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Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver, BC V6Z 0B9

## Revision to a Request for a Standing Offer

## Révision à une demande d'offre à commandes

National Individual Standing Offer (NISO)

Offre à commandes individuelle nationale (OCIN)

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

Public Works and Government Services Canada -  
Pacific Region  
219 - 800 Burrard Street  
800, rue Burrard, pièce 219  
Vancouver, BC V6Z 0B9

<b>Title - Sujet</b> Documents Imaging Scanners		
<b>Solicitation No. - N° de l'invitation</b> EN929-150346/A		<b>Date</b> 2015-11-30
<b>Client Reference No. - N° de référence du client</b> EN929-150346		<b>Amendment No. - N° modif.</b> 002
<b>File No. - N° de dossier</b> VAN-5-38258 (576)	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VAN-576-7648		
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale		2015-10-23
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-12-21</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Standard Time PST
<b>Address Enquiries to: - Adresser toutes questions à:</b> Sobhee, Sachin		<b>Buyer Id - Id de l'acheteur</b> van576
<b>Telephone No. - N° de téléphone</b> (604) 775-7022 ( )	<b>FAX No. - N° de FAX</b> ( ) -	
<b>Delivery Required - Livraison exigée</b>		
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Matane QC and Winnipeg, MB		
<b>Security - Sécurité</b> 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

<b>Acknowledgement copy required</b> <b>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
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)		
<b>For the Minister - Pour le Ministre</b>		

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This amendment is raised to answer questions from bidders.

## Questions and Answers

### Q1) 6.4.4. Payment by Credit Card

Are we allowed to include credit card fees as we are charged for those fees by Visa for example?

A1) Canada will not use a credit card to purchase the scanners, however, credit cards may be used to purchase consumables. Credit card fees are not allowed to be charged as a separate item on the invoice.

### Q2) 6.7 Hardware- Principal Period of Maintenance categories 3-11

As we are going to quote on items 6, 7 and 8 at least, you are asking for a technician on site within 2 hours. One of our service location being Quebec City, we are at least 5 hours physically away from your Matane location. We are already servicing some large format scanners in your Matane location under P.O. EN929-150366/001/VAN and do not have this time frame to respond nor have to be available on weekends. Could you verify these time frame necessities for both concerned locations.

A2) This requirement is changed to 48 hours.

### Q3) Annex A section A.4 requirements for 8 –Wide Format Scanner (46 to 54 inches)

Why is are there 2 different sizes required ? We have access to 48 and 54 inch scanners. As we cannot quote 2 items per category, I need to know what size is required and, if I quote 54 inch against a 46 or 48 inch scanner, we will be at a disadvantage.

A3) Two different sizes are not required. The bidder must bid a machine that is between 46 to 54 inches wide. If a bidder bids two different products, only the lower bid will be considered.

### Q4) Annex B – Basis of payment- Sections 6-7 and 8

You are requesting a leasing rate in December 2015 for a possibility of a lease over the next 5 years as you have an option to extend for the 4<sup>th</sup> and 5<sup>th</sup> years, with no provision to re-evaluate our leasing rates. We cannot foresee the financial markets for the next 5 years. We can work with a fixed purchase price. But could there be a provision for the leasing rates that a update would be required on a defined period like every year with according support documentation?

A4) No updates can be made to pricing during the standing offer period. Bidders must factor any risk into their bid price.

Q5) I would be interested in submitting this RFP but the two hour on site response time in Matane is very hard as it is quite a ways away from a major centre. Is this a firm requirement? Would the Government allow 4 hour on site?

A5) This requirement is changed to 48 hours for all categories

### Q6) E2.3 Mandatory Technical Evaluation Criteria for Each Category

R-2

Reads as follows "The Offeror should be ISO 14001 certified. A 2% evaluation reduction will be given to offeror who are certified"

I believe it should Read "who are not Certified"

A6) The evaluation reduction will be given to offerors who are certified, in accordance with Financial Evaluation and Calculation of Evaluated Price calculation specified in Annex E.

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Q7) Category 3 – Mid Volume Production Scanner w/Flatbed  
M3-1

Output image file format (bitonal, Grayscale or colour image) but not limited to:Jpeg, PDF, Tiff single page or multi-page native.

The output format of the image file is a function of the software being used not the scanner.

Q – What scanning software will you be using?

Q – Is it assumed that you will be using the software that comes (delivered) with the scanner?

