



## 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> 2016-03-09
<b>Client Reference No. - N° de référence du client</b> E60PD-16OSFB		<b>Amendment No. - N° modif.</b> 008
<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 Daylight Saving Time EDT
<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 revise the clause 6A.4.1 Period of the Standing Offer, to respond to questions received from the industry, to submit a new version of the Electronic Financial Offer Template and to provide a new version of Annex B - Offeror's Representation Table

Delete:

6A.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is From April 1<sup>st</sup>, 2016 to March 31, 2017

Insert:

6A.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the date of issuance of the Standing offer to March 31st, 2017

#### **Questions and Answers:**

##### **Question no 1:**

4.1.2.3 Calculation Methodology

Which bracket will be used if Offerors provide a price between \$ 9.85 and \$ 10.15? Will you use the factor that applies to the \$ 0.01 - \$ 9.99 or the \$ 10.00 to \$ 99.99?

##### **Answer no 1:**

The lowest sustainable price offered will be used.

##### **Question no 2:**

The EFOT – Annex C contains a list of 2769 products, does that mean that the products from 2501 to 2769 are not part of the evaluation?

##### **Answer no 2:**

At Amendment no 1 - 4.1.2.3 B2) Calculation methodology

Delete: B2) For items 501 à 2500.....

Insert: B2) For items 501 to 2769 .....

##### **Question no 3:**

6A.9: Limitation of Call-ups:

individual call-ups against the Standing Offer must be between \$ 50.00 (minimum order to \$ 25,000.00). Does that mean that orders less than \$ 50.00 are not subject to the terms and conditions of the Standing Offer agreement?

##### **Answer no. 3:**

Orders less than \$50.00 are not subject to the terms and conditions of the Standing Offer agreement

**Question no 4:**

Supplementary Items Submission Template (SIST)

Can we submit private label product

**Answer no 4:**

Offerors may propose private label products as part of the submission as long as they meet the following criterion (see Appendix 1 – General instructions – Supplementary Items Submission Template)

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

**Question no 5:**

Appendix D: Discount against regular price: the industry works with retail price (catalog) and net price (in store or website Web). Please confirm on what price we should give a discount?

**Answer no 5:**

As mentioned in Annex "D", Regular price is the price regularly charged before application of discounts. Since catalogues are typically printed once a year, the regular price would be the price that is found on the Offeror's web site.

At clause 6A.15.1 Web site functionality requirements

**Add:**

h) The site must indicate the price regularly charged before application of discounts and as well the final price with applicable discounts.

**Question no 6:**

Quarterly report

Should the Offeror includes items that are not procured via the EFOT and/or SIST?

**Answer no 6:**

Call-ups greater than \$50.00 who are part of the list of categories found at Annex "A" Requirement (Figure 1) of the Standing Offer must be submitted in the quarterly report.

**Question no 7:**

Annex B - Offeror's Representation Table

Amendment 003 identified that only Alberta Region and Prince Edward Island Region would now participate as Provincial and MASH Clients. The Annex B Offeror's Representation Table provided with the RFSO lists both Saskatchewan Region and Newfoundland Labrador Region as Provincial and MASH Clients. Also, the table is identified in the document as Annex C.

Will an updated Annex B be issued?

**Answer no 7:**

See revised Annex B.

**Question no 8:**

**Appendix 1 General Instructions- Supplementary Items**

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 Supplementary Items List

Can it be assumed that qualified offerors do not have to make available (listed or **non listed**) all the items on the list of 1500 items when providing final pricing?

**Answer no 8:**

The decision to list an item resides with the Offeror as a business decision. However the offeror must ensure that orders for items identified in the final list are fulfilled.

**Question no 9:**

Will the final list eliminate any items provided that are private label and unique to one supplier?

**Answer no 9:**

The final list may include some private label items, however, the Brand and Manufacturer Part Number fields for these items will be tagged as "Private Label" instead of the retailer's house brand and part number and offerors will be encouraged to provide their private label item instead. Exclusive items, those not made available to other retailers by the manufacturer will be eliminated from the final list.

**The Offeror's Representation Table**

**Delete:**

Annex B - The Offeror's Representation Table v1

**Insert:**

Annex B – The Offeror's Representation Table v2

**The Electronic Financial Offer Template (EFOT)**

**Delete:**

Annex C-1: The Electronic Financial Offer Template (|EFOT) version "V2

**Replace with:**

Annex C-1: The Electronic Financial Offer Template (|EFOT) version "V3"

**All others terms and conditions remain unchanged**