



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions

- 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 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

<b>Title - Sujet</b> Office Suppliers/Fourniture de bure		
<b>Solicitation No. - N° de l'invitation</b> E60PD-16OSFB/A		<b>Date</b> 2016-02-22
<b>Client Reference No. - N° de référence du client</b> E60PD-16OSFB		<b>Amendment No. - N° modif.</b> 006
<b>File No. - N° de dossier</b> pd032.E60PD-16OSFB	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PD-032-68672		
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale		2015-12-18
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-03-21</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>Address Enquiries to: - Adresser toutes questions à:</b> Swanson, Manon		<b>Buyer Id - Id de l'acheteur</b> pd032
<b>Telephone No. - N° de téléphone</b> (819) 420-2945 ( )		<b>FAX No. - N° de FAX</b> (819) 956-5454
<b>Delivery Required - Livraison exigée</b>		
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> As per call-up document/tel qu'indiqué sur la commande subséquente		
<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>		

This amendment is raised to provide responses to questions received from the industry and to revise the RFSO document accordingly

## Questions and answers

### **Question no 1**

In section 4.1.1 you state; "The Offeror identify in column "V" which items are Listed Items and which are Non-Listed Items.

Offerors must demonstrate that more than 50% of the items listed in the EFOT are Listed Items". Does this mean that all vendors need to submit pricing on all 2769 skus in the EFOT and 50% of those skus have to be deemed listed or would suppliers be compliant if they submitted bid that had pricing on 2000 skus where 1385 were listed and the remainder were non-listed?

### **Answer no 1:**

To be compliant, the bidder must submit pricing on all SKUs identified in the EFOT and must demonstrate that more than 50% of the items identified in the EFOT are "listed items"

### **Question no 2:**

#### **5.2.3.1 - Rate of Price Certification - Relating to Supplementary Items**

The Bidder certifies that the price proposed is not in excess of the lowest price charged anyone else, including the Bidders most favored customer, for the like quantity and quality of the goods, services or both.

This is an onerous clause that has no time limit and creates unnecessary exposure for Bidders who have no way of determining if and when an item was sold at a lower price to another customer. Bidders will be bidding on potentially 1500 items that may or may not have sufficient volume to justify selling the item at a lower price than was offered to another customer at some time in the past or in the future. The quantity sold to Canada will not become evident until the end of this contract. This clause is clearly unenforceable by Canada and untenable for Bidders. Regardless, Bidders will all be bidding on the same SKU's so Canada will have access to the lowest prices being offered. Would Canada consider removing this clause?

### **Answer no 2:**

Delete Clause 5.2.3.1 Rate of Price Certification – Relating to Supplementary items

### **Question no 3:** **Annex C - EFOT**

We do not stock all of the items on the EFOT and as many of them are duplicates (in form, function and quality) of what we do stock but are another brand it doesn't make business sense for us to add them to stock. We can clearly, however, exceed the 50% requirement listed items. This will most likely be the same case for all respondents.

There will clearly be a price advantage for the Bidder that carries the in-stock item vs. the Bidder who must rely on third party distribution channels. How will Canada be evaluating the SKU's that are non-listed offered by one Bidder vs. the same item offered by another Bidder that carries that same SKU as a listed item?

**Answer no 3:**

While there may be a commercial advantage for offerors that carry the items in stock, engagement has shown that there is also a risk factor and cost associated to carrying that stock. The decision to list or not list an item ultimately resides with the Offeror as a business decision. The basket of goods is representative of Canada's requirement and for this reason, Canada will evaluate Offers in accordance with the evaluation methodology described at part 4 of the RFSO (amendment no 1).

**Question no 4**

**4.1.2.3 Calculation Methodology**

Would Canada consider an offsetting factor in the formula when evaluating non-listed SKU's to partially nullify the pricing disadvantage versus the same SKU offered by the Bidder that carries it as a listed item?

**Answer no 4:**

No, PWGSC will not consider an offsetting factor for evaluating non-listed SKUs. PWGSC is looking to obtain the best value for its overall requirement.

**Question no 5:**

How will Canada deal with the Bidders who choose to bid on all the items on the EFOT to make their offering more attractive but have no intention of making them all available?

**Answer no 5:**

If there is evidence that the offeror is not fulfilling on the items listed in the EFOT, PWGSC will take proper corrective measures against the SO holder which could result in setting-aside of the Standing Offer.

**Question 6:**

There is not specific mention of exchange rates in the tender documents unless exchange rates are assumed to be covered in the pricing changes you already allow as per changes in the published CPI?

**Answer no 6:**

Add the following clause to the Request for Standing Offer document

**C3011T – Exchange rate fluctuation**

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive

**Question no 7:**

We would like to bid on this tender but fall into a bilingual territory. We can provide English or French customer service, and can submit the bid in both languages, however our print material such as invoices etc. are English only, and our website is English.

**Answer no 7:**

For regions which are considered bilingual, the offeror is required to serve those regions in both official languages which includes print material and the Offeror's website. Content and Data aggregation services such as those offered by The Canadian Office Products Association "COPA", E-tilize and CNET can provide offerors with product data in both official languages.

**All other terms and conditions remain the same**