



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS A :**

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SOLICITATION AMENDMENT 001

MODIFICATION DE L'INVITATION 001

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: - Commentaries :

Title – Sujet Windows Envelope		Date February 13, 2017
Solicitation No. – N° de l'invitation 201704358		Amendment No. – N° de la modification 001
Client Reference No. - No. De Référence du Client 201704358		
Solicitation Closes – L'invitation prend fin		
At /à :	02 :00PM	EDT(Eastern Daylight Time) HAE (heure avancée de l'Est)
On / le :	February 20, 2017	
F.O.B. – F.A.B Does not change- Ne change pas	GST – TPS Does not change- Ne change pas	Duty – Droits Does not change – Ne change pas
Destination of Goods and Services – Destinations des biens et services Does not change – Ne change pas		
Instructions See herein- Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Carmelia Da Silva		
Telephone No. – No. de téléphone 613-843-3896	Facsimile No. – No. de télécopieur 613-825-0082	

Delivery Required – Livraison exigée	Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:	
Telephone No. – No. de téléphone	Facsimile No. – No. 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 raised to address the following questions received during the solicitation period and make the following change to the solicitation;

Questions and Answers

1) Is the fabrication with inside or outside seams?

The seams (flaps) are on the outside.

2) The quantity of 350 000 envelopes; is this one fabrication and one delivery? If not, how many deliveries and quantity of envelopes per delivery per year?

We would prefer it to be done in two fabrications and deliveries but one is possible.

3) Is it possible to include in the solicitation a provision for the escalation of paper and raw material?

Yes, we will revise the solicitation to add the provision for escalation of paper.

4) On page 11 of 18, item 6.4.3, Optional Goods or Service ; option to acquire the services in full or in part under the same condition and prices stated in the contract ; Does this mean that you may buy less than the quantity specified on Annex B (350M envelopes) ?

Yes, it may be possible that we would require less but at this time, 350,000 envelopes is our annual usage.

5) On page 17 of 18 - ANNEX B; Optional Quantity : up to a maximum of 700 000 – we presume that the 700 000 is the quantity of envelopes ?

Yes, the optional quantity is 700,000 envelopes we would order for the two option years.

6) Are these required in one delivery of 700 boxes (350000 envelopes) or is it spread over the 1 year contract period, and if so what would be the average size of order.

We would prefer it to be done in two fabrications and deliveries but one is possible.

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DELETE IN ITS ENTIRETY;

At 3.1 Bid Preparation Instructions, Section 1 Financial Bid

INSERT;

Section I: Financial Bid

1. Bidders must submit their financial bid in accordance with Annex B, Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, if applicable.
2. SACC Manual Clauses C3011T (2013-11-06), Exchange Rate Fluctuation Criteria
3. 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.
4. 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 per Annex B.

DELETE IN ITS ENTIRETY;

At Annex B, Basis of Payment



INSERT;

ANNEX B

BASIS OF PAYMENT

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

Prices are firm all-inclusive Canadian dollars, DDP Destination, customs duties included, GST/HST extra if applicable.

B1. Initial Contract Period: Contract Award to March 31, 2018

Item	Description	Estimated Quantity	Unit of Issue (500 envelopes per box)	Firm Price Per Box	Extended Price
1.	RCMP 792 Window Envelopes (350,000)	700	BX	\$	\$
Total (Canadian Dollars):					\$

Optional Quantity:

The RCMP reserves the right to exercise the following optional quantity in part or in full up to a maximum of 700,000 envelopes. Contracting Authority will advise the Contractor in writing prior to the contract period expiring.

B2. Option Year 1: April 1, 2018 to March 31, 2019

Item	Description	Estimated Quantity	Unit of Issue (500 envelopes per box)	Firm Price Per Box
1.	RCMP 792 Window Envelopes (350,000)	700	BX	\$



B3. Option Year 2: April 1, 2019 to March 31, 2020

Item	Description	Estimated Quantity	Unit of Issue (500 envelopes per box)	Firm Price Per Box
1.	RCMP 792 Window Envelopes (350,000)	700	BX	\$

B.4. Paper Escalation Clauses

The Contractor must complete B. Paper Escalation Clauses and include it with their bid. If the Contractor does not complete the B.4 – Escalation for Paper Clause with their bid, no Escalation Clause will be included in the contract and no price escalation will be granted on increased paper costs during the period of the contract.

Escalation of Paper

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:

RCMP 792 Window Envelopes

 - a. Natural kraft 24lb. at a base transaction cost per Cwt. of \$_____ and which represent _____ percent of the unit price(s).
 - b. 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.