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- TPSGC

11 Laurier St./11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

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

Communication Procurement Directorate/Direction de
l'approvisionnement en communication
360 Albert St./ 360, rue Albert
12th Floor / 12ième étage
Ottawa
Ontario
K1A 0S5

Title - Sujet CUSTOM FILE FOLDERS - IRB		
Solicitation No. - N° de l'invitation 86100-150513/A		Date 2016-01-22
Client Reference No. - N° de référence du client 86100-150513		Amendment No. - N° modif. 011
File No. - N° de dossier cw010.86100-150513	CCC No./N° CCC - FMS No./N° VME	
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-010-68256		
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale		2015-10-30
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-01-29		Time Zone Fuseau horaire Eastern Standard Time EST
Address Enquiries to: - Adresser toutes questions à: Gagné-Templeman, Kathleen		Buyer Id - Id de l'acheteur cw010
Telephone No. - N° de téléphone (613) 990-9189 ()	FAX No. - N° de FAX () -	
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		

The purpose of this amendment is to respond to offeror's questions and to make the revisions included in part 2 of this amendment.

1) OFFEROR'S QUESTIONS

Question 1:

Would you have any samples to forward to me for this tender?

Response 1:

Physical samples are not available, however please refer to the photo images will be included as a part of the solicitation amendment 012.

Question 2:

What is the minimum number of folders that would be ordered for each type?

Response 2:

The minimum quantity of folders that would be requested in any call-up is:

Folder A: 1,000 folders

Folder B (Case file folder): 1,000 folders

Question 3:

In the section M.2.b. The Offeror must confirm in writing that the proposed clear cellulose acetate is write-on and erase capable in ink or pencil. Also, M.2.b. The Offeror must confirm in writing that the proposed clear cellulose acetate is not silicon based.

Please confirm if this needs to be a mandatory requirement in the solicitation?

Response 3:

Mandatory evaluation criterion M.2 has been deleted in its entirety.

The Statement of Work has also been revised as indicated in Request for Proposal amendment 008, and after amendment 011. There is no longer a requirement for certification (SFI or [FSC] certified and 100% recyclable), and no coating whatsoever is required on either file folder.

The folders must be fabricated with folder paper that is recycled and acid free.

Question 4:

M.2 also marked in the folders A and B specifications that an acetate is required. Can you check with the end user (IRB) if that could be changed to "with or without the acetate"?

Response 4:

Mandatory evaluation criterion M.2 has been deleted in its entirety.

The Statement of Work has also been revised as indicated in Request for Proposal amendment 008, and after amendment 011. There is no longer a requirement for certification (SFI or [FSC] certified and 100% recyclable), and no coating whatsoever is required on either file folder.

The folders must be fabricated with folder paper that is recycled and acid free.

Question 5:

In section M.2.c: The type of cellulose acetate that you are requesting is highly specific, but we understand your choice as it is recyclable and/or compostable. However, Tyvek and two-pronged metal permclip fasteners are neither recyclable nor compostable!

In light of this, may we still bid even though we only have access to silicone-based laminating materials?

Response 5:

Mandatory evaluation criterion M.2 has been deleted in its entirety.

The Statement of Work has also been revised as indicated in Request for Proposal amendment 008, and after amendment 011. There is no longer a requirement for certification (SFI or [FSC] certified and 100% recyclable), and no coating whatsoever is required on either file folder.

The folders must be fabricated with folder paper that is recycled and acid free.

Question 6:

In section M.2.a: We are not certified under the standards required by this request for proposals given that we **only** "transform" the cardboard that falls under these standards. Normally, we do not need this certification at all. Therefore, may we obtain an exemption from this certification, since all cardboard is recyclable anyway?

Response 6:

Mandatory evaluation criterion M.2 has been deleted in its entirety.

The Statement of Work has also been revised as indicated in Request for Proposal amendment 008, and after amendment 011. There is no longer a requirement for certification (SFI or [FSC] certified and 100% recyclable), and no coating whatsoever is required on either file folder.

The folders must be fabricated with folder paper that is recycled and acid free.

2) REVISE THE FOLLOWING:

2.1) In ANNEX "A" STATEMENT OF WORK

Under the heading: **A.2.5.1 Folder A - Immigration Division File Folder**

DELETE:

Stock: Folder - Manila colour, 14 pt. folder paper.

REPLACE WITH:

Stock: Folder - Manila colour, 14 pt. **Acid free folder paper, recycled.**

Solicitation No. - N° de l'invitation
86100-150513/A
Client Ref. No. - N° de réf. du client
86100-150513

Amd. No. - N° de la modif.
011
File No. - N° du dossier
cw010.86100-150513

Buyer ID - Id de l'acheteur
CW010
CCC No./N° CCC - FMS No./N° VME

2.2) In ANNEX "A" STATEMENT OF WORK

Under the heading: **A.2.5.2 Folder B - Case File Folder**

DELETE:

Stock: *Folder - White, folder paper*
Two ply construction (30 pt thickness not including reinforcement), and able to resist delamination.
The outside edge of the front panel (Page 1 along the 14.3125" side) must be roll over style for a smooth finish.
The outside edge of the back panel (Page 4 along the 15.3125" side) must be roll over style for a smooth finish.

Centre Tab Divider - Manilla, 14 pt

Tyvek - Light Grey Tyvek (or approved equivalent) for gusset at center of folder

REPLACE WITH:

Stock: *Folder - White, folder paper, **acid free, recycled***
Two ply construction (30 pt thickness not including reinforcement), and able to resist delamination.
The outside edge of the front panel (Page 1 along the 14.3125" side) must be roll over style for a smooth finish.
The outside edge of the back panel (Page 4 along the 15.3125" side) must be roll over style for a smooth finish.

*Centre Tab Divider - Manilla, 14 pt, **acid free, recycled***

Tyvek - Light Grey Tyvek (or approved equivalent) for gusset at center of folder

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED