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

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

Title - Sujet OFFICE PAPER - PAPIER DE BUREAU	
Solicitation No. - N° de l'invitation E60PD-17PAPR/B	**Date** 2017-09-06
Client Reference No. - N° de référence du client E60PD-17PAPR	**Amendment No. - N° modif.** 005
File No. - N° de dossier pd150.E60PD-17PAPR	**CCC No./N° CCC - FMS No./N° VME**

GETS Reference No. - N° de référence de SEAG
PW-$$PD-150-73214

Date of Original Request for Standing Offer
Date de la demande de l'offre à commandes originale   2017-08-03

Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-09-21	**Time Zone** **Fuseau horaire** Eastern Daylight Saving Time EDT

Address Enquiries to: - Adresser toutes questions à: Fulham, Veronique	**Buyer Id - Id de l'acheteur** pd150
Telephone No. - N° de téléphone (819) 420-5332 ( )	**FAX No. - N° de FAX** ( ) -

Delivery Required - Livraison exigée

Destination - of Goods, Services, and Construction:

Destination - des biens, services et construction:

AS PER CALL-UP DOCUMENT
TEL QUE COMMANDÉ

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

Security - Sécurité

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

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

Acknowledgement copy required **Accusé de réception requis**	**Yes - Oui** ☐	**No - Non** ☐

The Offeror hereby acknowledges this revision to its Offer.
Le proposant constate, par la présente, cette révision à son offre.

Signature	**Date**

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)

For the Minister - Pour le Ministre

This amendment is raised to modify the following items to the solicitation:

> *1. Answer questions raised by the Industry*

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1. Answer questions raised by the Industry;

Question #001:

"Section 2.3 Environmental Performance Requirements

Paper (except cover stock) and manufacturers must meet or exceed the Product Specific Requirements as defined in part 6 of the Underwriters Laboratories Environment (UL- Environment_ Standards for Sustainability of Paper Products (UL-2771).

Can we assume that cover stock is referring to Card Stock 65lbs and 80 lbs?"

Answer #001:

Yes, you can assume that cover stock refers to Card Stock 65lbs and 80 lbs.

Question #002:

"Section 2.4
Proof of conformity to the above stated requirements… (2.3) can be provided in the form of certification, certificates, licenses or conclusive and undersigned tests results from a laboratory as applicable.

Will a certification document signed by the manufacturer's Environmental Steward suffice as proof of conformity?"

Answer #002:

A certification document may be signed by the manufacturer's Environmental Steward. Canada reserves the right to request further substantiation to verify certifications.

Question #003:

"As per Addendum 3, Question 4 the language was updated to state, "The amount represented in this field must be lower than the amount for the same line item in Column *" for items o, p, and q. Based on 4.1.2.2 Sustainable Pricing, this would work against Canada's interests by forcing the price in Column N to inflate based on the lowest price we could offer in Column Q. We would recommend this language be amended to, "The amount represented in this field must be lower than or equal to the amount for the same line item in Column N," to allow proponents to quote the lowest price possible where it makes sense to do so with respect to 4.1.2.2 Sustainable Pricing."

Answer #003:

Canada has considered your request and the requirement will remain the same. Sustainable pricing should be offered for each volume tier. Pricing should be more favorable as order size (volume) increases.

Question #004:

"As of October 2015, The Forest Stewardship Council® (FSC®) now treats pre- and post-consumer recycled material as equal, specifying pre-consumer reclaimed paper to count as equivalent to FSC-certified and post-consumer reclaimed materials.

Per the FSC Directive "FSC-DIR-40-004," the following input materials, pre-consumer reclaimed material, post-consumer reclaimed material and FSC certified material "…can be used for the purpose of determining the FSC Mix or FSC Recycled output claims for products controlled under the percentage or credit system."

Therefore, even though some paper options we wish to quote contain material that does not meet the Canadian government's definition for post-consumer, those products still include 100% recycled fiber and should be considered eligible for this bid. We ask that Canada please amend the RFSO to reflect this."

Answer #004:

FSC certification is not specifically part of this requirement. Paper (except cover/card stock) and manufacturers must meet or exceed the Requirements as defined in part 6 of the Underwriters Laboratories Environment (UL-Environment) Standard for Sustainability of Paper Products (UL-2771).

Complete text of UL-2771 available free of charge at http://www.ul.com.

Question #005:

a) Does the volumetric information provided for 30% recycled paper include coloured paper?
b) Can you provide specific volume for white vs. coloured papers?

Answer #005:

a) The volumetric information provided for 30% recycled paper includes white and coloured paper.
b) Coloured paper represents 7.3% of all reported 30% recycled paper usage.

