



RETURN BIDS TO : - RETOURNER LES SOUMISSION À:

Canada Revenue Agency
Agence du revenu du Canada
See herein / Voir dans ce document

Proposal to: Canada Revenue Agency
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 and/or attached hereto, the goods and/or services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à : l'Agence du revenu du Canada
Nous offrons par la présente de vendre à Sa Majesté la Reine du Chef du Canada, en conformité avec les conditions énoncées dans la présente incluses par référence dans la présente et/ou incluses par référence aux annexes jointes à la présente et ci-jointes, les biens et/ou services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Bidder's Legal Name and Address - (ensure the Bidder's complete legal name is properly set out)
Raison sociale et adresse du Soumissionnaire - (s'assurer que le nom légal au complet du soumissionnaire est correctement indiqué)

Blank lines for bidder information

Bidder is required to identify below the name and title of the individual authorized to sign on behalf of the Bidder - Soumissionnaire doit identifier ci-bas le nom et le titre de la personne autorisée à signer au nom du soumissionnaire

Name /Nom

Title/Titre

Signature

Date (yyyy-mm-dd)/(aaaa-mm-jj)

Telephone No. - No de téléphone

Fax No. - No de télécopieur

E-mail address - Adresse de courriel

AMENDMENT TO REQUEST FOR PROPOSAL / MODIFICATION DE DEMANDE DE PROPOSITION

Table with 2 columns: Solicitation No. - No de l'invitation, Date, Amendment No. - N° modif., Solicitation closes - L'invitation prend fin, Time zone - Fuseau horaire, Contracting Authority - Autorité contractante, Telephone No. - No de téléphone, Fax No. - No de télécopieur, Destination - Destination



SOLICITATION AMENDMENT # 002

This solicitation amendment is raised to:

1. Address the following questions submitted during the solicitation period as per RFP; and
2. Amend the RFP.

1. QUESTIONS AND ANSWERS

- Q1. Is there an English and a French version for each envelope meaning there will be 66 different envelopes?**
- A1.** No, there is just one version of the envelopes.
- Q2. Item 15 and item 17 have the same specifications with the exception of the flap size, can the flap size be the same for both of these envelopes? The difference is only a 1/8 of an inch.**
- A2.** Yes, the flap size can be the same for both envelopes. See amended specifications for Item 17 below.
- Q3. Item 9 and item 25 have the same specifications with the exception of the opening, can both of the envelopes be open side or does item 9 have to open end?**
- A3.** Item 9 has to have the open end, all envelopes must be as specified in the RFP, and priced accordingly.
- Q4. Item 32 has 2 possible window positions are we to choose one of the two or do both need to be produced?**
- A4.** Yes, it is the Vendors chose to put the window in either the bottom-left or top-right corner.
- Q5. In regards to shipping, can CRA confirm that indeed the firm unit price in the financial proposal (Appendix 3) is to include the cost to deliver the orders to the CRA locations supplied in Appendix 5? As well, regardless of not knowing the weight and destination of each future orders no further shipping charges can be allocated to each transaction other than the firm unit price submitted?**
- A5.** Yes, the firm unit price proposed in response to the RFP should include the delivery cost to all potential destinations. No further charges can be added to an order, as it is the bidders' responsibility to incorporate the delivery charges into their pricing.
- Q6. Please disclose what costs are related to becoming a member of the Ariba Supplier Network, ongoing charges faced by the winning bidder from Ariba Supplier Network and how those costs are to be charged back to CRA.**
- A6.** The ASN is an independently owned and operated portal that facilitates the communication of order information between CRA and the vendor. The vendor must work with Ariba to determine the level of service needed and associated costs. Details on ASN pricing can be found by clicking the following link. <https://www.ariba.com/ariba-network/ariba-network-for-suppliers/subscriptions-and-pricing>. The supplier must incorporate this extra cost in their unit price, on the pricing grid, as they see fit.
- Q7. Please clarify how CRA intends to allow the winning bidder to capture shipping costs for offices located across Canada. We do not see any pricing table or allowance for shipping costs.**
- A7.** Please refer to A5.



Q8. Please clarify that the winning bidder will be paid upfront for envelope production and not on usage? How is the quantity of envelopes determined?

A8. No, payment will only be made to the contractor upon receipt of each order placed through ARIBA, and acceptance from the requesting party.
The number of deliveries, and ordered quantities, per destination will vary throughout the year. There are no predetermined order quantities. The contractor will need to fill orders across Canada on an 'as and when requested' basis. The historical data included in Appendix 4: Historical Data provides last fiscal years quantity ordered for each item, the "Total Quantity Ordered" represents the number of packages ordered of each envelope.

Q9. We do not see any pricing table associated to inventory and warehousing of material, please clarify?

A9. The firm unit price proposed in response to the RFP should include all costs. No further charges can be added to an order, as it is the bidders' responsibility to incorporate the costs into their pricing. The supplier must incorporate this cost in their unit price on the pricing grid.

Q10. If CRA intends to pay only on usage, how long is the winning bidder expected to keep envelopes in stock at their cost if they are a slow moving item. Does CRA intend to pay for slow moving items or dead stock within a reasonable amount of time.

A10. CRA cannot provide bidders with advice related to their business practices, however in order to allow bidders sufficient time to produce and ship orders CRA will extend the delivery time frame from five (5) business days from receipt of an order to ten (10) calendar days.

Q11. Would CRA be able to provide appendix 3 financial proposal in either word or excel format, in order to facilitate electronic completion?

A11. Yes, I will upload appendix 3: financial proposal in word format as an attachment to the RFP.

Q12. Would CRA consider allocating a 2 day extension to the closing date?

A12. Yes, the closing date will be extended to July 24, 2017.

3. AMENDMENTS TO THE RFP

R1. On Page 1 of the RFP at Solicitation closes – L'invitation prend fin

Delete:

on – le 2017/07/21
at – à 2:00 P.M. / 14 h

Insert:

on – le 2017/07/24
at – à 2:00 P.M. / 14 h



R2. At Annex A - Statement of Work:

Delete:

Standard Delivery Times

Delivery shall be made within 5 business days of order placement. The delivery time frame includes all stages, from the notification of a print job via the online order, to delivery at destination including, but not limited to, production and packaging.

Insert:

Standard Delivery Times

Delivery shall be made within ten (10) calendar days of order placement. The delivery time frame includes all stages, from the notification of a print job via the online order, to delivery at destination including, but not limited to, production and packaging.

R3. At Appendix 2 to Annex A: Envelope Specifications

Delete:

17	Size:	9-1/2" x 15"	Front:	N/A
	Style:	Open Side, Double Side Seam <i>Throat – 9/16"</i> <i>Flap – 1-5/8" – "Pictorial" with moistening gum seal</i>	Back:	N/A
			Flap:	Prints Black Canada Wordmark
			Artwork Supplied:	Camera ready art or a print-ready PDF file
	Stock:	24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i>	Package:	Band in 25's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.

Insert:

17	Size:	9-1/2" x 15"	Front:	N/A
	Style:	Open Side, Double Side Seam <i>Throat – 9/16"</i> <i>Flap – 1-1/2" – "Pictorial" with moistening gum seal</i>	Back:	N/A
			Flap:	Prints Black Canada Wordmark
			Artwork Supplied:	Camera ready art or a print-ready PDF file
	Stock:	24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i>	Package:	Band in 25's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED