



**RETURN BIDS TO:**

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**- 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**

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

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**

Commercial Acquisitions & Fast Track Procurement  
Div/Div des Acquisitions commerciales et achats en  
régime accéléré  
11 Laurier St. / 11 rue Laurier  
6A2-16, Place du Portage  
Phase III  
Gatineau  
Québec  
K1A 0S5

<b>Title - Sujet</b> OFFICE PAPER - PAPIER DE BUREAU		
<b>Solicitation No. - N° de l'invitation</b> E60PD-17PAPR/A		<b>Date</b> 2017-08-11
<b>Client Reference No. - N° de référence du client</b> E60PD-17PAPR		<b>Amendment No. - N° modif.</b> 001
<b>File No. - N° de dossier</b> pd150.E60PD-17PAPR	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PD-150-73213		
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale		2017-08-03
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-09-14</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Address Enquiries to: - Adresser toutes questions à:</b> Fulham, Veronique		<b>Buyer Id - Id de l'acheteur</b> pd150
<b>Telephone No. - N° de téléphone</b> (819) 420-5332 ( )		<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> AS PER CALL-UP DOCUMENT TEL QUE COMMANDÉ		
<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>		

Contract No. - N° du Contract	Amd/Amend 01	Buyer - Id de l'acheteur Pd150
File No. - N° du dossier client E60PD-17PAPR/A		Client Ref. No. - N° de ref. du

***This amendment is raised to add the following clauses and texts to the solicitation;***

- 1. Addition and correction of provinces under Part 1 General Information, Sub-section 1.2 Summary, Sub-article 1.2.1 Requirement***
- 2. Modify Annex A Requirement, Sub-section 3 Delivery***
- 3. Modify Part 4 Evaluation Procedures and Basis of Selection, Sub-section 4.1 Evaluation Procedures, Sub-article 4.1.2 Financial Evaluation, Sub-article 4.1.2.3 Evaluation Methodology***
- 4. Answer questions raised by Industry***

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- 1. Addition and correction of provinces under Part 1 General Information, Sub-section 1.2 Summary, Sub-article 1.2.1 Requirement***

Article under Part 1 General Information, Sub-section 1.2 Summary, Sub-article 1.2.1 Requirement is hereby modified as follow:

**Delete:**

Below is a list of provinces who have shown interest in making call-ups against the Standing Offer:

- *Alberta*
- *Ontario (Bilingual)*
- *Prince Edward Island (Bilingual)*
- *Nova Scotia*

Only Authorized Users will be authorized to issue call-ups against this Standing Offer. A list of Authorized Users will be provided at Part 7 paragraph A7.8- Authorized Users.

**Insert:**

Below is a list of provinces who have shown interest in making call-ups against the Standing Offer:

- *Alberta*
- *Ontario- City of Toronto (Bilingual)*
- *Prince Edward Island (Bilingual)*
- *Nova Scotia*
- *Newfoundland and Labrador*

Only Authorized Users will be authorized to issue call-ups against this Standing Offer. A list of Authorized Users will be provided at Part 7 paragraph A7.8- Authorized Users.

- 2. Modify Annex A Requirement, Sub-section 3 Delivery***

Article under Annex A Requirement, Sub-section 3 Delivery is hereby modified as follow:

**Delete:**

The delivery option is to be determined by the User in the call-up document. A list of delivery points, recipients and fixed quantities by delivery point must also be provided with the call-up when applicable.

The Offeror must confer with the client at the time of the call-up to determine if there are any dock, freight, and/or parking restrictions in place at the delivery location.

**Insert:**

<b>Contract No. - N° du Contract</b>	<b>Amd/Amend</b>	<b>Buyer - Id de l'acheteur</b>
	<b>01</b>	<b>Pd150</b>
<b>File No. - N° du dossier client</b>	<b>E60PD-17PAPR/A</b>	<b>Client Ref. No. - N° de ref. du</b>

The delivery option is to be determined by the User in the call-up document. A list of delivery points, recipients and fixed quantities by delivery point must also be provided with the call-up when applicable.

The Offeror must confer with the client at the time of the call-up to determine if there are any dock, freight, and/or parking restrictions in place at the delivery location. In the event that there are restrictions that complicate the normal delivery of paper, the client and the Offeror should confer to come to a mutually acceptable agreement. If such an agreement cannot be reached the Standing Offer Authority can be contacted to mediate.

**3. *Modify Part 4 Evaluation Procedures and Basis of Selection, Sub-section 4.1 Evaluation Procedures, Sub-article 4.1.2 Financial Evaluation, Sub-article 4.1.2.3 Evaluation Methodology***

Article under Part 4 Evaluation Procedures and Basis of Selection, Sub-section 4.1 Evaluation Procedures, Sub-article 4.1.2 Financial Evaluation, Sub-article 4.1.2.3 Evaluation Methodology, is hereby deleted in its entirety and replaced with the following:

**Delete:**

An example of the evaluation methodology described below is included in the EFOT in the *Sample Evaluation* tab.

