

REQUEST FOR PROPOSAL / DEMANDE DE PROPOSITION

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| Title – Sujet Copy Paper | |
| Solicitation No. – No de l’invitation 1000320583 | Date March 18th, 2015 |
| Solicitation closes – L’invitation prend fin On – le: March 30th, 2015 At – À: 2:00 P.M. Time zone – Fuseau horaire: Eastern Daylight Time (EDT) | |
| Contracting Authority – Autorité contractante Katherine Hutton Address E-mail address See herein / Voir dans ce document | |
| Telephone No. – No de téléphone (613) 286-5340 | |
| Fax No. – No de télécopieur (613) 957-6655 | |
| Destination - Destination See herein / Voir dans ce document | |
| THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT. LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ. | |

Return Bids to: - Retourner les soumissions à :

**Canada Revenue Agency
Agence du revenu du Canada**

See herein / Voir dans ce document

Proposal to: Canada Revenue Agency

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 to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à: l’Agence du revenu du Canada

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 biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Bidder’s Name and Address -
Raison sociale et adresse du Fournisseur/de
l’entrepreneur**

Telephone No. – No de téléphone

(____) _____

Fax No. – No de télécopieur

(____) _____

This document consists of:

- A. Questions and Answers**
 - B. Amendment to the Request for Proposal (RFP)**
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A. Questions and Answers

- Q1. I am not seeing in here that we have to quote Domtar/ Weyerhaeuser/ Xerox paper, only specs. Are we able to shift our quote to our house brand? Have we missed something in the RFP?**
- A2. CRA is not requesting that a specific brand of paper be proposed, as this is a competitive solicitation. The requirement is that the paper proposed by a Bidder must meet the specifications outlined in Annex A: Statement of Work to be considered successful; therefore you can quote a house brand if it will meet all of the specifications for paper.

- Q2. Under PART 7 MODEL CONTRACT of the RFP, section 7.9 PACKAGING AND SHIPPING states the following: “All packaging material is to be removed from the site by the Contractor for reuse, recycling, or be disposed of in an environmentally preferable manner.”**

The removal of packaging materials is not an industry standard. The boxes of paper will be dropped off unpacked at the various locations by either our own drivers or by third party couriers. Our trucks and those of third party contractors are not equipped to handle loose packaging, and in fact this could become a work hazard for our drivers. Most government buildings do offer recycling services so any packaging resulting from the opening of the paper from their packaging by end users should end up in the building's recycling bins. Would CRA consider dropping this requirement for the removal of all packaging material by the Contractor?

- A2. CRA will remove this requirement from the RFP as it will not be required for this type of commodity. Please refer to Amendment #2 to the RFP below.

B. Amendment to the Request for Proposal (RFP)

Amend #1 Under **PART 7: MODEL CONTRACT**, in section **7.6 AUTHORITIES**, subsection **7.6.1 CONTRACTING AUTHORITY**, located on page 23 of 73:

DELETE the following:

The Contracting Authority for the Contract is:

Name: Katherine Hutton

Telephone Number: (613) 941-5146

Fax Number: (613) 957-6655

E-mail address: Katherine.hutton@cra-arc.gc.ca

INSERT the following:

The Contracting Authority for the Contract is:

Name: Katherine Hutton

Telephone Number: **(613) 286-5340**

Fax Number: (613) 957-6655

E-mail address: Katherine.hutton@cra-arc.gc.ca

Amend #2 Under **PART 7: MODEL CONTRACT**, in section **7.9 PACKAGING AND SHIPPING**, located on page 25 of 73:

DELETE the following:

All packaging material is to be removed from the site by the Contractor for reuse, recycling, or be disposed of in an environmentally preferable manner.

Amend #3. Under **PART 7: MODEL CONTRACT**, in section **7.17 LIQUIDATED DAMAGES - DELIVERY**, located on page 28 of 73:

DELETE in its entirety:

INSERT the following:

The Contractor must deliver the correct item(s) and quantity(ies) within the delivery time frames as set out in Annex A: Statement of Work. In the event that, in any one (1) calendar month timeframe, ten percent (10%) or more deliveries or partial deliveries to an address based on postal code fail to meet the delivery timeframes as set out in Annex A: Statement of Work, the Contractor agrees to pay to Canada liquidated damages in the amount of ten percent (10%) of the total value of the affected PCO(s).

Canada and the Contractor agree that the amount stated above is their best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is it to be interpreted as, a penalty.

Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME