

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Travaux publics et Services gouvernementaux  
Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7 ième étage  
Montréal  
Québec  
H5A 1L6  
FAX pour soumissions: (514) 496-3822

**SOLICITATION AMENDMENT**  
**MODIFICATION DE L'INVITATION**

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  
Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7 ième étage  
Montréal  
Québec  
H5A 1L6

Title - Sujet Service de traduction		
Solicitation No. - N° de l'invitation 21301-163475/B		Amendment No. - N° modif. 002
Client Reference No. - N° de référence du client 21301-16-3475		Date 2015-09-14
GETS Reference No. - N° de référence de SEAG PW-\$MTB-739-13405		
File No. - N° de dossier MTB-4-37356 (739)	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-10-14		Time Zone Fuseau horaire Heure Avancée de l'Est HAE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: Carpentier, Patricia		Buyer Id - Id de l'acheteur mtb739
Telephone No. - N° de téléphone (514) 496-3505 ( )		FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:		

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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## Amendment 2

Please take note that the closing date for the present request for standing offers has been changed to **October 14, 2015 EDT.**

### 1) Under Part 4, point 4.1.1.1 of the mandatory technical criteria:

#### DELETE:

##### a) Contractor (Offeror)

The Contractor must prove that the firm has completed at least two (2) or more projects involving at least two (2) million words translated per year within the last five (5) years. The Contractor must provide documentary proof of these projects (copies of invoices or other relevant documents, such as letters from clients confirming the services were performed).

#### REPLACE BY:

##### a) Contractor (Offeror)

The Contractor must prove that the firm has completed at least two (2) annual projects involving at least two (2) million words translated per year in total. These projects must have been done within the last five (5) years. The Contractor must provide documentary proof of these projects (copies of invoices or other relevant documents, such as letters from clients confirming the services were performed).

### 2) Under Annexe A - Statement of Work, point 1.1 Context:

#### DELETE:

##### 1.1 Context

The CSC estimates that there would be 22,500,000 words to be translated during the three (3) first firm years of this standing offer. Documents are no longer than 4,000 words. If a document is more than 4,000 words, Canada and the Contractor shall agree to a mutually acceptable deadline.

#### REPLACE BY:

##### 1.1 Context

The CSC estimates that there would be 22,500,000 words to be translated during the three (3) first firm years of this standing offer. Documents to translate are no longer than 4,000 words. If a document is more than 4,000 words, Canada and the Contractor shall agree to a mutually acceptable deadline.

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### 3) Under Annex A - Statement of work, point 1.3 Tasks:

#### DELETE:

##### 1.3 Tasks

The deliverable (final work) must be compatible with the CSC technological environment, which is now MS Office 2007 (dated July 2015) and shall follow the evolution of compatible during the standing offer. The Contractor shall not produce the documents in WordPerfect and then convert them.

The Contractor and/or the subcontractors shall perform the work at his own place of business on its premises duly accredited (*see 1.5 a below*). Due to security requirements, it is forbidden to perform the work in a telework situation.

Documents will be shared between Canada and the Contractor electronically and in a safe way, in accordance with the NORMS ESTABLISHED BY THE GOVERNMENT OF CANADA IN REGARDS TO PROTECTION OF INFORMATION. Therefore, before transmitting any work, the parties must ensure that the information is safely protected and sent using a compatible software with the CSC technological environment (ENTRUST Entelligence v9, dated July 2015).

Because the documents to be translated are confidential, the Contractor shall not keep any document for more than 5 working days after he delivered the reports at the Correctional Service of Canada satisfaction.

#### REPLACE BY:

##### 1.3 Tasks

The deliverable (final work) must be compatible with the CSC technological environment, which is now MS Office 2007 (dated July 2015) and shall follow the evolution of compatible during the standing offer. The Contractor shall not produce the documents in WordPerfect and then convert them.

The Contractor and/or the subcontractors shall perform the work at his own place of business on its premises duly accredited (*see 1.5 a below*).

Documents will be shared between Canada and the Contractor electronically and in a safe way, in accordance with the NORMS ESTABLISHED BY THE GOVERNMENT OF CANADA IN REGARDS TO PROTECTION OF INFORMATION. Therefore, before transmitting any work, the parties must ensure that the information is safely protected and sent using a compatible software with the CSC technological environment (ENTRUST Entelligence v9, dated July 2015).

Because the documents to be translated are confidential, the Contractor shall not keep any document for more than 5 working days after he delivered the reports at the Correctional Service of Canada satisfaction.

### 4) Under Annex A - Statement of work, point 1.5 Workplace:

#### DELETE:

a) **LOCAL** : The Contractor shall perform the work at his own place of business on its premises which has received written certification by the Canadian Industrial Security Directorate (CISD) of Public Works and Government Services Canada (PWGSC). As already mentioned above (*art. 1.3*), due to security requirements, it is forbidden to perform the work in a telework situation.

**REPLACE BY:**

a) **LOCAL** : The Contractor shall perform the work at his own place of business on its premises which has received written certification by the Canadian Industrial Security Directorate (CISD) of Public Works and Government Services Canada (PWGSC).

**5) Please see the following questions and answers:**

**Q1:** Is there a pre-determined # of standing offers to be awarded or will all those that meet the requirements be listed?

**A1:** Tender Notice 21301-163475/B, one (1) standing offer will be emitted to the bidder with the lowest acceptable offer.

**Q2:** In section 4.1.1a it refers to proof of 2 projects of 2 million words per year over 5 years. Can the 2 million words per year be grouped from various clients/Work Requests, or do they have to be one single project or client?

**A2:** Mandatory technical criteria have been clarified. Refer to Part 4, paragraph 4.1.1 of the standing offer solicitation.

**Q3:** In section 4.1.1a it refers to proof of 2 projects of 2 million words per year over 5 years. Can the proof be supplied via a Clients "Statement of Account" detailing projects for the year and total words?

**A3:** Yes if the Statement of Account is sign by the client.

**Q4:** In section 4.1.1.1 a), it is mentioned that the firm must have made at least 2 projects of translation of a minimum of 2 million words translated per year:

Does it mean that the firm must have translate 4 million words in one year (2 projects x 2 millions) or then the firm have to had translated a total of 2 million words in one year and it including 2 projects or more?

**A4:** Mandatory technical criteria have been clarified. Refer to Part 4, paragraph 4.1.1 of the standing offer solicitation.

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**Q5:** To the Annex A, point 1.3, it is indicated that it is forbidden to make the tasks assigned in telework: if our freelance work of their place of residence by being subjected to the same safety standards as the firm, it is considered as being forbidden?

**A5:** Annex A have been clarified. Refer to paragraph 1.3 and 1.5 of the Annex A - STATEMENT OF WORK

**Q6:** In the part 1, to the contents, it is said that the number of words contained in a document should not exceed 4 000 words.

Do you mean that the maximal daily capacity will be 4 000 words? Otherwise, what will be this daily maximal capacity?

**A6:** Annex A have been clarified. Refer to paragraph 1.1 of the Annex A - STATEMENT OF WORK.

**Q7:** As for the subject matter of the mandatory experience ( 4.1.1 a) - can the experience be in any subject matter i.e transport, legal, medical etc.?

**A7: No**

*All other terms and conditions remain unchanged.*