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**Bid Receiving - PWGSC / Réception des soumissions
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**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 Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

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

Commercial Acquisitions & Fast Track Procurement
Div/Div des Acquisitions commerciales et achats en
régime accéléré

11 Laurier St. / 11 rue Laurier
6B3, Place du Portage

Phase III
Gatineau

Québec

K1A 0S5

Title - Sujet Office Suppliers/Fourniture de bure	
Solicitation No. - N° de l'invitation E60PD-16OSFB/A	Date 2016-01-27
Client Reference No. - N° de référence du client E60PD-16OSFB	Amendment No. - N° modif. 003
File No. - N° de dossier pd032.E60PD-16OSFB	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$\$PD-032-68672	
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale 2015-12-18	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-03-21	
Address Enquiries to: - Adresser toutes questions à: Swanson, Manon	Buyer Id - Id de l'acheteur pd032
Telephone No. - N° de téléphone (819) 420-2945 ()	FAX No. - N° de FAX (819) 956-5454
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: As per call-up document/tel qu'indiqué sur la commande subséquente	
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	Yes - Oui	No - Non
Accusé de réception requis	<input type="checkbox"/>	<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		

This amendment is raised to provide the following changes to the RFSO document

Changes to the RFSO document

Delete:

On Page 1 of 1: Sollicitation closes: 2016-02-12

Insert

On page 1 of 1: Soliciation closes: 2016-03-21

Delete:

Clause 6A.6.1 **Provincial /Territorial Identified User**

List of organizations authorized to make call-ups against the Standing Offer:

- *Alberta (insert hyperlink to PT website)*
- *Newfoundland and Labrador (insert hyperlink to PT website)*
- *Prince Edward Island (PEI) (insert hyperlink to PT website)*
- *Saskatchewan (insert hyperlink to PT website)*

Insert:

Clause 6A.6.1 **Provincial /Territorial Identified User**

List of organizations authorized to make call-ups against the Standing Offer:

- *Alberta (insert hyperlink to PT website)*
- *Prince Edward Island (PEI) (insert hyperlink to PT website)*

Delete: in it's entirety

Appendix 1 - General Instructions EFOT and Supplementary Items Submission Template

Insert:

Revised Appendix 1 - General Instructions EFOT and Supplementary Items Submission Template

Delete:

Supplementary Items Submission Template

Insert:

The revised Supplementary Items Submission Template available <https://buyandsell.gc.ca/procurement-data/tenders>

N° de l'invitation - Solicitation
E60PD-16OSFB/A
N° de réf. du client - Client Ref. No.
E60PD-16OSFB

No.N° de la modif - Amd. No.
003
File No. - N° du dossier
PD032E60PD-16OSFB

Id de l'acheteur - Buyer ID
PD032
N° CCC / CCC No./ N° VME - FMS

Annex C: The Electronic Financial Offer Template (JEFOT)

The EFOT is available at <https://buyandsell.gc.ca/procurement-data/tenders>

All others terms and conditions remain unchanged

APPENDIX 1 (revised)

Instructions for Completing the Financial Offer Template and Supplementary Items Submission Template

General Instructions - EFOT

Offerors must complete the Electronic Financial Offer Template (EFOT) provided as an electronic attachment to this requirement, in accordance with the instructions below. The EFOT submitted with the Offer will form part of the Electronic Price List (Annex C) in any resulting Standing Offer.

Each row in the Financial Offer Template represents one item.

Offerors submitting an Offer for all regions with the same pricing throughout the regions are advised to complete the "National" tab of the EFOT. Otherwise, Offerors should complete the tab(s) of the EFOT corresponding to the region(s) for which they are submitting an Offer.

Values entered in the "National tab" by the Offeror will supersede values the Offeror may have entered in any and all of the "Region" tabs of the EFOT at time of evaluation.

Offerors must save a copy of the completed EFOT in Excel compatible format (.xls or .xlsx) on a Compact Disk (CD) or Digital Versatile Disc (DVD) and include it with their Offer.

Offerors must print a copy of the "summary" tab of the EFOT and include it with their Offer. Print Formatting, Header and Footer information for printing purposes is included in the EFOT; Offerors must not change this information.

