



RETURN BIDS TO : - RETOURNER LES SOUMISSION À:

Canada Revenue Agency
Agence du revenu du Canada
See herein / Voir dans ce document

Proposal to: Canada Revenue Agency
We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein and/or attached hereto, the goods and/or services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à : l'Agence du revenu du Canada
Nous offrons par la présente de vendre à Sa Majesté la Reine du Chef du Canada, en conformité avec les conditions énoncées dans la présente incluses par référence dans la présente et/ou incluses par référence aux annexes jointes à la présente et ci-jointes, les biens et/ou services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).
Bidder's Legal Name and Address - (ensure the Bidder's complete legal name is properly set out)
Raison sociale et adresse du Soumissionnaire - (s'assurer que le nom légal au complet du soumissionnaire est correctement indiqué)

Blank lines for bidder identification

Bidder is required to identify below the name and title of the individual authorized to sign on behalf of the Bidder - Soumissionnaire doit identifier ci-bas le nom et le titre de la personne autorisée à signer au nom du soumissionnaire

Name /Nom
Title/Titre
Signature
Date (yyyy-mm-dd)/(aaaa-mm-jj)
Telephone No. - No de téléphone
Fax No. - No de télécopieur
E-mail address - Adresse de courriel

AMENDMENT TO REQUEST FOR PROPOSAL / MODIFICATION DE DEMANDE DE PROPOSITION

Form with fields: Title - Sujet, Folder Inserters, Solicitation No. - No de l'invitation, Date (yyyy-mm-dd), Amendment No. - N° modif., Solicitation closes - L'invitation prend fin on - le February 9, 2016 at - à 2:00 P.M. / 14 h, Time zone - Fuseau horaire EST Eastern Standard Time, Contracting Authority - Autorité contractante, Name - Nom Kevin Hailemariam, Address - Adresse 250 Albert Street, 8th Floor, Ottawa, ON K1A 0L5, E-mail address - Adresse de courriel - Kevin.Hailemariam@cra-arc.gc.ca, Telephone No. - No de téléphone 613-946-0790, Fax No. - No de télécopieur 613-957-6655, Destination - Destination See herein / Voir dans ce document



## SOLICITATION AMENDMENT # 002

This solicitation amendment is raised to:

1. Address the following questions submitted during the solicitation period as per RFP; and
2. Amend the RFP.

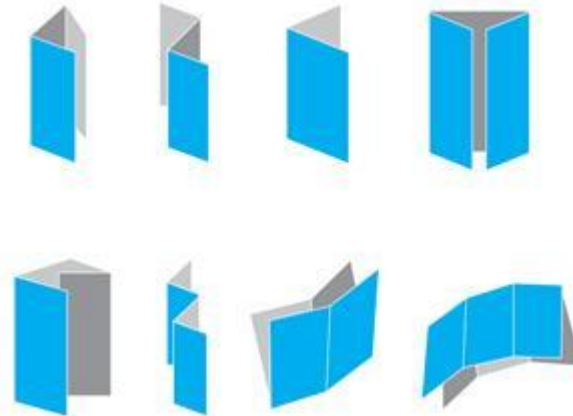
### 1. QUESTIONS AND ANSWERS

**Q1. In Appendix 1 and Annex A 4.0, under the Mandatory Criteria, there is no mention of the minimum number of envelopes that should be in the envelope feeder. Your last tender listed a minimum of 400 envelope capacity. Do you require the same minimum of 400 envelopes again?**

A1. Yes, CRA requires a minimum of 400 envelope capacity for the envelope feeder. Please see Section 2 Amendments to the RFP below.

**Q2. In Appendix 1 and Annex A 4.0, under the Mandatory Criteria d: “The Folder Inserter must have a minimum of four (4) sorting options and four (4) folding options”. Can you define what you mean by sorting options? Do you mean that the folder inserter must have 4 input stations that are capable of handling either sheets, folded sheets or inserts such as business reply or other pre-folded material to provide flexibility for sorting and inserting requirements. Can you also define what you mean by folding options? Folding options could include C fold, Z fold, single fold and double fold.**

A2. Yes the folder inserter must have at least 4 sorting trays to provide flexibility for sorting and inserting requirements. With respect to the question on folding options, the expected folding options include (but are not limited to): C fold, Z fold, single fold, half fold, and double fold (see illustration below for examples).



Please see Section 2 Amendments to the RFP below.

**Q3. In Appendix 1 and Annex A 4.0, under the Mandatory Criteria i: “The console/table must be stable, level and properly support the full size and weight of the Folder Inserter to ensure it is fully functional.” In Annex A – Statement of Requirements 3.0 “Each folder inserter provided by the Contractor must include a height adjustable console/table as detailed in section 4.0.” Could you please confirm that the height adjustable table, either electric or hand cranked must be adjustable within minutes to accommodate the height of the various operators.**

A3. The tables must be height adjustable to accommodate various users. CRA has not specified any requirements with respect to the speed at which the tables are able to be adjusted. Please see Section 2 Amendments to the RFP below.

**Q4. In Appendix A, Point D, CRA asks that the folder have a minimum of 4 sorting options, and then in point O you ask that each feeder have a minimum of 725 sheets. Would CRA consider lowering that sheet capacity amount to a minimum of 325 and a maximum of 725?**



A4. The folder must have a minimum of 4 sorting options and each feeder must have a minimum capacity of 725 sheets. This capacity reflects CRA’s operational requirements and can not be reduced to a min of 325 and a maximum of 725 sheets.

