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**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

Electrical & Electronics Products Division
11 Laurier St./11, rue Laurier
6B1, Place du Portage, Phase III
Gatineau, Québec K1A 0S5

Title - Sujet RMSO - CIVILIAN AUDIO VISUAL (AV)		
Solicitation No. - N° de l'invitation E60HN-13AVSO/A	Date 2013-11-21	
Client Reference No. - N° de référence du client E60HN-13AVSO	Amendment No. - N° modif. 001	
File No. - N° de dossier hn307.E60HN-13AVSO	CCC No./N° CCC - FMS No./N° VME	
GETS Reference No. - N° de référence de SEAG PW-\$SHN-307-63796		
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale		2013-10-31
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-11-29		Time Zone Fuseau horaire Eastern Standard Time EST
Address Enquiries to: - Adresser toutes questions à: Moore, Brian		Buyer Id - Id de l'acheteur hn307
Telephone No. - N° de téléphone (819) 956-3625 ()	FAX No. - N° de FAX () -	
Delivery Required - Livraison exigée		
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:		
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 is raised to include questions and answers translated from English to French"

Q 1: "Best Overall Value". In Annex "E" Section 1.2 Multiple Item Requirements; from my understanding you have changed your rules when making a call up in multiple item requirements (or a complete system design).

Why each identified user should contact all of the #1 ranked Offerors of the Control and Automation Manufactures when procuring a complete solution?

A 1: The statements provided in Annex "E", Section 1.2 Multiple Item Requirements, are not "rules" but guidelines with an example. When an Identified User is not limited to one control and automation manufacture, then Identified Users should contact each of the # 1 ranked SO holders for each manufacture. As per the 1.4 General Guideline, paragraph number two (see below), Identified Users can also contact each ranked SO holder for each Control and Automation Manufacture. Using the same example, if the Identified User, for technical reasons, was limited to one Control and Automation manufacturer, then the Identified User should contact all of the ranked Offerors of that manufacturer to request an estimate of products with AV SO prices. Best overall value is still the goal for all requirements and is supported by the fourth bullet point: "The Identified user then evaluates the quotes and selects the preferred quote based on their own set of technical and best value criteria."

1.4 General Guidelines, paragraph number two further supports the Multiple Item Requirements guideline; " Even if the Offeror is not ranked # 1 for all products, to ensure that one Offeror is accountable for the total solution required, Identified Users are permitted to issue one call-up to just one Offeror as long as best overall value has been achieved and substantiated."

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Q 2: Do manufacturer's authorize a reseller PER region and sub-category as previously? Or are we simply submitting by manufacturer for any/all regions the respondent wants?

A 2: Manufacturers indicate in their dealer letters the region Offerors are authorized to supply in and for the equipment sub-categories applicable to the products they make. Offerors are limited to offering discounts for that manufacturers products in the regions and for the equipment sub-categories indicated on the letters. In the Offerors Submission Table Offerors can offer discounts in the same regions for the same equipment sub-categories as indicated in the letter. Offerors offering discounts for regions or equipment sub-categories not indicated on the letter will have the offer(s) of that manufacturer disqualified.

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Q 3: Are standing offer holders allowed to add a credit card payment surcharge to such transactions? If we show this surcharge rate on our AV SO tender submission, would it have any impact on qualifying for receipt of a standing offer?

A 3: No, the only allowable terms and conditions are those outlined in Part 7, B Resulting Contract Clauses and a credit card payment surcharge is not included. Including a surcharge rate applicable to your offer is adding a condition of acceptance.

Q 4: Did not find a downloadable Excel spreadsheet to outline AVSO Service Rate templates.

A 3: It will be posted as an attachment along with the amendment.

Q 5: Are you requesting that a separate CD-Rom be submitted which contains only the price lists.

A 5: Yes.

Q 6: Is any preference given to respondents who have first nations status?

A 6: The E60HN-13PSAB/A is posted for Aboriginal AV Offerors.

Q 7: What is the maximum amount of labour for a call-up which is ONLY for AV labour services? Is it accurate to interpret the maximum could be up to \$300,000 (tax included) for just a labour call up?

