



**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal to: **Statistics Canada**
Propositions aux: **Statistique Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

Nous offrons par la présente de vendre à sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Date of Amendment – Date de la modification: July 29, 2014	
Address inquiries to – Adresser toute demande de renseignements à: david.brazeau@statcan.gc.ca	
Area code and Telephone No. Code régional et N° de téléphone 613-951-4163	Facsimile No. N° de télécopieur
Send proposals to: Statistics Canada MACS – Bids Receiving Distribution Centre Attn : David Brazeau Room 0702, Main Building 150 Tunney’s Pasture Driveway Ottawa ON K1A0T6 Solicitation # 1920-0009766	Envoyer les propositions à : Statistique Canada SMC – Réception des soumissions Centre de distribution Attn : David Brazeau Immeuble Principal, pièce 0702 150, prom. Du Pré-Tunney Ottawa ON K1A 0T6 DP No. 1920-0009766

Instructions :
Municipal taxes are not applicable.

Unless otherwise specified herein by the Crown, all prices quotes are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B., including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax is to be shown as a separate item.

Instructions:
Les taxes municipales ne s’appliquent pas.

Sauf indication contraire, énoncée par la Couronne, dans les présentes, tous les prix indiqués sont des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d’accise et doivent être F.A.B., y compris tous frais de livraison à la (aux) destination(s) indiquée(s). La somme de la taxe sur les produits et services devra être un article particulier.

Solicitation No – N° de l’invitation : 1920-0009766
Solicitation closes – L’invitation prend fin At – à : 14:00 heures (Eastern Standard time / Heure avancée de l’est) On – le : August 13, 2014

Name and title of person authorized to sign on behalf of vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d’impression).
Name – Nom :
Title – Titre :

Vendor Name and Address – Raison sociale et adresse du fournisseur	
Facsimile No – N° de télécopieur :	
Telephone No – N° de téléphone :	
Signature	Date



AMENDMENT 004

The purpose of this amendment is to:
-Advise Bidders of Questions and Answers

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Question 24

We are asked to provide a portfolio of five works in hardcopy. What is "paper format" mean? Is it a sample of the printed product or can it be images of the printed project on paper? Similarly, on page 32, it is mentioned that examples of projects should be provided in hard copy. What is "hard" means a sample of the printed product or can it be images of the printed project on paper?

Answer 24:

'Paper format' means that the samples that the bidder provides will be printed. These must be exact representations of the final products. No electronic formats, screen captures, URL's, etc. will be accepted, with the exception of samples done for the Web or electronic media. Please note that the samples provided will not be returned to the bidder.

Question 25:

For R4 Portfolio evaluation – the request for hard copies is certainly appropriate for print projects, however for samples of web design would you like to see printouts of screen captures? And then printouts of photos or PDFs of exhibit or display designs? Or is this request strictly related to print format projects?

Answer 25:

For examples of web design, exhibits or display design or other electronic formats, the bidder as part of their portfolio may provide hard copy screen captures for these aforementioned elements.

Question 26:

Do we need to acknowledge / sign printouts of the amendments, as part of our proposal?

Answer 26:

As per 2003 (2014-06-26), Standard Instructions – Goods or Services – Competitive Requirements:

05 (2014-03-01 Submission of Bids

1. *Canada requires that each bid, at closing date and time or upon request from the Contracting Authority, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with section 17.*



Question 27:

We cannot find the Certifications pages that need to be signed and submitted with our response to this RFP. Can you let us know where to find them?

Answer 27:

As per Part 5 – Certifications, 1. Certifications Required Precedent to Contract Award, 1.1 Federal Contractors Program for Employment Equity – Bid Certification :

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labour's website.

Question 28:

For M1 we have several questions: Can we include work we have done for Statistics Canada (projects over \$5K) in this section? What number of project examples do you want provided for each public sector organization? Do the projects have to have been completed within a certain timeframe?

Answer 28:

The bidder may NOT supply samples of work done for Statistics Canada. The bidder must supply examples of projects \$5,000 and over for three different government departments/agencies/boards over the past five years.

Question 29:

In M2 it states that the Bidder must provide one (1) sample each of two (2) projects completed for different Canadian federal government clients, which demonstrate compliance with the Federal Identity Program, the Official Languages Act and the Canadian Multiculturalism Act. Can you please clarify that Bidders are to submit two projects only that incorporate all three or are Bidders to submit two projects per compliance?

Answer 29:

The bidder MUST supply two (2) projects that incorporate all three of these compliances.

Question 30:

Do samples submitted for the portfolio need to be the same as the samples submitted in M2?

Answer 30:

No

Question 31:

In terms of samples to be provided, it states that Bidders need to submit hard copy (paper copy) samples. Will photos of exhibits, PDFs of graphic designs and screen captures of web sites suffice?



Answer 31:

For examples of web design, exhibits or display design or other electronic formats, the bidder as part of their portfolio may provide hard copy screen captures.

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ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED