



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

## REQUEST FOR PROPOSAL AMENDMENT

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

<b>RFP Amendment No.</b>	<b>RFP Amendment Date:</b>
2	January 13, 2015
<b>Office of the Chief Electoral Officer File No.</b>	
ECLP-RFP-14-0592	
<b>Title:</b>	
Printing of Polling Division Maps and Documents	
<b>Request for Proposal Closing Date:</b>	
January 15, 2015 at 2h00 PM (Ottawa Time)	
<b>ENQUIRIES – address enquiries to the Contracting Authority:</b>	
<b>Office of the Chief Electoral Officer of Canada</b> Procurement and Contracting Services 30 Victoria Street Gatineau, Quebec K1A 0M6  <a href="mailto:proposition-proposal@elections.ca">proposition-proposal@elections.ca</a>	
<b>Attention:</b>	<b>Tel No.</b>
Luc Potvin A/Senior Advisor, Procurement and Contracting Services	819-939-1487

## **Part 1. Interpretation**

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal for Printing and Shipping of the List of Candidates in Braille bearing number ECLP-RFP-14-0592 and dated December 19, 2014 (the “RFP”). 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 Request for Proposal and Elections Canada hereby answers as follows:

### **Question No. 5**

Question:

Annex A – Part 2 – When referring to PD doc page count of 370, 000 please clarify single or double sided.

Answer:

A total of 370,000 pages that are required to be printed single or double sided depending on the report.

### **Question No. 6**

Question:

R5 – Shipping – Are there specs for Label content , size , type and placement?

Answer:

Specifications for label content, size, type and placement will be discussed with the successful bidder.

### **Question No. 7**

Question:

Annex A – 6.5 – Collation of Maps –Please clarify if each tube will contain 3 ( or 4) individual rolls. If so, will a 3” tube be sufficient.

Answer:

Each tube will contain one set of maps (individual roll) inserted in a 3” spiral cardboard tube.

**Question No. 8**

Question:

Annex A 6.1 – have you estimated the length of time it will take to for the contractor to process the files in advance of the 7 day production timeline.

Answer:

Files of the original polling division maps and documents will be provided 10 calendar days prior to receiving the official notification from EC to start the work. We believe that 10 calendar days should be sufficient to process the files.

**Question No. 9**

Question:

Annex A 6.5 – Documents – is there a spec for the slipsheet? Weight? Colour?

Answer:

All sections of the PD document will be separated by a 20 lb. yellow page.

**Question No. 10**

Question:

Annex A 6.7 – Are printed goods shipment FOB our Dock or FOB your doc?

Answer:

The Contractor shall ship the reproduced maps & documents to either one or both of the destinations as specified by EC in Annex A 6.7. The contractor shall be responsible to pay for shipping.

**Question No. 11**

Question:

Annex A 6.4 – Overview Map – The description refers to “maximized” to the limit of 36”. Will the pages require scaling?

Answer:

No scaling will be required.

**Question No. 12**

Question:

R5 – Will elections Canada be providing shipping Pallets?

Answer:

Elections Canada will supply monotainers (metal cages) to facilitate the shipping of the products. Approximately 10 electoral districts (including tubes and boxes) can be contained in each monotainer. The dimensions for each monotainer are 49" length x 44" width x 44" height.

**Question No. 13**

Question:

R6- Samples – Should all 3 copies be provided in the same tube?

Answer:

All 3 copies can be sent in the same tube.

**Question No. 14**

Question:

Do you want only 1 ED per skid or can we put multiple ED's on a skid?

Answer:

Elections Canada will supply monotainers (metal cages) to facilitate the shipping of the products. Approximately 10 electoral districts (including tubes and boxes) can be contained in each monotainer. The dimensions for each monotainer are 49" length x 44" width x 44" height.

**Question No. 15**

Question:

Are Brewer skids a requirement; are there any specific requirements for the skids?

Answer:

Elections Canada will supply monotainers (metal cages) to facilitate the shipping of the products. Approximately 10 electoral districts (including tubes and boxes) can be contained in each monotainer. The dimensions for each monotainer are 49" length x 44" width x 44" height.