

**REVISION TO A REQUEST FOR STANDING OFFERS
AMENDMENT 001**

Title of Project			
Library and Archives Canada – Graphic Design Services – Standing Offer Agreements.			
Return Offers to:			
By Hand or Messenger Service:		By Mail:	
Library and Archives Canada Business Centre – 8 th Floor 550 de la Cité Boulevard Gatineau (Québec) J8T 0A7 From: Monday – Friday Hours: 8:00 a.m. -12:00 p.m. / 1:00 p.m. – 4:00 p.m.		Library and Archives Canada Contracting Services Division Corporate Resourcing Branch 550 de la Cité Boulevard – 8 th Floor Gatineau (Québec) K1A 0N4	
Standing Offer Authority's address and Issuing Office			
Library and Archives Canada Contracting and Materiel Management Division Corporate Resourcing Branch 550 de la Cité Boulevard – 8th Floor Gatineau (Québec) K1A 0N4			
Standing Offer Authority	Telephone No.	Facsimile No.	E-mail :
Geneviève Rioux	343-998-1925	819-934-5263	Genevieve.Rioux@Canada.ca

WE HEREBY OFFER TO SELL TO HER MAJESTY THE QUEEN IN RIGHT OF CANADA, IN ACCORDANCE WITH THE TERMS AND CONDITIONS SET OUT HEREIN, REFERRED TO HEREIN OR ATTACHED HERETO, THE GOODS, SERVICES, AND CONSTRUCTION LISTED HEREIN AND ON ANY ATTACHED SHEETS AT THE PRICE(S) SET OUT THEREFOR.

Offeror's Name	
Offeror's Complete Address	
NAME & TITLE OF THE PERSON AUTHORIZED TO SIGN ON BEHALF OF THE OFFEROR (PLEASE PRINT)	
Signature	Date

Amendment 001 5Z011-17-0123

Amendment 001 is raised to change the format of the technical offer for the RFSO as follows:

- 1) Refer to Page 9 of 35 **Part 3 – OFFER PREPARATION INSTRUCTIONS** is deleted in its entirety and replace with:

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that Offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (1 soft copy on a reusable USB key)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with "Attachment 2 to Part 4". The total amount of Applicable Taxes must be shown separately.

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME