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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

Procurement Strategies Division / Division des
stratégies d'acquisition

11 Laurier St. / 11, rue Laurier

Place du Portage, 11C1

Phase III, Tower C

Gatineau

Quebec

K1A 0S5

Title - Sujet Temporary Help Services		
Solicitation No. - N° de l'invitation E60ZN-110002/E		Date 2013-11-15
Client Reference No. - N° de référence du client E60ZN-110002		Amendment No. - N° modif. 003
File No. - N° de dossier 002zn.E60ZN-110002	CCC No./N° CCC - FMS No./N° VME	
GETS Reference No. - N° de référence de SEAG PW-\$\$ZN-002-26501		
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale		2013-10-24
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-01-03		Time Zone Fuseau horaire Eastern Standard Time EST
Address Enquiries to: - Adresser toutes questions à: Riley, Stephanie		Buyer Id - Id de l'acheteur 002zn
Telephone No. - N° de téléphone (819) 956-1678 ()	FAX No. - N° de FAX (819) 997-2229	
Delivery Required - Livraison exigée		
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: AS SHOWN IN THE RESULTING CALL-UPS		
Security - Sécurité 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

Acknowledgement copy required Accusé de réception requis	Yes - Oui <input type="checkbox"/>	No - Non <input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
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)		
For the Minister - Pour le Ministre		

THIS AMENDMENT 003 IS RAISED TO AMEND THE RFSO AND ANSWER QUESTIONS

AMENDMENT

1. On page 2 (TABLE OF CONTENTS) of the Request for Standing Offer.

Delete:**PART 3 - OFFER PREPARATION INSTRUCTIONS**

1. Offeror Preparation Instructions
2. Payment by Credit Card
3. Technical Response Template
4. Multiple Offers

Attachment 1 to Part 3 - RFSO Technical Response Template

Replace with the following:**PART 3 - OFFER PREPARATION INSTRUCTIONS**

1. Offeror Preparation Instructions
2. Technical Response Template
3. Multiple Offers

Attachment 1 to Part 3 - RFSO Technical Response Template

2. On page 5 of the Request for Standing Offer.

Delete:

An SO is not a Contract and does not commit PWGSC to procure or contract for any goods, services or both.

Any resulting SO constitutes an Offer made by an Offeror for the provision of certain services to Canada at prearranged prices, under set terms and conditions, that is open for acceptance by one or more Identified User(s) on behalf of Canada during a specified period of time.

A separate contract is formed each time a call-up for the provision of services is made against a SO. When a call-up is made, it constitutes an unconditional acceptance by Canada of the Offeror's Offer for the provision, to the extent specified in such call-up, of the services described in the SO. Canada's liability will be limited to the actual value of the call-ups made in accordance with the SO by the duly authorized Identified User(s) within the period specified in the call-up.

Note to Bidders: the above deleted content is incorporated in article 4 of 2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, which forms part of the Standing Offer and can be referenced on page 29 of the Request for Standing Offer.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

QUESTIONS AND ANSWERS

Question 001

Where can I get a copy of Annex H to sign and submit?

Answer 001

The Annex H - Existing THS Standing Offer Holders Certification is found on Page 69 in the current RFSO solicitation E60ZN-110002/E accessible at <https://buyandsell.gc.ca/procurement-data/tender-notice/PW-ZN-002-26501>

Question 002

After downloading the original RFSO and the two (2) amendments, we cannot find the actual RFSO.

Answer 002

PWGSC encountered technical difficulties in the initial publication of the RFSO solicitation. Bidders may access the complete RFSO solicitation documents and related attachments, published as E60ZN-110002/E, amendment number 2, directly from PWGSC tenders site at: <https://buyandsell.gc.ca/procurement-data/tender-notice/PW-ZN-002-26501>

Question 003

Our firm does not wish to make any changes to our existing SO, can we assume that we only need to submit the cover page of the RFSO and the Annex H to retain our status and be compliant?

