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**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

National Individual Standing Offer (NISO)

Offre à commandes individuelle nationale (OCIN)

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

This document contains a security requirement.

Ce document contient une condition de sécurité.

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Maintenance & Professional Consulting Services
Division (FK)

11 Laurier St./ 11, rue Laurier
3C2, Place du Portage, Phase III
Gatineau
Québec
K1A 0S5

Title - Sujet SMART BUILDING SERVICES		
Solicitation No. - N° de l'invitation EN438-170958/A	Date 2016-11-16	
Client Reference No. - N° de référence du client 20170958	Amendment No. - N° modif. 002	
File No. - N° de dossier fk289.EN438-170958	CCC No./N° CCC - FMS No./N° VME	
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-289-71747		
Date of Original Request for Standing Offer		2016-10-20
Date de la demande de l'offre à commandes originale		
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-11-30		Time Zone Fuseau horaire Eastern Standard Time EST
Address Enquiries to: - Adresser toutes questions à: Maquiling(fk div), Amalia O.		Buyer Id - Id de l'acheteur fk289
Telephone No. - N° de téléphone (873) 469-4886 ()	FAX No. - N° de FAX (819) 956-3600	
Delivery Required - Livraison exigée		
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:		
Security - Sécurité 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

Acknowledgement copy required	Yes - Oui	No - Non
Accusé de réception requis	<input type="checkbox"/>	<input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
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)		
For the Minister - Pour le Ministre		

This solicitation amendment 002 is issued to answer questions raised from the Industry.

Q1 Can we get an extension to the deadline by one week? So this would mean a closing date of December 08, 2016.

R1 At this time, no extension will be granted.

Q2 In the section 4.3.1.4, under the Mandatory Technical Requirements SOR Reference 3.1, it is stated we need to respond to points A-G but there is no point G in the SOR Reference 3.1, can you clarify this?

R2 Subsection 3.1 under 4.3.1.4 Components and Services of the RFSO should read: Complete solution (as described in Statement of Requirements, Section 3.1 points A-F).

Q3 It is mentioned to respect the numbering system corresponding to the RFSO (source : 3.1 Offer Preparation Instructions, point b page 9/34)

Q31.1) We were not able to find details regarding the numbering system. Thank you for clarifying us on this point.

R3.1.1 This means that reference numbers in your proposal should follow that of the RFSO. Example: Offeror's Experience is 4.3.1.1, this number should be used as reference in your proposal.

Q3.1.2) Also, are there any specific formatting rules to follow (font size, font type, margin widths, etc.)?

R3.1.2. There are no specific rules about the formatting of the document (specific font sizes, size of the margins etc.), as long as the document is legible.

Q4 source : 1.2.3 Non-disclosure requirement (page 5/34) A non-disclosure requirement as detailed at Articles 3.2 and 7B.2.2 herein applies to this procurement in order to access the Data Room for background documentation related to this solicitation.

source : 3.2 Section I : Technical Offer (page 9/34) Offerors will be provided access to Background Information reference documents upon signing a Nondisclosure Agreement identified at 1.2.3. Access to the Data Room will be provided through an FTP site or equivalent. Offerors can request access by completing Annex H and sending an e-mail to the Standing Offer Authority. Access will be provided to one identified contact for each Offeror.

Q4.1.1) In conclusion, we suppose that the reference document is indispensable in order to respond to the solicitation. Is this correct?

R4.1.1. That is correct.

2.2) Once this document is returned to you, what delay can we expect to obtain the information documents concerning the present solicitation.

R4.1.2. The access to the site can be granted within 2 business days upon receipt of request.

Q5 source: 5.1.1 Integrity Provisions – Declaration of Convicted Offences (page 24/34)

Q5.1) Can you provide the document named « declaration of a conviction of an offense » or indicate to us how we may obtain it?

Q5.2) If there has not been an offense, does this declaration have to be submitted?

Q5.3) We have found this on-line document, named Integrity Information Form : <http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>

Q5.3.1) Is this the document that is described in clause 5.1.1 of the RFSO?

Q5.3.2) From what is mentioned « a declaration form only has to be submitted in the following two cases (a and b below). These two cases do not apply to us since there has been no offense. What do we do in this case?

- a) the supplier, one of his/her affiliates or a proposed prime sub-contractor, was accused or found guilty of a criminal offense in a country other than Canada, and this offense could, at the supplier's knowledge, relate to one of the offenses listed in the Ineligibility and Suspension Policy.
- b) the supplier is not in a position to provide the attestations required in the integrity provisions.

R5 For 3.1 to 3.3.2 Answers to these questions can be found at [Ineligibility and Suspension Policy \(http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html)

Q6 Source : 5.2.2 Federal Contractors Program for Employment Equity – Standing Offer Certification (page 24/34)

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the Employment and SocialDevelopment Canada-Labour's website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the “FCP Limited Eligibility to Bid” list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

Q6.1) At the bottom of the page of the on-line document, it is mentioned “Currently, there are no names on the FCP Limited Eligibility to Bid list. When a contractor will be found to be non-compliant, their name will be automatically added to the list.”

We assume therefore that the list is empty at this time. Is this correct?

Q6.2) Finally, how can we obtain the document named attestation offer for the Federal Contractors Program for Employment Equity?

Q6.3) Please send us a pdf version if possible.

R6 For 4.1 to 4.3 Answers to these questions can be found at http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969

Q7

7.1) How can we obtain the document M3020T (2016-01-28) referred to in 5.2.3.1. Status and Availability of Resources

7.2) Please send us a pdf version if possible.

R7 For 7.1 to 7.2 SACC Manual Clause - M3020T can be found on buy and sell website under [Standard Acquisition Clauses and Conditions \(SACC\) Manual](#)

Q8 source : 7A.2 Security Requirements (page 26/34)

The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel **MAY NOT ENTER** sites without an escort.

8.1) Do we have to make this request now for our personnel?

8.2) If yes, what procedure do we follow (who do we make the request to, how, at what cost)?

R8. For 6.1 to 6.2 see page 1 of 34 of the RFSO for instructions.

Q9 source : 7A.2 Security Requirements , paragraph 4 (page 26/34)

The Contractor/Offeror must comply with the provisions of the:

- a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
- b. Industrial Security Manual (Latest Edition).

9.1) Is this the latest version of the reference manual : <http://iss-ssi.pwgsc-tpsgc.gc.ca/msi-ism/index-fra.html>

R9 What is in the website should be the latest edition.

Q10 Source 7A.9 Call up Instrument and 7A.11 Priority of Documents (page 29/34)

Can you confirm our understanding of what follows is correct:

The work will be authorized or confirmed by the designated users by submission of the form PWGSC-TPSGC 944 and for this work to be authorized it will be necessary to supply all the documents in paragraph 7A.11 Priority of Documents.

R10 This section is just to identify the list of documents in order of importance, therefore there is no requirement to submit anything under 7A.11 during the solicitation process.

Q11 Source 7B.7.1 Insurance Requirements (page 32/34) The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force.

Q11.1) Does this obligation pertain to insurance for civil and commercial responsibility and insurance for responsibility for errors and omissions.

R11 There are 2 specific insurance requirements to comply for this requirement: 1) Commercial General Liability Insurance; 2) Errors and Omissions Liability Insurance.

No other changes apply.