

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^{ème} étage
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre 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^{ème} étage
Montréal
Québec
H5A 1L6

Title - Sujet Service de traduction		
Solicitation No. - N° de l'invitation 21301-163475/A		Date 2015-09-14
Client Reference No. - N° de référence du client 21301-16-3475		Amendment No. - N° modif. 002
File No. - N° de dossier MTB-4-37356 (739)	CCC No./N° CCC - FMS No./N° VME	
GETS Reference No. - N° de référence de SEAG PW-\$MTB-739-13404		
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale		2015-08-17
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
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	
Delivery Required - Livraison exigée		
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:		
Security - Sécurité This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.		

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required Accusé de réception requis	Yes - Oui <input type="checkbox"/>	No - Non <input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

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.

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/A, 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.

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.