A7) We will use the scanning software that comes with the machine.

Q8) M3-9

Please Clarify "Variable" – Todays scanners scan at the same speed at 200 or 300 DPI. Not to be confused with Optical Scan Resolution.

A8) Possibility to adjust and/or decrease the speed when feeding some fragile documents.

Q9) M3-12

"Import" This is assuming that you already have scanned images. If this is the case then this is a function of the Software.

Q – What scanning software will you be using?

Q – Is it assumed that you will be using the software that comes (delivered) with the scanner and will the software have this capability

Q – Did you mean Min and Max Paper size that the scanner can accept

A9) We will use the scanning software that comes with the machine. Yes, it refers to the min and max paper size that the scanner can accept. The minimum size requirement for this category is being increased to 2 ¾ inches x 2 inches.

Q10) Category 4 – Mid Volume Production Scanner w/Feeder

M4-1

Output image file format (bitonal, Grayscale or colour image) but not limited to:Jpeg, PDF, Tiff single page or multi-page native.

The output format of the image file is a function of the software being used not the scanner.

Q – What scanning software will you be using?

Q – Is it assumed that you will be using the software that comes (delivered) with the scanner?

A10) We will use the scanning software that comes with the machine.

Q11) M4-9

Please Clarify "Variable" – Todays scanners scan at the same speed at 200 or 300 DPI. Not to be confused with Optical Scan Resolution.

A11) Possibility to adjust and/or decrease the speed when feeding some fragile documents.

Q12) M4-10

"Import" This is assuming that you already have scanned images. If this is the case then this is a function of the Software.

Q – What scanning software will you be using?

Q – Is it assumed that you will be using the software that comes (delivered) with the scanner and will the software have this capability?

Q – Did you mean Min and Max Paper size that the scanner can accept?

A12) We will use the scanning software that comes with the machine. Yes, it refers to the min and max paper size that the scanner can accept. The minimum size requirement for this category is being increased to 2 ¾ inches x 2 inches.

Q13) Category 6 – Book Scanner

M6-1

Output image file format (bitonal, Grayscale or colour image) but not limited to:Jpeg, PDF, Tiff single page or multi-page native.

The output format of the image file is a function of the software being used not the scanner.

Q – Is it assumed that you will be using the software that comes (delivered) with the scanner?

M6-4

Book Scanners do not have a paper Path – Please Clarify

M6-6

Variable Scan Speed – Please ClarifyM6-7

Please Clarify – Paper Weight

A13) We will use the scanning software that comes with the machine. Specifications M6-4, 6.6, and 6.7 are all being removed.

Q14) Category 7 – Wide Format Duplex Scanner (36 in)

M7-1

Output image file format (bitonal, Grayscale or colour image) but not limited to:Jpeg, PDF, Tiff single page or multi-page native.

The output format of the image file is a function of the software being used not the scanner.

Q – Is it assumed that you will be using the software that comes (delivered) with the scanner?

A14) We will use the scanning software that comes with the machine.

Q15) M7-8

“Import” This is assuming that you already have scanned images. If this is the case then this is a function of the Software.

Q – Is it assumed that you will be using the software that comes (delivered) with the scanner and should the software have this capability?

Q – Did you mean Min and Max Paper size that the scanner can accept?

A15) We will use the scanning software that comes with the machine. Yes, it refers to the min and max paper size that the scanner can accept. The minimum size requirement for this category is being increased to 2 ¾ inches x 2 inches.

Q16) Category 8 – Wide Format Scanner (46 up to 54 in)

M8-1

Output image file format (bitonal, Grayscale or colour image) but not limited to:Jpeg, PDF, Tiff single page or multi-page native.

The output format of the image file is a function of the software being used not the scanner.

Q – Is it assumed that you will be using the software that comes (delivered) with the scanner?

M8-6

“Import” This is assuming that you already have scanned images. If this is the case then this is a function of the Software.

Q – Is it assumed that you will be using the software that comes (delivered) with the scanner and should the software have this capability?

Q – Did you mean Min and Max Paper size that the scanner can accept?

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A16) We will use the scanning software that comes with the machine. Yes, it refers to the min and max paper size that the scanner can accept. The minimum size requirement for this category is being increased to 2 ¾ inches x 2 inches.

Q17) M8-8  
Variable Scan Speed – Please Clarify

A17) Possibility to adjust and/or decrease the speed when feeding some fragile documents.

