



**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**

**SOLICITATION AMENDMENT**

**MODIFICATION DE L'INVITATION**

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 - Commentaires**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Communication Procurement Directorate/Direction de  
l'approvisionnement en communication

360 Albert St./ 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

<b>Title - Sujet</b> Typesetting, Composition	
<b>Solicitation No. - N° de l'invitation</b> 4F001-170206/A	<b>Amendment No. - N° modif.</b> 004
<b>Client Reference No. - N° de référence du client</b> 4F001-17-0206	<b>Date</b> 2017-08-08
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CW-020-73149	
<b>File No. - N° de dossier</b> cw020.4F001-170206	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-08-17</b>	<b>Time Zone</b> Fuseau horaire Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Werk(cw), Janet	<b>Buyer Id - Id de l'acheteur</b> cw020
<b>Telephone No. - N° de téléphone</b> (613) 998-3968 ( )	<b>FAX No. - N° de FAX</b> (613) 991-5870
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> see herein	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**Title:** Office of the Commissioner for Federal Judicial Affairs Canada-Desktop Publishing/Typesetting

**This amendment is to answer bidders' questions and amend the closing date to the RFP.**

The closing date to the RFP is now August 17, 2017 2pm EDST

Bidders' Questions:

Q-8 I would like to know if you would accept that we submit ONLY on a USB stick, both our proposal and our test document?

A-8 No, the PSPC is not yet fully set up to receive bids in electronic format only.

Q-9 I have two versions of Times New Roman, one OTF (Open Type Face) and the other TT (True Type). However, in both cases, the italic does not correspond to what I see in the samples on the web and that is one of the rated criteria.

A-9 As long as the font used is Times New Roman and it is in italics text, no points will be deducted.

Q-10 You require the InDesign source files for each proof, yet your pricing grid includes an hourly rate for author's alterations. Will it be us OR an FJA employee who will incorporate the author's alterations. If it is an FJA employee, the Contractor cannot responsible for any manipulation of the files by a person who is not their employee.

A-10 With the exception of potential extended absences, an FJA employee will be doing the author's alterations. However, the PDF version is used to evaluate the contractor's work. No alterations are undertaken until the document has been delivered and approved by FJA.

Q-11 By sharing our source files, we run the risk of these files ending up in the hands of a competitor. I would like to have a waiver so that only PDF proofs are submitted to the client for approval.

A-11 We do not share the original InDesign files sent to us. The InDesign files are imperative to our publication process and **must** be provided to us. No waiver is possible for the R-1 test nor for the eventual contract awarded.

Q-12 Table of Contents Titles: You have responded in amendment 003 to follow the instructions given despite the fact that the indentation differs from online PDF examples. However, in doing so, the sub-indentations at Level 3, 4 and 5 do not align properly.

Can you confirm the tab / paragraph indent required for Levels 3, 4, and 5 as this affects the final formatting of the bottoms of the pages.

A-12 We can confirm that the indentations are as stated in amendment 003, that is:

Title – Level 1: 10 pt, leading 12 pt, right indent 0.5413 in

Title – Level 2: 10 pt, leading 12 pt, left indent 0.125 in, right indent 0.5413 in

Title – Level 3: 10 pt, leading 12 pt, left indent 0.25 in, right indent 0.5413 in

Title – Level 4: 10 pt, leading 12 pt, left indent 0.375 in, right indent 0.5413 in

Title – Level 5: 10 pt, leading 12 pt, left indent 0.50 in, right indent 0.5413 in

Q.13 Can you confirm the instructions and the tabulation / paragraph indent required for the title 'a) Plaintiff - Bills of Lading' which appears just before the numbered paragraph # 2.

A.13 That is a level 2 title.

Q.14 Can you confirm the instructions and tabulation / paragraph indent for the titles 'c) Vessel Owners' and '(i) under Canadian law' which appear just before the paragraph numbered 44.

A.14 'c) Vessel Owners' is a level 2 title  
'(i) under Canadian law' is a level 3 title

Q.15 Would you be willing to extend the closing date of the RFP by 1 or 2 days?

A.15 Yes the RFP closing date will now be Aug 17, 2017

The remaining question will be answered in the next amendment.

**All other terms and conditions remain unchanged**