



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)

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

Title – Sujet	
Folder Inserters	
Solicitation No. – No de l'invitation	Date (yyyy-mm-dd) (aaaa-mm-jj)
1000328006	2016-02-08
Amendment No. - N° modif.	
003	
Solicitation closes – L'invitation prend fin on – le February 11, 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, 8 th 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 # 003

This solicitation amendment is raised to:

1. Address the following questions submitted during the solicitation period as per RFP; and
2. Amend the RFP and extend the bid closing date to February 11, 2016 at 2:00 PM EST.

1. QUESTIONS AND ANSWERS

Q5. Would CRA accept the ability to lower the threshold for the minimum number of sheets to 325 or for at least 3 of the trays to be that size?

A5. The folder inserter must have at least 4 standard sorting trays/stations each with a minimum capacity of 325 sheets per station. In addition to the capacity of the standard stations the folder inserter must have additional stations (in any configuration) that have a minimum combined capacity of 1,000 sheets

Please see Section 2 Amendments to the RFP below.

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

	Mandatory Criteria	Page # of proposal where the bidder demonstrates compliance
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"> • TL10E – 8 3/4" x 3 7/8" • T1087 – 9 3/8" x 4 1/4" • T67A – 4 1/8" x 9" 	
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 standard sorting trays/stations must have a minimum capacity of 325 sheets per station. In addition to the capacity of the standard stations, the folder inserter must have additional stations (in any configuration) that have a minimum combined capacity of 1,000 sheets.	
f.	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.	
g.	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”).	
h.	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	
i.	The Folder Inserter must sustain continued use for up to five (5) hours a day.	
j.	The Folder Inserter must be ready to use and be operational within five (5) minutes of power ON.	
k.	The Folder Inserter must be able to do a trial piece before running a new job to confirm accuracy.	
l.	The Folder Inserter must be able to perform an average of 95,000 inserts per month	
m.	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.	
n.	The Folder Inserter must hold a minimum of 400 envelopes.	
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

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"> • TL10E – 8 ¾” x 3 7/8” • T1087 – 9 3/8” x 4 ¼” • T67A – 4 1/8” x 9”
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.
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g.	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").
h.	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
i.	The Folder Inserter must sustain continued use for up to five (5) hours a day.
j.	The Folder Inserter must be ready to use and be operational within five (5) minutes of power ON.
k.	The Folder Inserter must be able to do a trial piece before running a new job to confirm accuracy.
l.	The Folder Inserter must be able to perform an average of 95,000 inserts per month
m.	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.
n.	The Folder Inserter must hold a minimum of 400 envelopes.
o.	The Folder Inserter stacker must hold a minimum of 1000 envelopes.

M.3 At Page 1, Solicitation closes:

Delete:



on - le **February 9, 2016**
at - à **2:00 P.M. / 14 h**

Replace with:

on - le **February 11, 2016**
at - à **2:00 P.M. / 14 h**

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED