

**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

<b>Title - Sujet</b> RFSO - Direct Deposit Return Envel.	
<b>Solicitation No. - N° de l'invitation</b> EN891-141052/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> EN891-141052	<b>Date</b> 2013-10-29
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CW-033-63713	
<b>File No. - N° de dossier</b> cw033.EN891-141052	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-11-07</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Richard, Josette	<b>Buyer Id - Id de l'acheteur</b> cw033
<b>Telephone No. - N° de téléphone</b> (613) 990-3814 ( )	<b>FAX No. - N° de FAX</b> (613) 993-2581
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## AMENDMENT 001

**The purpose of this amendment is to extend the closing date of the Request for Standing Offer (RFSO) and adjust the time zone indicated on Page 1 of the Request for Standing Offer.**

Please note that the RFSO closing date is being modified as specified below:

**Closing Date: November 7th, 2013 at 2:00pm EST**

*If your offer has already been submitted it can be modified by sending an amendment identified with file no. EN891-131489/A to the attention of the Bid Receiving Unit, Public Works and Government Services Canada, Place du Portage, Phase III, Main Lobby, Core A1, 11 Laurier St., Gatineau, Quebec, K1A 0S5, facsimile (819) 997-9776.*

**This amendment will also answer questions from potential offerors.**

### **Question 1:**

Can you supply the number of envelopes purchased over the past year?

### **Answer 1:**

For our current fiscal year (April 1, 2013 to date), two (2) call-ups were raised and the volumes of envelopes printed were the following:

- 3,555,938 for destination to our Quebec Production Center in Quebec City;
- 2,558,315 for destination to our Winnipeg Production Center; and
- 502,500 for destination to our office in Matane, Quebec.

**Total = 6,616,753**

For the previous fiscal year (April 1 2012 to March 31, 2013), 6 call-ups were raised and the volumes of envelopes printed were the following:

- 5,301,000 for destination to our Quebec Production Center in Quebec City;
- 5,826,000 for destination to our Winnipeg Production Center; and
- 6,115,000 for destination to our Dartmouth Production Center in Halifax, NS.

**Total = 17,242,000**

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### **Question 2:**

In Annex A, both envelopes, Type A & Type B, are of the same format. Is this a mistake ?

### **Answer 2:**

No, this is not a mistake. The size of both envelopes are the same. The difference between the Type A and Type B is the following:

- Type A includes the *Canada Post Business Reply Mail and bar code*, in other words, it's a prepaid envelope.
- Type B includes the *Canada Post Affix Sufficient Postage*.

**Question 3:**

Can we supply three (3) versions of Annex B as delivery cost to the three (3) locations differ significantly?

**Answer 3:**

No. The Annex B - Basis of Payment remains unchanged. Offerors must submit their financial offer in accordance with the Basis of Payment in Annex "B", as specified in the Request for Standing Offer.

**Question 4:**

On page 20 of 23 - 4th paragraph, you mention the following:

*"The offerer must submit firm, all inclusive prices, FOB destination..."*

Isn't the delivery charged extra therefore not included in the basis of payment in Annex B ?

**Answer 4:**

Please refer to Annex B - Basis of Payment which states the following:

*"Shipping costs incurred in the performance of the work will be paid at cost with no allowance for profit or overhead and upon receipt of proper cost support documentation. Transportation charges must be prepaid by the Contractor and shown as a separate item on the invoice, supported by a copy of the prepaid transportation bill."*

For the purposes of the current Request for a Standing Offer (RFSO), "*FOB Destination*" specifies where responsibility for the goods is transferred.

**All other terms and conditions remain unchanged.**