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## QUESTION AND ANSWER – SERIES I

- Q1. Should there be a delay in the delivery of the equipment, would PWGSC pay for storage? And when would PWGSC pay for the goods?
- A1. PWGSC will be responsible for storage of the good(s) resulting from a delay in the confirmed delivery dates. Please refer to Annex "A" Statement of Requirement, Schedule for a description of the Schedule and delivery.
- Please refer to Part 6 – Resulting Contract Clauses, 6.8 Invoicing Instructions for a detailed description of the payment process.
- Q2. Is the intent to order and deliver all items at once or will there be multiple deliveries?
- A2. Please refer to Annex "A" Statement of Requirement, Schedule for a detailed description. It is expected that deliveries will be scheduled in accordance with construction completion by floor. The final date and time of delivery will be confirmed by the Project Authority ten (10) calendar days in advance. The schedule for deliveries shall include considerations for site and loading dock constraints, volume of deliveries, and resource constraints regarding reviews and acceptances.
- Q3. When does PWGSC intend to notify successful bidder(s) and award the contract(s)?
- A3. PWGSC intends to notify successful bidder(s) by December 31, 2015.
- Q4. The table linens required are not fire retardant. Would PWGSC consider changing this requirement?
- A4. The mandatory requirement remains unchanged. PWGSC will accept table linens that are fire retardant or not fire retardant.
- Q5. How would PWGSC evaluate discontinued items? Can Bidders still propose discontinued items if they have it in stock?
- A5. Please see amendment below. After bid closing, all discontinued items will be removed from solicitation and procured separately UNLESS bidders can demonstrate they have stock of discontinued items or acceptable equivalents.
- Q6. In reference to section 4.1.1.2 Evaluation of Price, are Bidders supposed to build all costs into its financial bid, including applicable brokerage fees, etc.?
- A6. Please see amendment below. All applicable costs must be incorporated into the unit prices of the goods.
- Q7. Please confirm that installation is required for items 1, 3, 4 and 5.
- A7. The installation required for above items means that the items must be assembled when delivered to site.
- Q8. Are there any changes in Amendments 1 & 2?
- A8. Amendments 1 & 2 do not have changes. They were issued in error.
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**THIS AMENDMENT IS RAISED TO CHANGE THE SOLICITATION CLOSING DATE, EVALUATION PROCEDURES AND BASIS OF SELECTION, BID PREPARATION INSTRUCTIONS AND BASIS OF PAYMENT. THE FOLLOWING REVISIONS ARE:**

- 1. At the Request for Proposal cover page, solicitation closing box, DELETE in its entirety and REPLACE with the following,**

SOLICITATION CLOSES – L'INVITATION PREND FIN AT – À 2:00 PM EASTERN STANDARD TIME (EST) ON – LE DECEMBER 9, 2015
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- 2. At Part 3 – Bid Preparation Instructions, Section II Financial Bid, DELETE in its entirety and REPLACE with the following,**

“Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex “B” Basis of Payment (Financial Bid Presentation Sheet). Bidders must input firm all-inclusive unit prices, in Canadian dollars. The firm all-inclusive unit prices must include required services (Site Supervisor and Contractor Representative, delivery, and installation(where applicable)), customs duties and excise taxes, and all other applicable costs (brokerage fees, etc.). The firm all-inclusive unit prices are to exclude Applicable Taxes.”

- 3. At Part 3 – Bid Preparation Instructions, Section II Financial Bid, Stage 2: Bidding by Group, items (d) and (e), DELETE in its entirety and REPLACE with the following,**

“(d) Firm All-Inclusive Unit prices must include the following: the Site Supervisor, Contractor Representative, delivery, installation, customs duties, excise taxes and all other applicable costs (brokerage fees, etc.). Applicable taxes must be excluded.

(e) Bidders can use the “Optional Services” navigation button associated with the group they are bidding against to submit their firm all-inclusive unit prices for the optional services such as prices for Site Supervision and the Contractor’s Representative, etc.”

- 4. At Part 3 – Bid Preparation Instructions, Section II Financial Bid, Stage 2: Bidding by Item, items (d) and (e), DELETE in its entirety and REPLACE with the following,**

“(d) Firm All-Inclusive Unit prices must include the following: the Site Supervisor, Contractor Representative, delivery, installation, customs duties, excise taxes and all other applicable costs (brokerage fees, etc.). Applicable taxes must be excluded.

(e) Bidders can use the “Optional Services” navigation button associated with the group they are bidding against to submit their firm all-inclusive unit prices for the optional services such as prices for Site Supervision and the Contractor’s Representative, etc.”

- 5. At Part 4 – Evaluation Procedures and Basis of Selection, 4.1.1.1 Mandatory Technical Criteria, MTC 1, Annex 1 to Part 4 Technical Evaluation, DELETE in its entirety and REPLACE with the revised attachment.**

- 6. At Part 4 – Evaluation Procedures and Basis of Selection, 4.2 Basis of Selection, 4.2.6, Table 1- Scenario 1, Notes, DELETE in its entirety and REPLACE with the following,**

“Notes: Bidders A and C met the technical evaluation criteria. Bidder B did not provide a product for the Tray, therefore, Bidder B was not considered for Stage 1 – By Group evaluation. The firm

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all-inclusive prices include the Contractor's Representative, the Site Supervisor, the supply, delivery, installation and the customs duties and excise taxes and all other applicable costs (brokerage fees, etc.)."

**7. At Part 4 – Evaluation Procedures and Basis of Selection, 4.2 Basis of Selection, 4.2.6, Table 1- Scenario 2, Notes, DELETE in its entirety and REPLACE with the following,**

"Notes: 1) All bidders did not provide a bid price on certain items. There were no responsive bids for the entire group, therefore, Stage 1 – By Group will not be performed. All bidders met the technical evaluation criteria. The firm all-inclusive prices include the Contractor's Representative, the Site Supervisor, the supply, delivery, installation and the customs duties and excise taxes, and all other applicable costs (brokerage fees, etc.)."

**8. At Annex B Basis of Payment,**

**DELETE:**

"The basis of payment shall be firm unit prices, GST/HST extra, in Canadian dollars. Canadian customs duties and excise taxes are included.

Please refer to the Microsoft Excel attachment entitled Attachment 1 to Annex B - Financial Bid Presentation Sheet.

Note: The optional goods and services will not be included in the evaluated price. The firm unit prices in Annex B BASIS OF PAYMENT (Financial Bid Presentation Sheet) will apply to the optional goods."

**INSERT:**

"The basis of payment shall be firm all-inclusive unit prices, GST/HST extra, in Canadian dollars. Canadian customs duties and excise taxes are included.

Please refer to the Microsoft Excel attachment entitled Attachment 1 to Annex B - Financial Bid Presentation Sheet.

Note: The optional goods and services will not be included in the evaluated price. The firm all-inclusive unit prices in Annex B BASIS OF PAYMENT (Financial Bid Presentation Sheet) will apply to the optional goods."

**ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL REMAIN UNCHANGED.**