Electronic Processing of Financial Offer Template

The Electronic Financial Offer Template will be processed for evaluation by PWGSC using electronic automation. As such, Offerors must not change the format or rename the Electronic Financial Offer Template in any way. At the time of evaluation, if the Offeror's Electronic Financial Offer Template has been reformatted or renamed in a way that prevents automated processing, the Offer may be found non-responsive.

Field Color

The items 1 to 500 items are identified in Pink. All the remaining items are identified in light green.

All light blue colored fields must be populated by the Offeror in compliance with the field specific instructions below. Fields that have been populated will change in color from light blue to light yellow. The change of color does not indicate that the data entered is accepted by or acceptable to Canada only that data has been entered into the field.

NOTE: The use of the "Copy" and "Paste" feature in Excel may negatively impact this aspect of the template. PWGSC suggests Offerors use the "Copy" and "Paste Special - Values" method.

Field Specific Instructions

Fields in the Electronic Financial Offer Template are identified by column heading. The purpose of each field is described and the instructions for completing the field are provided at Paragraph 3 - Field Descriptions and Input Instructions.

General Instructions – Supplementary Items Submission Template (SIST)

Offerors may propose a list of up to 500 supplementary items with their offer. As part of the submission of any supplemental item, offerors must complete the SIST provided with the revised electronic attachment to this requirement, in accordance with the priorities and instructions below.

Priorities include:

- 1) Items that fill gaps in the core of the requirement;
- 2) Items that are new to the market or represent innovation; and
- 3) Items whose pricing is volatile (such as removable media)

Offerors must save a copy of the completed SIST in Excel compatible format (.xls or .xlsx) on a Compact Disk (CD) or Digital Versatile Disc (DVD) and include it with their Offer.

Offerors will not be required to print a copy of their SIST.

Item selection

The Standing Offer Authority will review the content of SIST submissions from all Offerors and will at Canada's sole discretion, based on the priorities identified below, select up to 1500 of these items for inclusion into the Standing Offer as the Supplementary Items List.

Only items for which all required data fields have been completed will be considered.

Field Specific Instructions

Fields in the Supplementary Items Submission Template (SIST) are identified by column heading. The purpose of each field is described and any specific instructions for completing the field are provided.

Supplementary Items List Pricing (Stage 2 solicitation)

Once qualified Offerors have been notified of their qualification as a result of the initial solicitation process, PWGSC will solicit prices and "Listed (Yes/No)" status for each of the items in the Supplemental Items List (up to 1500).

While no Offeror may be disqualified on the basis of stock or pricing for these items, all Qualified Offerors must submit a firm price valid for all regions in which they have qualified for an Offer as well as the "Listed (Yes/No)" status for each of the items in the Supplementary Items List.

Field Descriptions and Input Instructions

a) **Item Number**

Purpose: This field represents a number assigned to the line item in the list for the purpose of this solicitation. Any amendments or questions pertaining to the line items or products requested will be addressed by this item number during the solicitation period. No entry is required

b) **Manufacturer**

Purpose: While the brand and manufacturer of a product may, in some instances, be marketed under the same name, this is not always the case. This field represents the name of the manufacturer (ACCO, 3M, Procter and Gamble etc...) of the item offered. Unless this field is already populated by PWGSC, the manufacturer of record must be entered here.

c) **Manufacturer Part Number**

Purpose: This field represents the manufacturer's model name / number for the line item offered. Unless this field is already populated by PWGSC, the Part Number as shown in the manufacturer's publications must be entered here.

d) **UPC**

Purpose: This field represents the Universal Product Code (PUC) for one (1) unit of issue of the item as described in columns P and Q. Unless this field is already populated by PWGSC, this field must be populated with the 12 digit Universal Product Code (UPC-A) or 13 digit International Article Number (EAN) code for the item.

e) **Item Description (English)**

Purpose: This field is to capture generic and essential information about the items that will make it easy for users to search for products that meet their requirement. Attributes of a product include but are not limited to: size, color, material, voltage, distinguishing features etc.

f) **Item Description (French)**

Purpose: This field is to capture generic and essential information about the items that will make it easy for users to search for products that meet their requirement. Attributes of a product include but are not limited to: size, color, material, voltage, distinguishing features etc.

