



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

SOLICITATION AMENDMENT

MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Communication Procurement Directorate/Direction de
l'approvisionnement en communication
360 Albert St./ 360, rue Albert
12th Floor / 12ième étage
Ottawa
Ontario
K1A 0S5

Title - Sujet printing of T5007 tax slips	
Solicitation No. - N° de l'invitation B8142-170070/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client B8142-170070	Date 2016-09-30
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-020-71599	
File No. - N° de dossier cw020.B8142-170070	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-10-18	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Werk(cw), Janet	Buyer Id - Id de l'acheteur cw020
Telephone No. - N° de téléphone (613) 998-3968 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

This amendment is to answer Bidders' questions.

Q.1 Under A.4.1.1 c) "postage must be pre-paid by the contractor" - Could you please clarify that
1) the actual postage costs based on the statement of mailing will be reimbursed to the contractor and
2) that postage costs will be treated as extra and that no postage costs should appear in the basis of payment.

A.1 1) yes the actual postage cost will be reimbursed at cost without profit.
2) YES, the postage costs are extra and no postage costs are to appear in the basis of payment.

Delete Annex B and **replace** it with the following:

ANNEX "B" BASIS OF PAYMENT

B.1 PRICING SCHEDULE

Bidders must provide all-inclusive pricing in the format specified, for each component identified in this ANNEX "B" Basis of Payment (see below).

The all-inclusive prices must include but are not limited to: all operations and materials for the completion of the final PDF and printed products and the services as specified in the Annex A Statement of Work, including but not limited to retrieval and data processing, creation and delivery of proofs/samples, equipment set ups, printing operations, folding, inserting, administration and project management, preparation for distribution and delivery to the closest Canada Post outlet for mailing as well as uploading PDF formats to the Contractor's secure FTP site.. **FOB Destination**, GST/HST/QST extra if applicable.

Postage is extra

B.1.1 CANADA POST CHARGES

The Contractor will be reimbursed for the delivery costs reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit. A copy of the Electronic Statement of Mailing (ESOM) and invoice from Canada Post must be submitted to the Project Authority with the invoice. All payments are subject to government audit.

TRAVEL AND LIVING EXPENSES

The Crown will not accept any travel and living expenses incurred by any Contractor to satisfy the terms of any resulting contract.

Failure to price one of the components in the format specified will render the bid non-responsive.

If pricing is not provided for a component, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amount. If the Bidder agrees then the Basis of Payment will be considered compliant. However if the Bidder disagrees then the bid will be found non-compliant and no further evaluation will be done.

The quantities for evaluation shown in the pricing grid of the Annex B - Basis of Payment pricing schedule B.2–B.5 are estimates for evaluation purposes only and are not a guarantee of the actual number of documents to be produced or the actual number of items to be shipped, nor are they intended to reflect any expectations on behalf of the Government of Canada.

B.1.A PAPER ADJUSTMENT CLAUSES (SOLICITATION AND CONTRACT)

Bidders must complete the B.1.A *P2010 - T - Paper Adjustment* Clause and include it with their Bid. If the Bidder does not complete and provide the B.1.A *P2010 - T - Paper Adjustment* Clause with the Bid, no *Paper Adjustment* Clause will be included in the Contract and no price escalation/adjustment will be granted based on increased paper costs during the period of the Contract.

Bidders are to add or delete lines, as required.

B.1.A.1 P2010 - T - Paper – Adjustment Bid

1. The resulting contract will contain a provision for price adjustment (increase or decrease) of the portion of the price directly related to the base transaction cost of paper. Price adjustment will apply only to increase or decrease of the base transaction cost of paper that may occur at any time during the resulting contract period but not before thirty (30) days after contract award.
2. Bidders must provide their base transaction cost(s) and the quantity of the paper on which the base transaction cost is established in their bid as follows:
 - a. cover stock (if applicable): _____ lb. at a base transaction cost per Cwt. of \$ _____ , and which represent _____ percent of the unit price(s).
Brand name and paper supplier: _____.
 - b. text stock (if applicable): _____ lb. at a base transaction cost per Cwt. of \$ _____ , and which represent _____ percent of the unit price(s).
Brand name and paper supplier: _____.
3. Upon request from the Contracting Authority, bidders must provide supporting documentation to confirm the base transaction cost. Such documentation may consist of copy of quotation from the paper supplier(s).

B.1.A.2 P2010 - C - Paper – Adjustment Contract

1. The portion of the price directly related to the base transaction cost of paper is subject to price adjustment (increase or decrease) at any time during the contract period but not before _____
(*insert the date corresponding to the end of the 30-day period after contract award*). The price will be adjusted using the percentage of the announced increase or decrease that came into effect by applying it to the applicable base transaction cost.
2. To request a price adjustment, the Contractor must provide the Contracting Authority with a notice indicating the increase or decrease in the base transaction cost of the paper necessary to complete the requirement of the Contract, if applicable. Such notice must contain the price as publicly announced by at least three (3) paper supplier who supply the grade specified in the Contract and the date the price came into effect.
3. The base transaction cost of paper subject to price adjustment is as follows:
 - a. cover stock (if applicable): _____ lb. at a base transaction cost per Cwt. of \$ _____ , and which represent _____ percent of the unit price(s).
Brand name and paper supplier: _____.

- b. text stock (if applicable): _____ lb. at a base transaction cost per Cwt. of \$ _____ , and which represent _____ percent of the unit price(s).
Brand name and paper supplier: _____.

4. The Contractor must provide a copy of the quotation from the paper supplier(s) to support the above base transaction cost and a copy of the invoice(s) from the paper supplier(s) to support the adjusted base transaction cost.
5. Any price adjustment must be approved by the Contracting Authority and will be evidenced through a contract amendment.

Basis of Payment pricing schedule B.2 –B.5

		Price	unit	Quantity for evaluation purposes only	Total
B.2	Contract Period				
B.2.1	Basic price per each record for 18,500 records		/each	18500	
B.2.2	Additional each, same print run		/each	99	
B.3	First option year				
B.3.1	Price per each based on a Minimum quantity of 5,000 records		/each	10,000	
B.3.2	Additional each, same print run		/each	2,500	
B.4	Second option year				
B.4.1	Price per each based on a Minimum quantity of 5,000 records		/each	5,000	
B.4.2	Additional each, same print run		/each	880	
B.5	Third option year				
B.5.1	Price per each based on a Minimum quantity of 5,000 records		/each	5,000	
B.5.2	Additional each, same print run		/each	600	

Evaluated Price (EP) total

All other terms and conditions remain unchanged