



## 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

Departmental Individual Standing Offer (DISO)

Offre à commandes individuelle du département(OCID)

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

Linguistic Services Division / Division des services  
linguistiques

PSBID, PWGSC / DIASP,TPSGC

11 Laurier St. / 11, rue Laurier

10C1/Place du Portage, Phase III

Gatineau

Québec

K1A 0S5

<b>Title - Sujet</b> Translation Services		
<b>Solicitation No. - N° de l'invitation</b> 86100-170002/A		<b>Date</b> 2017-05-04
<b>Client Reference No. - N° de référence du client</b> 86100-170002		<b>Amendment No. - N° modif.</b> 003
<b>File No. - N° de dossier</b> 503zf.86100-170002	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZF-524-31328		
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale		2017-03-31
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-05-10</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>Address Enquiries to: - Adresser toutes questions à:</b> Remillard, Michele		<b>Buyer Id - Id de l'acheteur</b> 503zf
<b>Telephone No. - N° de téléphone</b> (819) 420-4602 ( )		<b>FAX No. - N° de FAX</b> ( ) -
<b>Delivery Required - Livraison exigée</b>		
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>		
<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>		

Solicitation No. - N° de l'invitation  
86100-170002/A  
Client Ref. No. - N° de réf. du client  
86100-170002

Amd. No. - N° de la modif.  
003  
File No. - N° du dossier  
524zf.86100--170002

Buyer ID - Id de l'acheteur  
zf524  
CCC No./N° CCC - FMS No./N° VME

**This Amendment 003 is issued for the following purpose:**

- A) To provide answers to questions received to date**
  - B) Amend the Request for Standing Offer**
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## **QUESTIONS AND ANSWERS - SERIES III**

### **Question 1**

In our answer, can the technical offer and the financial offer be in the same envelope? Same question for the USB key (can we also put them on the same key)? This would make one key per stream. Or do you want a key for all the streams?

#### **Answer:**

The technical offer must be in a separate envelope from the financial offer. All envelopes can be included in one submission. Offeror's can include all prices on one USB Key.

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### **Question 2**

Can all parts of our submission be in one envelope?

#### **Answer:**

Yes. However the financial offer should be sealed in a separate envelope within.

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### **Question 3**

Since you want each part of the submission to be treated differently, it complicates our task and makes us do the work by four, for those who go to the four (4) parts of the tender. Can you extend the deadline for submission?

#### **Answer:**

There will be no changes to the closing date.

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### **Question 4**

Submission delivered to the attention of whom?

Michele Remillard  
Supply Specialist  
Public Services and Procurement Canada  
Professional Services Directorate  
11 Laurier Street  
Gatineau, Québec K1A 0S5  
Canada

Or

IMMIGRATION AND REFUGEE BOARD

Solicitation No. - N° de l'invitation  
86100-170002/A  
Client Ref. No. - N° de réf. du client  
86100-170002

Amd. No. - N° de la modif.  
003  
File No. - N° du dossier  
524zf.86100--170002

Buyer ID - Id de l'acheteur  
zf524  
CCC No./N° CCC - FMS No./N° VME

12TH FLOOR  
344 SLATER ST  
OTTAWA  
Ontario  
K1A0K1  
Canada

**Answer:**

Neither. See Section 2.2 Submission of Offers,

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers as follows:

RETURN BIDS TO  
PWGSC Bid Receiving Unit  
11 Laurier Street  
Place du Portage, Phase III  
Gatineau, Quebec  
K1A 0S5

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**Question 5**

For CO1.1, can we provide only one organization or do you want more?

**Answer:**

One is sufficient.

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**Question 6**

For attestation Statement of conviction of an offense, if we have not been convicted, we do not have to provide it, do we?

Same question for item 5.2.1 Provisions on integrity

**Answer:**

See answer to question 7 in Amendment No. 002.

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**Question 7**

Can we apply only to the components: A and C?

**Answer:**

Yes

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**Question 8**

The previous RFSO (86122-13-0107) in 2014 had a security requirement up to Protected B in the Mandatory Requirements. This RFSO has no security requirements as per section 1.3. Will there be a separate RFSO for those requirements or are they being handled internally now?