g) **UNSPSC Code**

Purpose: This field is one of two fields used for the classification of items in this requirement. Classification is based on the UNSPSC standard (<http://www.unspsc.org>) and restricted in accordance with the requirement at Annex A. Commodity is defined by UNSPSC as a group of substitutable (similar) products or services.

h) **UNSPC Class (English)**

Purpose: This field is one of two fields used for the classification of items in this requirement. Classification is based on the UNSPSC standard (<http://www.unspsc.org>) and restricted in accordance with the requirement at Annex A.

i) UNSPC Commodity (English)

Purpose: This field is one of two fields used for the classification of items in this requirement. Classification is based on the UNSPSC standard (<http://www.unspsc.org>) and restricted in accordance with the requirement at Annex A. Commodity is defined by UNSPSC as a group of substitutable (similar) products or services.

j) Classe UNSPC (French)

Purpose: This field is one of two fields used for the classification of items in this requirement. Classification is based on the UNSPSC standard (<http://www.unspsc.org>) and restricted in accordance with the requirement at Annex A.

k) Commodity UNSPSC (French)

Purpose: This field is one of two fields used for the classification of items in this requirement. Classification is based on the UNSPSC standard (<http://www.unspsc.org>) and restricted in accordance with the requirement at Annex A. Commodity is defined by UNSPSC as a group of substitutable (similar) products or services.

l) Eco-Preferable

Purpose: This field is to indicate whether the item incorporates environmentally preferable features. This field must be populated from the drop down list provided in accordance with the field's intended purpose.

m) % Post Consumer content

Purpose: Where applicable, this field will contain a percentile value representative of the proportion, by mass, of post consumer recycled material in the item. Post consumer recycled material is defined as Material generated by households or by commercial, industrial and institutional facilities in their role as end-users of a product which can no longer be used for its intended purpose. This includes returns of material from the distribution chain. Unless this field is already populated by PWGSC, this field must be populated with numerical information in accordance with the field's intended purpose.

n) Various Certifications

Purpose: Where applicable, this field represents various certifications or features applicable to the line item. (BPA Free, PVC Free, biodegradable, replaceable parts, etc.). Unless this field is already populated by PWGSC, this field must be populated with information in accordance with the field's intended purpose.

o) Eco Certifications

Purpose: this field represents various environmental certifications applicable to the line item. (BPA Free, PVC Free, biodegradable, replaceable parts, etc.). Unless this field is already populated by PWGSC, this field must be populated with information in accordance with the field's intended purpose.

p) Unit of Sale

Purpose: This field represents the unit of sale for the item (each, box, pack etc.). Certain items come packaged by multiples (Example: Paperclips, Pins, Elastics, Labels, etc.), the "each" unit of sale may in some instances be more than one single unit of the item. In such cases the "each" Unit of Sale represents the smallest commercially available unit of sale. Unless this field is already populated by PWGSC, this field must be populated from the drop down list provided in accordance with the field's intended purpose.

q) Qty per Unit of Sale

Purpose: This field represents the number of individual units of the item included per unit of sale. While each, pair and dozen are self explanatory, box and package are not. Unless this field is already populated by PWGSC, this field must be populated with numerical information in accordance with the field's intended purpose.

r) Listed (Y/N)

Purpose: This field represents the status of the line item in the Offeror's inventory management and cataloging system. Offerors must populate this field by selecting "yes" from the drop down menu for regularly stocked items and selecting "no" for items not typically held in stock. For the purpose of this criterion, items that appear in the offeror's published catalog are considered to be regularly stocked items.

s) Price

Purpose: This field represents the price for one unit of issue of the item described in columns B to Q inclusively. The Offeror must enter a numerical value which represents its firm price for one unit of issue of the line item in dollars and cents separated by a period (23.12) without any spaces, dashes or special characters. All values submitted will be rounded to 2 decimals.

t) Offerors Part Number (SKU)

Purpose: This field represents the Offeror's unique Stock Keeping Unit (SKU) for the unit of sale specified in Column P. Offerors must populate this field by indicating the unique SKU for this line item. Note: Each line item must have a unique SKU