Q18) Category 9 – Microfiche & Microfilm Scanner (Dual Function)  
M9-1  
Output image file format (bitonal, Grayscale or colour image) but not limited to:Jpeg, PDF, Tiff single page or multi-page native.  
Please Clarify – Output colour Image

A18) Colour image is being removed.

Q19) Microfilm is black or white (Negative or Positive)  
The output format of the image file is a function of the software being used not the scanner.  
Q – Is it assumed that you will be using the software that comes (delivered) with the scanner?

A19) We will use the scanning software that comes with the machine.

Q20) M9-3  
Please Clarify – Output of 24 bit Colour

A20) This specification is being removed.

Q21) Microfilm is black or white (Negative or Positive)  
Q – Do you have a requirement to scan - Colour Slides/Negatives?

A21) Not for the moment.

Q22) M9-4  
Manually feed Documents  
Q – Did you mean Fiche and Roll Film?

A22) Yes, both.

Q23) M9-10  
Variable Scan Speed – Please Clarify

A23) Possibility to adjust and/or decrease the speed when feeding some fragile fiches and roll films.

Q24) Category 10 – Microfiche Scanner  
M10-1  
Output image file format (bitonal, Grayscale or colour image) but not limited to:Jpeg, PDF, Tiff single page or multi-page native.  
Please Clarify – Output colour Image

A24) Colour image is being removed.

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Q25) Microfilm is black or white (Negative or Positive)

The output format of the image file is a function of the software being used not the scanner.

Q – Is it assumed that you will be using the software that comes (delivered) with the scanner?

A25) We will use the scanning software that comes with the machine.

Q26) M10-3

Please Clarify – Output of 24 bit Colour

A26) Colour image is being removed.

Q27) Microfilm is black or white (Negative or Positive)

Q – Do you have a requirement to scan - Colour Slides/Negatives?

A27) Not at the moment.

Q28) M10-5

Manually feed Documents

Q – Did you mean Fiche?

A28) Yes

Q29) M10-8

Variable Scan Speed – Please Clarify.

A29) Possibility to adjust and/or decrease the speed when feeding some fragile fiches.

Q30) Category 11 – Microfilm Scanner

M11-1

Output image file format (bitonal, Grayscale or colour image) but not limited to:Jpeg, PDF, Tiff single page or multi-page native.

The output format of the image file is a function of the software being used not the scanner.

Please Clarify – Output colour Image

A30) This specification is being removed.

Q31) Microfilm is black or white (Negative or Positive)

Q – Is it assumed that you will be using the software that comes (delivered) with the scanner?

A31) We will use the scanning software that comes with the machine.

Q32) M11-3

Please Clarify – Output of 24 bit Colour

A32) This specification is being removed.

A33) Microfilm is black or white (Negative or Positive)

Q - Do you have a requirement to scan - Colour Slides/Negatives?

A33) Not at the moment.

Q34) M11-5

Manually feed Documents

Q – Did you mean Fiche and Roll Film?

A34) Roll film only

Q35) M11-7

Variable Scan Speed – Please Clarify.

A35) Possibility to adjust and/or decrease the speed when feeding some fragile roll films.

Q36) In Section 6.7, the following questions:

1. Is any on-site HW support required on Saturdays and Sundays or is it telephone support only?
2. Weekday hours of coverage are between 07:00-22:00. What are the hours of coverage on Saturdays and Sundays?

A36) The requirement for hardware support on Saturdays and Sundays is being removed completely for all categories.

Q37) Annex E, Section E.2 Technical Evaluation Criteria, M1 – 15 states, "The scanners must import and manage image files containing scanned images of paper sizes varying from small A10 (1.02 inch x 1.46 inch) to A3 (11.69 inches x 16.54 inches). Currently the largest size acquired or scanned at CRCDC Matane is A3 (11.69 inches x 16.54 inches)." Could you please clarify the first part of the requirement – the scanners must import and manage image files containing scanned images of paper sizes varying from small A10 (1.02 inch x 1.46 inch)?

A37) For categories 1 – 5 and 7-8, the minimum size is being increased to 2 ¾ inches x 2 inches.

Q38) Is the report in Annex D related to Consumables purchased only or also scanner units?

A38) Both scanners and consumables.

Q39) In Section 5.2.2, are we required to submit the Federal Contractors Program for Employment Equity form?

A39) Yes.

**ALL OTHER TERMS AND CONDITIONS OF THE RFP REMAIN UNCHANGED.**