

REQUEST FOR PROPOSAL / DEMANDE DE PROPOSITION

Title – Sujet Original Equipment Manufacturer (OEM) Toners	
Solicitation No. – No de l’invitation 1000324532	Date May 9th, 2015
Solicitation closes – L’invitation prend fin On – le: June 8th, 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. My first question is related to the issuance of this RFQ in relation to the Public Works RMSO that is currently out for bid and soon to close. May I please know the difference between your requirements and the RMSO....I believe that CRA is a Federal Government Agency and so am interested in knowing why they are different or why the need to issue a separate RFQ?**
- A2. This is a separate requirement from any RFQ's issued by PWGSC. The Canada Revenue Agency (CRA) is an Agency, rather than a department, and has the delegation to conduct its own solicitation to service its CRA users nationwide.
- Q2. I am interested in knowing why you are specifically requesting bids for OEM with no inclusion of Remanufactured product in the bid. Is this because you will be issuing an separate RFQ for remanufactured product or is it because you only wish to utilize OEM products within the agency?**
- A2. Based on CRA's research, it was determined that remanufactured print device consumables (PDCs) will not meet CRA's needs and therefore will not be considered for this RFP.
- Q3. Under Attachment 1: Mandatory Criteria, criterion M.4 states that the Bidder must be ISO-IEC 14001:2004 certified and to demonstrate compliance, the Bidder must provide a copy of the certification document.**
- Is it acceptable to provide proof that the bidder is in the process of being certified for this ISO designation? As well why do we require this certification, as it costs a VERY significant dollar value to be come certified?**
- A3. CRA has agreed to remove the requirement that the Bidder must be ISO –IEC 14001:2004 certified. The RFP will be amended to reflect this; please refer to Amendments #1, and #2 of the RFP listed below.

Q4. With respect to references for two or more contracts that delivery to at least 5 provinces or more, would the CRA consider PWGSC's RMSO to OEM toners a contract, as most Federal Government Departments for the past 5 years have purchased off of the RMSO for toners, we have several Clients that have purchased from us from coast to coast and even in the Yukon and NWT, would you consider this as a valid reference?

A4. CRA has agreed to allow reference to a series of RMSO's to represent one of the two national agreements, provided that all experience requirements are adhered to. The RFP will be amended to reflect this; please refer to Amendment #3 of the RFP listed below.

B. Amendment to the Request for Proposal (RFP)

Amend #1. In **ATTACHMENT 1: MANDATORY CRITERIA**, located on page 33 of 79:

DELETE the following:

M.4	The Bidder must be ISO-IEC 14001:2004 certified. To demonstrate compliance, the Bidder must provide a copy of the certification document.
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Amend #2 In **Annex A: Statement of Requirement**, under Section **5.3 Toner Environmental Requirements** located on page **44 of 79**:

DELETE the following:

5.3.1 The Contractor must be ISO-IEC 14001:2004 certified, including a corporate environmental policy that is sanctioned through this certification.

INSERT the following:

5.3.1 The Contractor must have a corporate environmental policy in place.

Amend #3 In **ATTACHMENT 1: MANDATORY CRITERIA**, located on page 32 of 79:

DELETE Mandatory Criterion M.1 in it's entirety.

INSERT the following:

<p>M.1</p>	<p>The Bidder must have the ability to supply and deliver OEM Toner products through an established national* distribution network. In order for the Bidder to demonstrate its supply and delivery capabilities, it must have a minimum of two (2) multi-year national agreements for the supply and delivery of OEM Toner to a client within the last five (5) years. Each agreement must have been in place for a minimum of 24 consecutive months during the last five (5) years, from the date of bid closing.</p> <p>If required, CRA will allow <u>one</u> of the two national agreements to consist of a series of OEM Toner Regional Master Standing Offers (RMSOs) with Public Works and Government Services Canada (PWGSC), provided that the Bidder can demonstrate that the series of RMSOs meet the above experience requirement, and that that the series of RMSOs combine to meet the requirements for national distribution as defined below.</p> <p>Office Supplies agreements that contain OEM Toner Products will also be accepted.</p> <p>To demonstrate this experience, the Bidder must provide the following information regarding each agreement:</p> <ul style="list-style-type: none">• the name of the client organization;• the name and telephone number of the client organization's contact;• the start and end dates of the agreement, and;• summary details of the type of agreement in place which would demonstrate compliance with this requirement M1. <p>*National: The agreement provided for the supply and delivery of OEM Toner to a minimum of 5 provinces, territories, states, or equivalent.</p>
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ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME