



Procurement and Contracting Services
30 Victoria Street
Gatineau, Quebec K1A 0M6

AMENDMENT TO REQUEST FOR PROPOSAL

The Request for Proposal is hereby amended; unless otherwise indicated, all other terms and conditions of the Request for Proposal remain the same.

Amendment No.	RFSO Amendment Date:
2	August 29, 2014
Office of the Chief Electoral Officer File No.	
ECSVT-RFP-14-0366	
Title:	
Printing of Various Envelopes	
Request for Proposal Closing Date:	
September 8, 2014 – 2:00 pm (Gatineau time)	
ENQUIRIES – address enquiries to the Contracting Authority:	
Office of the Chief Electoral Officer of Canada Procurement and Contracting Services 30 Victoria Street Gatineau, Quebec K1A 0M6	
Attention:	E-Mail:
Stella Van Tassel	proposition-proposal@elections.ca

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal (RFP) bearing number ECSVT-RFP-14-0366 and dated August 21, 2014. This amendment hereby forms part of the RFP.
- 1.2** Unless defined herein or unless the context otherwise requires, all of the words and phrases defined in the RFP and used in this amendment shall have the same meanings assigned to them in the RFP.

Part 2. Questions and Answers

The following question(s) have been asked in response to the RFP and Elections Canada hereby answers as follows:

2.1 Question No.1

Question: This Tender was published on 2014/08/22 and closes on 2014/09/08. Because of the various items and different requirements in this tender, we hereby want to kindly ask if you can extend the closing date by one week so that we can submit our best offer in the benefit of Canada.

Answer: Due to a very tight timeframe the closing date of this RFP cannot be extended.

2.2 Question No.2

Question: On page 18 of 19 - under 4.4.8 (b) are we to understand that if we were the successful bidder for Group 1, we would not be considered for Group 2?

Answer: Yes, that is correct. Given the large quantity of envelopes to be printed and the tight timeframe we prefer to award contracts to two different Bidders.

2.3 Question No.3

Question: Why are there price grids on both Annex B and Part 8. Since it is exactly the same do we need to return both?

Answer: The Bidder must complete Part 8 – Financial Evaluation Criteria, only. Annex B forms part of the contract and will be completed by Elections Canada at contract award.

2.4 Question No.4

Question: You are also asking for prices for half the quantity as option 1, and 100% of the initial quantity as option 2, are these options for the 2nd year extension of the contract?

Answer: These options could be exercised during the option year of the contract. Please note that there is only one option year to the contract, April 1, 2015 to March 31, 2016, which may or may not be exercised.

2.5 Question No.5

Question: Since there is a possibility of a 1 year extension, is there any index referring to a paper price increase from the paper mills?

Answer: In their pricing for the optional quantities Bidders should base their price on current paper costs. Should Elections Canada decide to exercise an option any increase in the cost of paper would have to be confirmed with a notification letter from the manufacturer/paper mill.

2.6 Question No.6

Question: We would need to know if the envelopes are stapled with the flaps opened or closed.

Answer: Closed flaps for envelopes measuring more than 16" long (including flap), flaps for the smaller envelopes can be open.