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**11 Laurier St. / 11, rue Laurier**

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**K1A 0S5**

**Bid Fax: (819) 997-9776**

**Revision to a Request for a Standing Offer**

**Révision à une demande d'offre à commandes**

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

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> GRAPHIC DESIGN SERVICES		
<b>Solicitation No. - N° de l'invitation</b> EN578-133360/B		<b>Date</b> 2013-10-02
<b>Client Reference No. - N° de référence du client</b> EN578-13-3360		<b>Amendment No. - N° modif.</b> 004
<b>File No. - N° de dossier</b> cx011.EN578-133360	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CX-011-63447		
<b>Date of Original Request for Standing Offer</b> <b>Date de la demande de l'offre à commandes originale</b>		2013-09-06
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-10-10</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Address Enquiries to: - Adresser toutes questions à:</b> Amaral(CX Div.), Paola		<b>Buyer Id - Id de l'acheteur</b> cx011
<b>Telephone No. - N° de téléphone</b> (613) 993-5642 ( )	<b>FAX No. - N° de FAX</b> (613) 993-2581	
<b>Delivery Required - Livraison exigée</b>		
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>		
<b>Security - Sécurité</b> 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**

<b>Acknowledgement copy required</b> <b>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <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) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

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**AMENDMENT 004**

This solicitation amendment is issued to provide responses to questions received in response to this RFSO (continued from Amendment 003).

**QUESTIONS AND ANSWERS:****Question # 57:**

***We delivered a proposal on September 25, in response to your bid solicitation EN578-13360/B.***

***As a result of the addendum issued on September 24, we realized that our proposal had to be reviewed. Thank you for taking the proposal received this week into consideration. Furthermore, would there be any way of retrieving it?***

**Answer #57:**

Please refer to *Question and Answer # 56* in Amendment 003.

**Question #58:**

***On offer preparation: Do we just fill out the applicable areas on the solicitation itself and return the required number of copies of that (with attachments), or do we create a separate bid response document and insert the required material into that?***

**Answer #58:**

Please refer to Part 3 Offer Preparation Instructions of the RFSO solicitation document.

In its technical offer, the Offeror **must** demonstrate its understanding of the requirement described in the RFSO, as well as demonstrate how the Offeror meets the mandatory evaluation criteria as detailed in Part 4, Article 1.1 Technical Evaluation.

Offerors must provide sufficient details to address each of the points of the evaluation criteria as specified for each criterion. Simply repeating the statement contained in the RFSO is not sufficient. The evaluation grids that are included in the RFSO are for the Offerors information only and are not to be used as a fill in the blanks form.

**Question #59:**

***M.7 Language: Providing services in both official languages. While not bilingual, I have produced many pieces of design in languages other than English (from supplied text), with French being the most common. Does this meet the language requirement?***

**Answer #59:**

Please refer to #3 in the *Insertions and Deletions* section of Amendment 003.

Solicitation No. - N° de l'invitation

EN578-133360/B

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

EN578-13-3360

Amd. No. - N° de la modif.

004

File No. - N° du dossier

cx011EN578-133360

Buyer ID - Id de l'acheteur

cx011

CCC No./N° CCC - FMS No/ N° VME

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**Question #60:**

***In Amendment 001 it states that for the Offerors performance resume were to list the client information for each project listed. Is this information to include a contact name and phone number or merely the company for which the work was completed?***

**Answer #60:**

Please refer to #1 in the *Insertions and Deletions* section of Amendment 003.

**Question #61:**

***In the evaluation grid for M.1 FINANCIAL PROPOSAL, it states:  
The Offeror must provide costing information strictly in accordance with the Basis of Payment stipulated in Annex B and Appendix 2.***

***What is Appendix "2"?***

**Answer #61:**

There is no Appendix 2. The Offeror must provide costing information strictly in accordance with the Basis of Payment stipulated in Annex "B".

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**