Answer 003

All existing THS SO holders who are not changing their technical offer on file with PWGSC and are interested in being grandfathered and retaining their current standing offer must review the current solicitation posted on the Government Electronic Tendering System (www.BuyandSell.gc.ca/tenders) (GETS) since October 25, 2013, and submit as a minimum a signed certification (Annex H), along with the first page of the Request for Standing Offer following the bid submission requirements specified in Part 3, article 1.2 Submission Grid.

Question 004

- a. PART 3 - Offer Preparation Instructions - Section 1.2 Submission Grid - The submission grid shows that existing THS Holder who are not making any changes to their offer are to provide a signed RFSO cover page and a completed Annex H. In terms of Section 1.2, Annex H is the "Existing THS Standing Offer Holders Certification", it is assumed that a submission of an existing THS Holder that is not changing their offer would be considered to be "Section II: Certifications" and would need to be submitted in two hard copies. Please confirm this is correct.
- b. PART 3 - Offer Preparation Instructions - Section 1.1 - For "Section I: Technical Offer", it states that the soft copies are to be provided on USB. Please confirm that soft copies will also be accepted on CD/DVD?
- c. Is the Crown is requesting two hardcopies and one electronic file on USB?

Answer 004

- a. Existing THS SO holders who are not changing their technical offer currently on file with PWGSC may provide under separate cover their responses by Section I and Section II, as noted in Part 3- Offer Preparation Instructions. Bidders are required to submit two (2) hard copies of the required documentation, soft copies are optional, specified in Part 3, Article 1.2 Submission Grid and follow the Submission of Offers instructions in Part 2 - Offeror Instructions, article 2.
- b. Soft copies of the required documentation are optional, therefore, CD/DVD are not accepted at this time.
- c. See above answer (a).

Question 005

Is January 3, 2014 the due date for all responses?

Answer 005

Yes. The Temporary Help Services Request for Standing Offers (RFSO) no. E60ZN-110002/E solicitation is currently posted on GETS (BuyandSell/Tenders) has a closing date of 02:00 PM on 2014-01-03, Eastern Standard Time (EST).

Question 006

- a. Considering that we are only submitting the RFSO cover page and Annex "H", does PWGSC require all of these copies in both hard & soft copies?
- b. For the technical, do we submit the signed RFSO cover page as the Technical submission, and then submit Annex "H" as the Certification submission?

Answer 006

a.b. Canada has provided a response similar to this question, see Question and Answer 004.

Question 007

- a. Please clarify if E60ZN-110002/E will be replacing E60ZN-110002/D and is E60ZN-110002/E no longer valid?
- b. Can I still submit under E60ZN-110002/D which had a closing date of December 31, 2014 for quarter Q3?

Answer 007

- a. The current RFSO E60ZN-110002/E solicitation replaces the previous solicitations RFSO no.E60ZN-110002/D which is no longer active. New bidders and existing Offerors are invited to submit their bids to qualify to offer and/or retain services under the THS solicitation RFSO E60ZN-110002/E. PWGSC has issued a communiqué to all existing THS Offerors issued on October 25, 2013 regarding this matter. All bidders are required to review the entire bid solicitation in its entirety subject to the revised terms and conditions and must comply with the bid submission requirements.
- b. No, to clarify RFSO E60ZN-11002/D did not have a closing date of December 31, 2014. The RFSO E60ZN-11002/D solicitation was a perpetual permanent posting comprised of quarterly

qualification cycles with Q1 closed on June 28, 2013 and Q2 closed on October 24, 2013. E60ZN-110002/D is no longer active, there is no action that can be taken by any Offeror or bidders against this document which is no longer accessible to industry.

Question 008

With regards to PART 3, article 3. Multiple Offers.

Can 2 or more non aboriginal companies submit a response as a joint venture if they are unable to submit a bid on their own?

Answer 008

In accordance with Part 3, article 3, as specified on page 13:

An offeror can submit one offer as a legal entity alone and/or one as a legal entity in a joint venture (JV) that is aboriginal as per the Aboriginal Business Certification. Each offer must be a physically separate document. Each offer must be complete and will be evaluated independently without regard to other offers submitted.

