



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.

RFP Amendment No.	RFP Amendment Date:
1	January 13, 2015
Office of the Chief Electoral Officer File No.	
ECLP-RFP-14-0592	
Title:	
Printing of Polling Division Maps and Documents	
Request for Proposal Closing Date:	
January 15, 2015 at 2h00 PM (Ottawa 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 proposition-proposal@elections.ca	
Attention:	Tel No.
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. 1

Question:

Annex A – 5.1 General Election Requirement - Scenario A: Where on the pricing sheet does the contractor enter warehousing/storage costs in the event the contractor is required to store the maps and documents prior to shipping to EC (up to 4 months or more)?

Answer:

Addendum 1

Delete 6.6. STORAGE OF MAPS & DOCUMENTS:

If the Contractor is provided with a printing requirement with some lead time before an electoral event, the Contractor shall store the reproduced maps and documents and associated supplies for up to four (4) months or more in the interim between printing and delivery, for some or all of the electoral districts.

Insert 6.6. STORAGE OF MAPS & DOCUMENTS:

Elections Canada has its own warehouse to store the maps and documents. When the Contractor has completed the printing for Scenario A, the Contractor shall ship the reproduced maps and documents to Elections Canada warehouse (see 6.7 for location).

Elections Canada will be responsible for the storage of the all the printed maps and

document required under Scenario A. Therefore, any storing of the maps and documents outside of Elections Canada premises is unlikely to happen and will not be required .

Nevertheless, Elections Canada would still want to find out from the bidders if they have the capacity to store the printed products (maps and documents) for a period of up to 4 months. No pricing will be required since this is not a mandatory or rated requirement. This is strictly for information only.

Storage of contractor's printing supplies required for the printing requirement of Scenario A is the responsibility of the contractor and should not be charged to Elections Canada.

Question No. 2

Question:

Annex A – 6.2 Original Files: How many days in advance of the 7 calendar days will original files be provided to allow the contractor to prepare and convert files for print production?

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.

Question No. 3

Question:

What is the maximum number of PDF files the contractor can expect for each set of PD Documents per electoral district? 1 multi-page file? If more than one, please identify maximum number of files per electoral district for the PD Document product.

Answer:

The number of PDF files per electoral district for the PD Documents product will vary from 8 to 10 (depending on the electoral district).

Question No. 4

Question:

Please outline shipping requirements: (i.e.: skidded tubes and skidded boxes? Or individual labelled boxes and individual labelled tubes?)

Answer:

The boxes and tubes are required to be labelled individually. 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.