**2. AMENDMENTS TO THE RFP**

**M.1 At APPENDIX 1 MANDATORY CRITERIA:**

**Delete: The existing table outlining all Mandatory Criteria**  
**Replace with: The following table**

	<b>Mandatory Criteria</b>	<b>Page # of proposal where the bidder demonstrates compliance</b>
a.	The Folder Inserter must complete up to 4300 inserts an hour of single 8.5” x 11” pages into the following types of envelopes: <ul style="list-style-type: none"> <li>• TL10E – 8 3/4” x 3 7/8”</li> <li>• T1087 – 9 3/8” x 4 1/4”</li> <li>• T67A – 4 1/8” x 9”</li> </ul>	
b.	The Folder Inserter must perform tip to tip sealing.	
c.	The Folder Inserter must be able to fold a minimum of eight (8) sheets of paper at once.	
d.	The folder inserter must have at least 4 sorting trays/stations that are capable of handling either sheets, folded sheets or inserts such as business reply or other pre-folded material to provide flexibility for sorting and inserting requirements.	
e.	The folder inserter must have at least 4 folding options. The expected folding options include (but are not limited to): C fold, Z fold, single fold and double fold.	
f.	The Folder Inserter must fold and insert 8 1/2” x 11” sized documents into multi sized envelopes (up to 9 3/8” x 5 3/4”).	
g.	The Folder Inserter must have the ability to do double document detection, and automatic document measurement before inserting, to ensure that envelopes are not double stuffed	
h.	The Folder Inserter must sustain continued use for up to five (5) hours a day.	
i.	The Folder Inserter must be ready to use and be operational within five (5) minutes of power ON.	
j.	The Folder Inserter must be able to do a trial piece before running a new job to confirm accuracy.	
k.	The Folder Inserter must be able to perform an average of 95,000 inserts per month	
l.	The height adjustable console/table must be stable, level and properly support the full size and weight of the Folder Inserter to ensure it is fully functional. It must also have the ability to be mobile to allow for maintenance work and to make sure letters or documents that may fall in behind the equipment can be easily recovered.	
m.	The Folder Inserter must hold a minimum of 400 envelopes.	
n.	The Folder Inserter feeder must hold a minimum of 725 sheets of paper	
o.	The Folder Inserter stacker must hold a minimum of 1000 envelopes.	

**M.2 At ANNEX A, STATEMENT OF REQUIREMENTS, article 4.0 PERFORMANCE REQUIREMENTS - GENERAL:**

**Delete: The existing table outlining all mandatory performance requirements**  
**Replace with: The following table**



	The Folder Inserter must complete up to 4300 inserts an hour of single 8.5" x 11" pages into the following types of envelopes:
a.	<ul style="list-style-type: none"> <li>• TL10E – 8 ¾" x 3 7/8"</li> <li>• T1087 – 9 3/8" x 4 ¼"</li> <li>• T67A – 4 1/8" x 9"</li> </ul>
b.	The Folder Inserter must perform tip to tip sealing.
c.	The Folder Inserter must be able to fold a minimum of eight (8) sheets of paper at once.
d.	The folder inserter must have at least 4 sorting trays/stations that are capable of handling either sheets, folded sheets or inserts such as business reply or other pre-folded material to provide flexibility for sorting and inserting requirements.
e.	The folder inserter must have at least 4 folding options. The expected folding options include (but are not limited to): C fold, Z fold, single fold and double fold.
f.	The Folder Inserter must fold and insert 8 ½" x 11" sized documents into multi sized envelopes (up to 9 3/8" x 5 ¾").
g.	The Folder Inserter must have the ability to do double document detection, and automatic document measurement before inserting, to ensure that envelopes are not double stuffed
h.	The Folder Inserter must sustain continued use for up to five (5) hours a day.
i.	The Folder Inserter must be ready to use and be operational within five (5) minutes of power ON.
j.	The Folder Inserter must be able to do a trial piece before running a new job to confirm accuracy.
k.	The Folder Inserter must be able to perform an average of 95,000 inserts per month
l.	The height adjustable console/table must be stable, level and properly support the full size and weight of the Folder Inserter to ensure it is fully functional. It must also have the ability to be mobile to allow for maintenance work and to make sure letters or documents that may fall in behind the equipment can be easily recovered.
m.	The Folder Inserter must hold a minimum of 400 envelopes.
n.	The Folder Inserter feeder must hold a minimum of 725 sheets of paper
o.	The Folder Inserter stacker must hold a minimum of 1000 envelopes.

Note - The following amendments are made to correct typos in the RFP.

M.3 At Part 1 GENERAL INFORMATION, article 1.3 Glossary of Terms:

Delete: "Preferrable"

Replace with: "Preferable"

M.4 At Appendix 2 FINANCIAL PROPOSAL, under Table 3:

Delete: "Serviceshall"

Replace with: "Service shall"

M.5 At Appendix 2 FINANCIAL PROPOSAL, under Table 3:

Delete: "Serviceshall"

Replace with: "Service shall"

M.6 At Part 6 MODEL CONTRACT, article 6.3.1.:

Delete: "accodance"



Replace with: “accordance”

M.7 At Part 6 MODEL CONTRACT, article 6.3.2.1.:

Delete: “Recognition”  
Replace with: “Recognition”

M.8 At Part 6 MODEL CONTRACT, article 6.18.2.:

Delete: “Avdance”  
Replace with: “Advance”

M.9 At Annex A – STATEMENT OF REQUIREMENTS, article 3.1:

Delete: “to : the”  
Replace with: “to the”

**AND**

Delete: “seciton”  
Replace with: “section”

M.10 At Annex A – STATEMENT OF REQUIREMENTS, article 3.2:

Delete: “additional”  
Replace with: “additional”

M.11 At Annex A – STATEMENT OF REQUIREMENTS, article 7.2:

Delete: “Contrator”  
Replace with: “Contractor”

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**