Question 009

In the October 25, 2013 communiqué to all existing THS holders, what do you mean by "obtain a new Standing Offer" in the section "NEXT STEP": "THS Offerors interested in obtaining a new Standing Offer, based on each bidder's current pre-qualifications in THS service streams must review the new solicitation and submit, as a minimum, a signed certification (Annex H), along with the first page of the Request for Standing Offer, in accordance with the terms of the new solicitation no later than January 3, 2014."

Answer 009

All standing offers issued as a result of solicitation E60ZN-110002/C or E60ZN-110002/D will be made inactive once Standing Offers issued under the current solicitation THS RFSO E60ZN-110002/E is finalized.

As such, if you are an existing SO holder and wish to retain this SO you must submit to be grandfathered under the new THS RFSO E60ZN-110002/E. In doing so, existing Standing Offer holders, are required to submit, as a minimum, a signed certification (Annex H), along with the first page of the Request for Standing Offer as specified in Part 3, on page 11 under Article 1.2 Submission Grid, accepting the terms and conditions as set out in this solicitation. New standing offers incorporating the new provisions in the E60ZN-110002/E solicitation will be issued to those compliant Offerors once the solicitation process is completed.

Question 010

With regard to Part 3 A Offer Preparation Instructions.

Will the crown also accept soft copies for Section I Technical piece of the Offer in the form of CD or DVD?

Answer 010

Canada has provided a response to this question, see Question and Answer 004.

Question 011

- a. Can you tell me when we can expect to hear the outcome of our request for THS SO submission under E60ZN-110002/D on September 27th, 2013 to meet the permanent refresh Q2 period which closed on October 24, 2013?
- b. Will our company need to resubmit under this new RFSO solicitation E60ZN-110002/E?

Answer 011

- a. Bidders who have submitted an offer in response to the THS perpetual refresh solicitation RFSO E60ZN-110002/D Q2 qualification cycle between June 29, 2013 and October 24, 2013 will have their offer evaluated in the evaluation period between October 25, 2013 and January 3, 2014 and evaluation results will be communicated to bidders no later than December 13, 2013, in order that the bidder may know whether they must prepare the bid submission as an existing bidder or as a new bidder as specified in Part 3, on page 11, Article 1.2 Submission Grid of the RFSO.
- b. Bidders that are deemed compliant as a result of the Q2 evaluation under perpetual refresh solicitation E60ZN-110002/D will be considered an existing THS holder. In order to be grandfathered under the new THS RFSO (no. E60ZN-110002/E), all bidders are required to review the entire bid solicitation and as specified in Part 3, on page 11 under Article 1.2 Submission Grid, these offerors are required to submit Annex "H" and the front page of the RFSO subject to accepting the terms and conditions of solicitation no. E60ZN-110002/E.

Bidders that are deemed non-compliant as a result of the Q2 evaluation under perpetual refresh solicitation E60ZN-110002/D will be considered new THS offerors for RFSO no. E60ZN-110002/E. These offerors are invited to submit their bids to qualify to offer services under the THS solicitation RFSO E60ZN-110002/E. All bidders are required to review the entire bid solicitation and as specified in Part 3, on page 11 under Article 1.2 Submission Grid, will be required to submit all requirements as a NEW Bidder.

Question 012

I have a question concerning the THS Refresh currently on line on Buyandsell.gc.ca website. We re-qualified for THS in April 2013 under solicitation #E60ZN-110002/C. I would like to confirm that no action is required from us unless we wish to qualify for new streams. Can you please confirm this?

Answer 012

All existing THS Offerors interested in retaining their current Standing Offer and being grandfathered for RFSO solicitation no. E60ZN-110002/E must complete and comply with the bid submission requirements specified in Part 3, article 1.2 Submission Grid, as an Existing THS Holder either not changing or adding classifications to their existing technical offer, as noted in Column C and Column D.

Responses from Canada on this same topic can be referenced in Questions and Answers 003 and 009..

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.