace by:**

**1. Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

|        |   |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement;   |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;   |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |

- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
- 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work and the Basis of Payment, the National and Regional Offices, Standing Offer Reporting Form, Historical Information, the Call-up Performance Rating form and the Visuals for Reference.

- On page 21, Annex "A" Statement of Work, Section A.5 Set #1:

**DELETE in it's entirety and replace by:**

#### **A.5 SET #1:**

| TITLE / TITRE            | POSITION | COLOUR / COULEURS               |
|--------------------------|----------|---------------------------------|
| ADMISSION                | 1        | Coral / Corail (525)            |
| FPS / SED                | 2        | Orange (505)                    |
| CRIM PRO / PROFIL CRIM   | 3        | Brown / Brun (915)              |
| DECISION                 | 4        | Dark green / Vert foncé (605)   |
| APPEAL DEC / DÉC D'APPEL | 5        | Light Grey / Gris pâle (125)    |
| IMMIGRATION              | 6        | Black / Noir                    |
| SECURITY / SÉCURITÉ      | 7        | White / Blanc (105)             |
| PSYCH                    | 8        | Dark blue / Bleu foncé (405)    |
| OBSERVERS / OBSERVATEURS | 1        | Pink / Rose (705)               |
| INFO SHARING / LVRC      | 2        | Medium green / Vert moyen (625) |
| VICTIM / VICTIME         | 3        | Purple / Pourpre (805)          |
| A4D/ADDENDUM/EVD/ADDENDA | 4        | Light blue / Bleu pâle (415)    |
| CORR PLAN / PLAN CORR    | 5        | Grey / Gris (115)               |
| POSTPONEMENT / REPORT    | 6        | Light Green / Vert pâle (615)   |
| COURT JUDGE / COUR JUGE  | 7        | Yellow / Jaune (315)            |
| POLICE                   | 8        | Red / Rouge (225)               |

**DESCRIPTION :** 16 different coloured index tabs using Index Tabbng Film (Mylar)

**STOCK :** 8 pt. Uncoated white index card alkaline/acid-free

**INK / COLORS :** Print both sides, lithographic printing only.

Printing in black ink (N.B. for black tab printing done reverse, white dropped-out lettering. Black tab to print with bleed.) and in bilingual format.  
Printing on tab extension only. No printing on body.

**FORMAT :** Sheet size 8 ½" + tab extension x 11"  
Index Tabs on long side of page  
Two (2) banks of indexes - instead of 16 tabs bunched, there are two (2) sets of eight (8) tabs.  
 $\frac{1}{8}$ th tab cut

**TAB LAMINATION :** Index Tabbing Film (Mylar), 3 mil., heat-sealed lamination  
Lamination colour as per colour specifications for Set #1.

**PUNCHING & REINFORCEMENT:** Two (2) Holes punched at the top of the page (pos#1),  $\frac{5}{16}$ " diameter  
Holes reinforced with clear 3 mil. Mylar lamination across top of sheet on both sides of the tab divider, extending  $\frac{3}{4}$ " from top of sheet.

- On page 22, Annex "A" Statement of Work, Section A.6 Set #2:

**DELETE in it's entirety and replace by:**

**A.6 SET #2:**

| TITLE / TITRE            | POSITION | COLOUR / COULEURS      |
|--------------------------|----------|------------------------|
| ATIP/VIE PRIVÉE          | 1        | Purple / Pourpre (805) |
| -                        | 2        | -                      |
| E-FILE/DOSSIER NUMÉRIQUE | 3        | Yellow / Jaune (315)   |
| -                        | 4        | -                      |
| -                        | 5        | -                      |

**DESCRIPTION :** Two (2) different coloured index tabs using Index Tabbing Film (Mylar)

**STOCK :** 8 pt. Uncoated white index card alkaline/acid-free

**INK / COLORS :** Print both sides, lithographic printing only.  
Printing in black ink and in bilingual format  
Printing on tab extension only. No printing on body.

**FORMAT :** Sheet size 8 ½" + tab extension x 14"  
Index Tabs on long side of page  
One (1) bank of indexes - Five (5) tabs.  
 $\frac{1}{5}$ th tab cut

**TAB LAMINATION :** Index Tabbing Film (Mylar), 3 mil., heat-sealed lamination Lamination colour as per colour specifications for Set #2.

**PUNCHING & REINFORCEMENT:** Two (2) Holes punched at the top of the page (pos#1),  $\frac{5}{16}$ " diameter

Solicitation No. - N° de l'invitation

6A001-13PW01/A

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

6A001-13PW01

Amd. No. - N° de la modif.

001

File No. - N° du dossier

cw0356A001-13PW01

Buyer ID - Id de l'acheteur

cw035

CCC No./N° CCC - FMS No/ N° VME

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Holes reinforced with clear 3 mil. Mylar lamination across top of sheet on both sides of the tab divider, extending  $\frac{3}{4}$ " from top of sheet.

- **On page 30, Annex "G" Visuals for Reference:**

**ADD:**

**ANNEX "G"**

**VISUALS FOR REFERENCE**

**(See attached)**

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

OBSERVERS  
OBSERV.

INFO SHARING  
LVRC

VICTIM  
VICTIME

A&D / ADDENDUM  
EVD / ADDENDA

CORR PLAN  
PLAN CORR

POSTPONEMENT  
REPORT

COURT JUDGE  
COUR JUGE

FOLIOS

ADMISSION

FPS  
SED

CRIM PRO  
PROFIL CRIM

DECISION

IMMIGRATION

SECURITY  
SECURITE

PSYCH

## ANNEX "G"

### VISUALS FOR REFERENCE