Colour paper usage is ranked by colour as follows:

BLUE	22.4%
CANARY	20.1%
PINK	18.0%
GREEN	16.3%
ORCHID	6.1%
GOLDENROD	4.6%
SALMON	4.6%
CHERRY	1.9%
IVORY	1.6%
BUFF	1.4%
CREAM	1.3%
GRAY	1.0%
TAN	0.8%

Legal	26.5%
Letter	68.6%
Tabloid	4.9%

Question #006:

"On the Financial Offer Template (EFOT), for the delivery options, it is written "price per box" for each of columns N to Q. Canada mentions that the Offeror has to enter a numerical value for a firm price for the delivery of one package is the amount to be the price for one case or one package?"

Answer #006:

Delivery pricing is established on a "per box" (or part box) basis. Paper pricing however is on a "per pack (ream) basis" as clarified below in the amended text below.

Appendix 1- Instructions for Completing the Financial Offer Template, is amended as follows:

DELETE:

n) **Price per pack (open box)**

Purpose (Items 1-15): This field represents the price for one package of the paper offered for this line item.

Input instructions (Items 1-15): The Offeror must enter a numerical value which represents its firm price for one package of the paper offered for this line item in dollars and cents separated by a period (23.12) without any spaces, dashes or special characters. All values submitted will be rounded to 2 decimals.

Purpose (Items 16-18): This field represents the price for the delivery of one package of paper in accordance with the designated delivery option.

Input instructions (Items 16-18): The Offeror must enter a numerical value which represents its firm price for the delivery of one package of paper in accordance with the designated delivery option in dollars and cents separated by a period (23.12) without any spaces, dashes or special characters. All values submitted will be rounded to 2 decimals.

o) **Price per pack (1 to 39 boxes)**

Purpose (Items 1-15): This field represents the price for one pack of the paper offered for this line item when Users place an order between 1 and 39 boxes of paper.

Input instructions (Items 1-15): The Offeror must enter a numerical value which represents its firm price for one box of the paper offered for this line item in dollars and cents separated by a period (23.12) without any spaces, dashes or special characters. The amount represented in this field must be lower than the amount for the same line item in Column N. All values submitted will be rounded to 2 decimals.

Purpose (Items 16-18): This field represents the price for the delivery of one package of paper in accordance with the designated delivery option.

Input instructions (Items 16-18): The Offeror must enter a numerical value which represents its firm price for the delivery of one package of paper in accordance with the designated delivery option in dollars and cents separated by a period (23.12) without any spaces, dashes or special characters. The amount represented in this field must be lower than the amount for the same line item in Column N. All values submitted will be rounded to 2 decimals.

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p) Price per pack (40 to 79 boxes)

Purpose (Items 1-15): This field represents the price for one pack of the paper offered for this line item when Users place an order between 40 and 79 boxes of paper.

Input instructions (Items 1-15): The Offeror must enter a numerical value which represents its firm price for one box of the paper offered for this line item in dollars and cents separated by a period (23.12) without any spaces, dashes or special characters. The amount represented in this field must be lower than the amount for the same line item in Column O. All values submitted will be rounded to 2 decimals.

Purpose (Items 16-18): This field represents the price for the delivery of one package of paper in accordance with the designated delivery option.

Input instructions (Items 16-18): The Offeror must enter a numerical value which represents its firm price for the delivery of one package of paper in accordance with the designated delivery option in dollars and cents separated by a period (23.12) without any spaces, dashes or special characters. The amount represented in this field must be lower than the amount for the same line item in Column O. All values submitted will be rounded to 2 decimals.

q) Price per pack (80 boxes and up)

Purpose (Items 1-15): This field represents the price for one pack of the paper offered for this line item when Users place an order of 80 boxes of paper or more.

Input instructions (Items 1-15): The Offeror must enter a numerical value which represents its firm price for one package of the paper offered for this line item in dollars and cents separated by a period (23.12) without any spaces, dashes or special characters. The amount represented in this field must be lower than the amount for the same line item in Column P. All values submitted will be rounded to 2 decimals.

Purpose (Items 16-18): This field represents the price for the delivery of one package of paper in accordance with the designated delivery option.

Input instructions (Items 16-18): The Offeror must enter a numerical value which represents its firm price for the delivery of one package of paper in accordance with the designated delivery option in dollars and cents separated by a period (23.12) without any spaces, dashes or special characters. The amount represented in this field must be lower than the amount for the same line item in Column P. All values submitted will be rounded to 2 decimals.

INSERT:

n) Price (open box)

Purpose (Items 1-15): This field represents the price for one package of the paper offered for this line item.

Input instructions (Items 1-15): The Offeror must enter a numerical value which represents its firm price for one package of the paper offered for this line item in dollars and cents separated by a period (23.12) without any spaces, dashes or special characters. All values submitted will be rounded to 2 decimals.

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Purpose (Items 16-18): This field represents the price for the delivery of one box (or part thereof) of paper in accordance with the designated delivery option.