A 7: Part 7, section 12; "Individually, AV SO defined Services with or without AV SO equipment may be purchased up to a maximum value of \$25,000.00 including Applicable Taxes as long as the \$300,000.00 single requirement limitation is not exceeded. Which means that for a single requirement, each individual service type (see Part 7, section 12, paragraph three for the installation labour exception) may not exceed \$25,000. The total of all service types, equipment and taxes must not exceed \$300,000.00

Q 8: Regarding Annex "E", sections 1.1 to 1.4, sourcing an Offeror for a Solution of products, "How is the above intended to aid the Identified User in selecting an offeror or group of offerors in order to garner appropriate and applicable "solutions" and proposals for their needs?

A 8: Refer to A 1.

Q 9: In past you recognized Electronic Handling Fees (EHF). We do not see how or where you expect it to be detailed and quoted within the quotation information you outlined. How are EHF fees to be quoted and shown in quotations to end clients?

A9: Electronic Handling Fees (EHF) are not considered Applicable Taxes (HST, GST and QST) and as such are not to be billed through the AV SO. Like the cost of delivery, EHF's must be accounted for when discount percentages are offered.

Q 10: Could you elaborate on the statement: "Single Use Item as designed & marketed for AV Use."

A 10: Single Use items; best to explain by using the example - "Servers are prohibited except for the following: Allowable servers must be single use". In this example only servers designed and used exclusively for AV specific purposes are allowable. Generic Servers having AV software added or programmed to perform AV purposes are prohibited because they are covered by another division within PWGSC.

Designed and marketed for AV use; All AV SO goods to be considered allowable must be openly designed and marketed for AV specific uses. PWGSC respects the manufacturers web sites as definitive for justifying if a product is designed and marketed for AV specific use. For example, some KVM switches, are marketed for AV specific uses where as some KVM switches are not designed or marketed for AV specific uses.

Q 11: Are we correct to assume, that manufacturers can hold the contract but assign authorized Resellers?

A 11: Yes, manufacturers can offer and assign authorized resellers. See Part 3, 1.1: Offering as an Authorized Dealer or a Manufacturer and Part 3, 3. Audio Visual Services Labour Rates and List of Authorized Dealers.

Q 12: According to the bid we must submit Manufacturers Suggested Retail Price - from the most recent Manufacturers price list must be in Canadian funds, then it asked in another section currency utilized in the price list. If we modify said list and covert to CDN \$ then all the lists submitted from the various vendors will not be the same?

A 12: Correct; Section II: Financial Offer

The Offerors must submit their financial offer in accordance with the Basis of Payment. The offeror must submit firm percentage discounts based on manufacturer suggested

retail pricing in Canadian dollars. The Offer Submission spreadsheet simply asks you again to verify that the currency of your Offer is in Canadian dollars. If you convert a USD manufacturers price list to CDN currency your price list will be different from other Offerors. PW can only evaluate discount percentages if they are based on the exact same price list. It is recommended that Offerors inform manufacturers that it is the manufacturers responsibility to ensure all their Offerors are supplied with a price list in CDN currency other wise this mandatory requirement will not be met by its Offerors. PWGSC will not be establishing an AV SO USD to CDN currency exchange rate because customized product catalogues with SO pricing will no longer be created.

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Q 13: I was reading the results of the LOI/RFI a few months ago and I was under the impression that in the new AVSO you would allow the manufacturers to bid and designate resellers in the different regions to sell the products, just like the VCSO, I don't see this possibility in the documents.

A 13: Part 3, section 1.1 Offering as an Authorized Dealer or a Manufacturer
An Offeror can either be an Authorized Dealer or a Manufacturer.

Offerors, either an authorized dealer or a manufacturer must meet all of the mandatory RFSO requirements.

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Q 14: Many of our Manufacturers are US based and only used US \$ MSRP price lists. Are we to assume that we are to convert the US \$ MSRP priceless at a rate as set by PWGSC?

A 14: Refer to A 12.

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Q 15: The new s/o tender p.15, PART 5 – CERTIFICATIONS notes the mandatory criteria to reply; however, I could not find anything in the s/o tender to fill in. The previous s/o had the Part 5 section to select applicable item, and sign to authorize for the code of conduct & Employment Equity. What is required to respond with the tender document?

A 15: By signing the front page of the solicitation document and submitting your Offer, an Offeror is agreeing to the terms and conditions outlined in Part 5, Certifications.

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Q 16: Would our touch overlays count as Interactive white boards?

