

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

**Revision to a Request for Supply
Arrangement - Révision à une demande
pour un arrangement en matière
d'approvisionnement**

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

Title - Sujet Audio Visual Productions	
Solicitation No. - N° de l'invitation EN578-150098/C	Date 2014-10-14
Client Reference No. - N° de référence du client EN578-15-0098	Amendment No. - N° modif. 002
File No. - N° de dossier cx028.EN578-150098	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$\$CX-028-65799	
Date of Original Request for Supply Arrangement 2014-09-29 Date de demande pour un arrangement en matière d'app. originale	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-10-22	
Address Enquiries to: - Adresser toutes questions à: Baxter, Emily	Buyer Id - Id de l'acheteur cx028
Telephone No. - N° de téléphone (613) 949-1285 ()	FAX No. - N° de FAX (613) 991-5870
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 solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required	Yes - Oui	No - Non
Accusé de réception requis	<input type="checkbox"/>	<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		

Amendment 002

The purpose of this amendment is to respond to potential bidders' questions.

Question 8:

On page 41 under A.7 NEW MEDIA / E-LEARNING PRODUCTIONS I was hoping you could give a better explanation of what would be required. Can you please better define/expand upon the use of the term 'New Media' and 'Multimedia' as they are both very broad terms that can refer to text, audio, still images, animation, video or interactive activities like video games, webpages and computer based training etc.

Is this an interactive web page learning tool that we would need to design and create? Or is it an educational training video?

Is there an example that can help explain what you are looking for?

Response 8:

Under the Supply Arrangement for Audio-Visual Production Services, there may occasionally be requirements for New Media/E-Learning Productions. Specific details regarding these requirements will be included in the resulting Request for Proposals conducted under the Supply Arrangement.

Question 9:

In regards to the environmental considerations indicated at page 10 of your document, namely: « *Use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders* », would it be possible to use colour images only to present the projects included in our demo? The colour images reflect the production in a more realistic manner and, in our opinion, they would be useful for evaluation purposes. In 2010, your service had authorized the use of colour in this precise instance.

Response 9:

The government of Canada promotes green methods and practices but does not impose any penalty on suppliers not complying with the suggested instructions. Suppliers may include colour images to compliment the information and video production samples provided for evaluation with its submission.

Question 10:

We are wondering if you can clarify the format for Section I: Technical Arrangement (p. 10 of the RFSA). Our understanding is that under this section we need to include M1 - Identification of Firm; M2 - Internet Site; M3 - Experience of Firm; and also a Project Management Approach, which does not appear to be associated with a number. Is this correct? We want to make sure that we provide complete information. Is there any more detail or clarification you can provide about how the Technical Arrangement should be formatted? Or do we format it however we think is best to demonstrate that we can meet the requirements in the statement of work?

Response 10:

Section 1 Technical Arrangement: In the technical arrangement, suppliers should include all of the required elements to meet the stated mandatory and point rated technical evaluation criteria of the Request for Supply Arrangement (RFSA). Suppliers should refer to Part 4, Annex E and Appendix 1 for complete details regarding the mandatory evaluation criteria (M.1, M.2 and M.3) and the point rated evaluation criteria (R.1 [including R.1.1, R.1.2 and R.1.3] and R.2) of the RFSA.

Question 11:

This question regards Appendix 1 - Video Demo - "Proposed Project Fact Sheet" (p. 73 of the RFSA). Is there a specific form to fill out—since the sample form on p. 73 has already been filled in—or do we recreate this information within our Technical Arrangement using our own formatting? If there is a specific form, where do we access this?

Response 11:

The Appendix 1 Video Demo "Proposed Project fact Sheet" provides a table that presents the required information that suppliers should include with their submission for EACH video production sample submitted. The information provided in the right hand column of the table is for reference and is intended to further clarify what information is required.

Question 12:

We have read SACC Manual clause S0030T (2011-05-16) Financial Viability, and want to confirm that at this time, we do not need to submit any financial information with our proposal.

Response 12:

No financial information is required at the time of submitting an arrangement. However, as stated in SACC Manual clause S0030T, the Supply Arrangement Authority may, by written notice to the Supplier, require the submission of some or all of the financial information as detailed in the clause.

Question 13:

Do we need a Procurement Business Number to submit a proposal?

Response 13:

Suppliers are required to have a Procurement Business Number (PBN) before issuance of a supply arrangement. Suppliers may register for a PBN on line at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

Solicitation No. - N° de l'invitation

EN578-150098/C

Amd. No. - N° de la modif.

002

Buyer ID - Id de l'acheteur

cx028

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

EN578-15-0098

File No. - N° du dossier

cx028EN578-150098

CCC No./N° CCC - FMS No/ N° VME

Question 14 :

For the Certifications - can you confirm that there are no forms that we have to download? Do we just need to express compliance with the certifications listed on page 17?

Response 14:

The certifications are all included within Part 5 Certifications of the Request for Supply Arrangement. There are no additional forms, however, please note that per Part 1 General Information, 2. Summary, suppliers must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2008.

All other terms and conditions remain unchanged.