**Answer:**

Solicitation No. - N° de l'invitation  
86100-170002/A  
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86100-170002

Amd. No. - N° de la modif.  
003  
File No. - N° du dossier  
524zf.86100--170002

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zf524  
CCC No./N° CCC - FMS No./N° VME

No. The Translation Bureau will undertake work associated with security requirements.

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#### Question 9

Can I provide contact information for a translation agency that has a federal department for whom I have been translating? Or do I have to translate directly, as an individual, into a federal department?

For Example

translated for Department X documents from Department Y. Since Department Y was dealing with Cabinet X and not with me directly, can I give the name of Cabinet X to confirm my translation experience Of texts for Department Y?

#### Answer:

Yes

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#### Question 10

If I own a translation agency, can I combine the experience of the translators in my firm and present my firm as the offeror?

For example :

As offering having 6 years of experience?

My firm has 3 translators. Each translator has 2 years of experience in legal texts. Can I present my firm as an offeror with 6 years of experience?

#### Answer:

In fact, if the dates overlap, the translators' experience counts only once. For example: translator A - from 10 January 2016 to 10 March 2016 + translator B - from 10 February 2016 to 10 April 2016 = 3 months (the period from 10 February 2016 to 10 March 2016 only counts once overlap).

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#### Question 11

Section 4.1.1.2, Point Rated Technical Criteria, it mentions "Offerors must submit a separate offer for each stream". In section 3.1, Offer Preparation Instructions, it gives the instructions on how to submit. Should bidders follow instructions in 3.1 for each stream they wish to propose; as a completely separate Proposal?

#### Answer:

See the answer to question 15.

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#### Question 12

Can you please identify the 'incumbents' for the expiring contract under each stream (or where it is located)? I can't find this information in the Buyandsell website, MERX or the IRB Contract Transparency webpages (it only lists call-up awards from 2015 –nothing from the initial awards).

#### Answer:

The Translation bureau.

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#### Question 13

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86100-170002/A  
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It was my understanding that all Federal procurement requests for Translation Services were to include certification to CGSB131.10 (which is partially sponsored federally) as either a mandatory or rated criteria. Is this correct and why is it not listed here anywhere?

**Answer:**

CGSB 131.10 is not mandatory, however some Government Departments assess these Certification's via point rated criteria.

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**Question 15**

In addition, we understand that a separate bid must be submitted for each component, but does this also apply to Sections II, III and IV of the Offer (Financial Offer, Certifications and General Information) or Only in Section I (Technical offer)?

**Answer:**

A separate technical proposal should be submitted for each stream. Only one copy of Section II, II and IV of the offer is required.

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**Question 16**

I have a question with regards to the amendment no 2 whereby the answer to Question 1 is that all for 'streams' must be presented separately, does that also include 4 different copies of the Section III attestations? It would be same copy as information would not change for the 4 'streams' or could we present one for all four? And for the prices part, do we also separate each pricing? Right now it is in one Excel document. And since this excel document is protected by password we cannot separate the excel sheets

**Answer:**

See answer to question 15.

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**Question 17**

I am understanding that separate proposals are required for each stream. I assume this means complete separate packages, which can include up to 16 copies of Technical Proposals. It seems like excessive paper, especially considering the repetition, but I understand the need for separate evaluations.

**Answer:**

One technical proposal is required for each stream. One copy of the Certifications and financial offers are required per submission. See answer to Question 15.

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**Question 18**

Can we get a rough idea of the start date? How long will it take (approximately) to review bids and award contracts?

**Answer:**

The precise date cannot be confirmed, however the goal is to issue standing offers before the commencement of Summer 2017.

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003  
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CCC No./N° CCC - FMS No./N° VME

#### **Question 19**

We are in the process of preparing a bid for the Request for Standing Offer for translation services (Stream C) for the Immigration and Refugee Board. In writing MC1.3 and PRTC3, we realize that we are repeating a great deal of information since we have worked with certain government agencies and departments for a long period of time.

How should we proceed given the circumstances? Is there additional information we can provide in PRTC3 in order to avoid repeating information given in MC1.3?

#### **Answer**

Offerors should provide all details requested in the technical and rated criteria despite any repetition. In fact, for CTC3, it is not necessary to repeat information three years, because it has been noted in the CO1.3. Simply specify the relevant information after the first three years. Information can be similar, but repeat it as needed.

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**All other terms and conditions remain unchanged**