On a region by region basis and for each of the line items of the EFOT the following methodology will be applied.

**A. RANKING**

1. The *open box per pack* price (at Column N) offered by each Offeror will be ranked against the prices from all Offerors. A rank of number one (1) will be assigned to the Offeror with the lowest sustainable price. The next lowest price will be ranked number two (2) and so on. In the case where two or more Offerors' prices are exactly the same, they will be assigned the same rank value and the rank for the Offeror with the next price up will skip by a value of one for each duplicate price.

**B. SCORING AND WEIGHTING**

1. Each Offeror's line item pricing will be scored using a formula based on rank (*R*) multiplied by the associated weighting factor (*W*). The formula is as follows:

$$\text{Score} = (11 - R) \times W$$

2. The scores in each of the five (5) classes of paper will be summed to determine an aggregate score.

**Insert:**

An example of the evaluation methodology described below is included in the EFOT in the *Sample Evaluation* tab.

On a region by region basis and for each of the line items of the EFOT the following methodology will be applied.

**A. RANKING**

For each pricing tier (Columns N, O, P, and Q)

<b>Contract No. - N° du Contract</b>	<b>Amd/Amend</b>	<b>Buyer - Id de l'acheteur</b>
	<b>01</b>	<b>Pd150</b>
<b>File No. - N° du dossier client</b>	<b>E60PD-17PAPR/A</b>	<b>Client Ref. No. - N° de ref. du</b>

1. The "per pack" price offered by each Offeror will be ranked against the prices from all Offerors. A rank of number one (1) will be assigned to the Offeror with the lowest sustainable price. The next lowest price will be ranked number two (2) and so on. In the case where two or more Offeror's prices are exactly the same, they will be assigned the same rank value and the rank for the Offeror with the next price up will skip by a value of one for each duplicate price.

#### B. SCORING AND WEIGHTING

1. Each Offeror's line item pricing will be scored using a formula based on rank ( $R$ ) multiplied by the associated weighting factor ( $W$ ). The formula is as follows:

$$\text{Score} = (11 - R) \times W$$

#### C. AGGREGATION OF SCORES

- a) For each Tier: The Offeror's Scores for all line items will be aggregated and transposed on a percentage (%) scale to form the Offeror's Average Tier Score.
- b) The Offeror's Average Tier Scores will be multiplied by the following weighting factors and aggregated to form the Offeror's Overall Evaluated Score:

Tier I (Column N) will bear a weighting factor of 25%  
Tier II (Column O) will bear a weighting factor of 40%  
Tier III (Column P) will bear a weighting factor of 25%  
Tier IV (Column Q) will bear a weighting factor of 10%

#### 4. Answer questions raised by Industry

##### Question #001

*"Looking for clarification from section 4.1.2.3 Evaluation Methodology.*

*A Ranking*

*Can you confirm, that for the first time for this RFP process multiple vendors will be qualified for each regions, and will be ranked differently by regions, based on pricing?"*

##### Answer #001

The Evaluation Methodology is the same as how it was last evaluated with E60PD-15PAPR. No changes has been made. Offers will be evaluated and issued on a regional basis. In the event that an Offeror is successful in more than one region, PWGSC will issue a Standing Offer document addressing the applicable regions. All Standing Offers will clearly indicate the regions and individual pricing that applies. Only one Standing Offer per region will be issued.

##### Question #002

*"ANNEX A REQUIREMENT Section 3 – Delivery – Page 32 & 33 – "The Offeror must confer with the client at the time of the call-up to determine if there are any dock, freight and/or parking restrictions in place at the delivery location."*

*Questions:*

1. *How does the Offeror deal with restrictions that complicate normal delivery of paper?*

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File No. - N° du dossier client E60PD-17PAPR/A		Client Ref. No. - N° de ref. du

2. *What does PSPC envision as a solution if there is no dock, or no freight elevator or receiving conditions that could potentially be harmful to the Offeror's delivery personnel?*
3. *Is there an obligation for the Client to reasonably accommodate the Offeror in these situations?"*

**Answer #002**

1. The delivery options shown under Annex A Section 3 are general guidelines and scenarios that are typically seen in this type of procurement. In the event that there are restrictions that complicate the normal delivery of paper, the client and the Offeror should confer to come to a mutually acceptable agreement. If such an agreement cannot be reached the Standing Offer Authority can be contacted to mediate.
2. PSPC envisions a solution to be met between the client and the Offeror. As mentioned above, if such an agreement cannot be reached the Standing Offer Authority can be contacted to mediate.
3. There is an expectation for the client to reasonably accommodate the Offeror in these kind of situations.

**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.**