

Questions and Answers to RFP for Office Supplies, file no. 201300278

Question 1:

Can CMHC provide an Annual estimated value of this RFP?

Answer 1:

The estimated annual value is \$205,000.00.

Question 2:

Does this RFP require discounts associated to Paper and Ink and toner opportunities?

Answer 2:

No.

Question 3:

Can CMHC provide volumes (annual) of the CMHC branded items that you anticipate will be required?

Answer 3:

The annual estimated volumes for branded items are as follows:

- 1000 branded pens
- 1000 Atom Ballpoint pens
- 100 Incline Brief bag
- 400 Tradeshow Lanyardz
- 50 pen and pencil set
- 25 Travel Alarm Clock Gift Set
- Metal/Silver Digital LCD
- 200 pens
- 500 calendar magnets
- 1500 pens
- 1302 agendas
- 366 pocket diaries
- 900 pens

Question 4:

Are the CMHC branded items to be stocked for 48 hour delivery, or ordered on an "as is" required basis with standard extended delivery terms?

Answer 4:

A quote is to be provided by supplier within 24-48 hours. Finished Products must be delivered within 48 hours.

Question 5:

Can CMHC provide volumes (annual) of the items listed in Appendix D?

Answer 5:

Due to the volume of reporting, CMHC is not able to provide the volumes for the full Appendix D. CMHC has, however, provided the annual volumes for the top 18 products purchased in 2012 as follows:

Product No	Description of Product	U of M	Quantity Purchased 2012
ESS1526E	FILEPOCKET,4GUSSET,LEGAL	EACH	1423
ESS1536G	FILEPOCKET,6GUSSET,LEGAL	EACH	1739
STP17956	BINDER,DRING,VIEW,1",WHITE	EACH	432
STP17958	BINDER,DRING,VIEW,1.5",WHITE	EACH	543
STP17970	BINDER,3RING,VIEW,.5",WHITE	EACH	772
AVE11131	INDEX,READY,1-5,LETTER,AST	SET	308
AVE11135	INDEX,READY,1-10,LETTER,AST	SET	229
AVE11143	INDEX,READY,1-15,LETTER,AST	SET	249
PAP96101	PEN,BALLPOINT,FLEXGRIP,MED,BE	EACH	1319
PAP96601	PEN,BALLPOINT,FLEXGRIP,FINE,BE	EACH	433
SAN30001	MARKER,SHARPIE,PERM,FINE,BLACK	EACH	792
PILSWSLBE	HIGHLIGHTER,SPOTLITER,BLUE	EACH	214
PILSWSLGN	HIGHLIGHTER,SPOTLITER,GREEN	EACH	196
PILSWSLOR	HIGHLIGHTER,SPOTLITER,ORANGE	EACH	733
PILSWSLYE	HIGHLIGHTER,SPOTLITER,YELLOW	EACH	1767
STP10667	BINDERCLIPS,3/4"W,3/8"CAP.	BOX	206
STP18611	TAPE,SEALING,48MMX50M,CLEAR	EACH	207
KCI21340	FACIALTISSUE,SURPASS,100SHT	EACH	388