A 16: Display/monitor overlays should be included in the Displays and Monitors equipment sub-category.

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Q 17: What is the purpose of having multiple offerors, if PWs will not allow Identified Users to exercise common sense and judgment to choose who they want to do business with, and can only deal with the number one reseller?

A 17: The AV SO does not allow Identified Users to chose whom ever they want to purchase from but it does permit Identified Users to purchase from ranked SO holders who offer the greatest overall value based on their own set of best value criteria. Although the "suggested examples" within the Call-up Instructions in this RFSO are not as extensive as drafted in previous RFSO's, no procedural changes relating to this issue exist in this RFSO.

The AV SO limits Identified Users to purchasing from the # 1 ranked SO holder only when one item or a quantity of items from the same manufacturer/equipment sub-category is required.

For requirements from multiple manufacturer/equipment sub-categories Annex "E", section 1.2 states: "When the requirement is for a solution of integrated products, Identified Users should use the Ranking Summary to find the Offerors who can provide a solution of products with the greatest overall value.... The Identified user then evaluates the quotes and selects the preferred quote based on their own set of technical and best value criteria." Annex "E", section 1.4 paragraph 2 states: "Even if the Offeror is not ranked # 1 for all products, to ensure that one Offeror is accountable for the total solution required, Identified Users are permitted to issue one call-up to just one Offeror as long as best overall value has been achieved and substantiated. Identified Users are requested to maintain on file, quotes from all other Offerors, and a note regarding the selection process."

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Q 18: What Main Equipment Category/Sub-Categories would Allowable Podiums, Allowable Audience Response System fall under?

A 18: Allowable podiums would fit within the Non-proprietary Racks and Mounts equipment sub-category. Allowable Audience Response Systems would fit within the Delegate Mic and Language Interpretation Systems equipment sub-category.

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Q 19: We manufacture and have patents on a few AV products that we would like to have on our NMSO. What would be the process to do this.

A 19: Part 3, section 1.1 Offering as an Authorized Dealer or a Manufacturer

An Offeror can either be an Authorized Dealer or a Manufacturer.

Authorized Dealers are prohibited from offering equipment manufactured under the Offeror's name. Manufacturers are prohibited from offering equipment manufactured by other Manufacturers.

If you are Offering as an integrator your OEM'd equipment can not be included in your offer when you offer as an integrator.

The OEM'd equipment would have to be Offered in their own Offer and thus would have to qualify just as any Offeror, by meeting all the mandatory requirements.

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Q 20: The sub-category Sound systems and Speakers, under Audio Products on the manufacturer letters do not match with the sub-category Sound Systems and Audio Conferencing equipment on the AVSO document.

Am I okay to use the letters provided? Where do we put audio conferencing equipment?

A 20: The manufacturer letter equipment sub-category should read Sound Systems and Audio Conferencing equipment. If you read the Sound Systems and Audio Conferencing equipment definition in Annex "B", it includes

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Q 21: Are we correct, can we bid any region we wish as long as authorized by a manufacturer to do so.?

A 21: Correct.

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Q 22: Can a manufacturer hold its own AVSO # and list authorized dealers to sell to government clients, ship products and do the invoicing?

A: 22: Part 3, section 1.1 Offering as an Authorized Dealer or a Manufacturer:

An Offeror can either be an Authorized Dealer or a Manufacturer.

Part 3, section 3. Audio Visual Services Labour Rates:

For Manufacturers making an AV SO offer and wanting to provide services through the Standing Offer, the Offeror must submit one (1) 2013 AVSO Service Rates template for each of its authorized dealers. Upon being issued a Standing Offer, these templates collectively will form as the list of authorized dealers located in Annex "D".

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Solicitation No. - N° de l'invitation

E60HN-13AVSO/A

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

E60HN-13AVSO

Amd. No. - N° de la modif.

001

File No. - N° du dossier

hn307E60HN-13AVSO

Buyer ID - Id de l'acheteur

hn307

CCC No./N° CCC - FMS No/ N° VME

Q 23: It states that submitting hourly services rates is optional. If we do not submit Hourly Service Labour Rates what happens?

A 23: If an Offeror does not submit hourly service rates, then the Offeror is prohibited from supplying services through its SO.

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Q 24: I can't find the 2013 AVSO Service Rates template attachment?

A 24: It has been supplied as an attachement to this Q and A amendment.

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