Input instructions (Items 16-18): The Offeror must enter a numerical value which represents its firm price for the delivery of one box (or part thereof) of paper in accordance with the designated delivery option in dollars and cents separated by a period (23.12) without any spaces, dashes or special characters. All values submitted will be rounded to 2 decimals.

o) Price (1 to 39 boxes)

Purpose (Items 1-15): This field represents the price for one pack of the paper offered for this line item when Users place an order between 1 and 39 boxes of paper.

Input instructions (Items 1-15): The Offeror must enter a numerical value which represents its firm price for one package of the paper offered for this line item in dollars and cents separated by a period (23.12) without any spaces, dashes or special characters. The amount represented in this field must be lower than the amount for the same line item in Column N. All values submitted will be rounded to 2 decimals.

Purpose (Items 16-18): This field represents the price for the delivery of one box (or part thereof) of paper in accordance with the designated delivery option.

Input instructions (Items 16-18): The Offeror must enter a numerical value which represents its firm price for the delivery of one box (or part thereof) of paper in accordance with the designated delivery option in dollars and cents separated by a period (23.12) without any spaces, dashes or special characters. The amount represented in this field must be lower than the amount for the same line item in Column N. All values submitted will be rounded to 2 decimals.

p) Price (40 to 79 boxes)

Purpose (Items 1-15): This field represents the price for one pack of the paper offered for this line item when Users place an order between 40 and 79 boxes of paper.

Input instructions (Items 1-15): The Offeror must enter a numerical value which represents its firm price for one package of the paper offered for this line item in dollars and cents separated by a period (23.12) without any spaces, dashes or special characters. The amount represented in this field must be lower than the amount for the same line item in Column O. All values submitted will be rounded to 2 decimals.

Purpose (Items 16-18): This field represents the price for the delivery of one box (or part thereof) of paper in accordance with the designated delivery option.

Input instructions (Items 16-18): The Offeror must enter a numerical value which represents its firm price for the delivery of one box (or part thereof) of paper in accordance with the designated delivery option in dollars and cents separated by a period (23.12) without any spaces, dashes or special characters. The amount represented in this field must be lower than the amount for the same line item in Column O. All values submitted will be rounded to 2 decimals.

q) Price (80 boxes and up)

Purpose (Items 1-15): This field represents the price for one pack of the paper offered for this line item when Users place an order of 80 boxes of paper or more.

Input instructions (Items 1-15): The Offeror must enter a numerical value which represents its firm price for one package of the paper offered for this line item in dollars and cents separated by a period (23.12) without any spaces, dashes or special characters. The amount represented in this field must be lower than the amount for the same line item in Column P. All values submitted will be rounded to 2 decimals.

Purpose (Items 16-18): This field represents the price for the delivery of one box (or part thereof) of paper in accordance with the designated delivery option.

Input instructions (Items 16-18): The Offeror must enter a numerical value which represents its firm price for the delivery of one box (or part thereof) of paper in accordance with the designated delivery option in dollars and cents separated by a period (23.12) without any spaces, dashes or special characters. The amount represented in this field must be lower than the amount for the same line item in Column P. All values submitted will be rounded to 2 decimals.

Question #007:

"For delivery options 1-2-3, would Canada accept a value of "0" for example Delivery option 1? Or is Canada expecting an extra cost for all options? Or is it at the offerors' discretion?"

Answer #007:

Canada is expecting a price per box for every delivery option and the price must be greater than zero.

Question #008:

"Annex A, Section 3- Delivery
It will take considerable IT development effort to implement the new solution whereby users can choose delivery options that comply with the new requirement that differs from the current process. The IT development not only affects our ecommerce site (90 days to comply) but also affects our proprietary software for processing orders. When the paper contracts are awarded there will be an interim period when users will not be able to select their delivery options at checkout. Has PSPC taken that into consideration and is there a plan to deal with that situation?"

Answer #008:

Canada acknowledges that there might be some IT development to include the functionality to choose the delivery options as part of the Offeror's proposed website. In this instance, a period of up to 90 days is granted to incorporate the functionality. It is the Offeror's responsibility to notify the Standing Offer Authority as soon as known.

While the functionality to choose the delivery options are being integrated, the information should be included in the notes/ comments section.

Question #009:

"EFOT
In Amendment #1 the scoring methodology states:
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%

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Tier III (Column P) will bear a weighting factor of 25%
Tier IV (Column Q) will bear a weighting factor of 10%

Please confirm formula values in the overall evaluated score in Sample Evaluation tab of efot_17papr-a_v3.0 in cells J94 through O94. The current formula is = (ROUND((0.2* however we believe it should be =(ROUND((0.25* to match the tier 1 weighting factor."

Answer #009:

The EFOT has been updated to reflect the correction mentioned above. A new EFOT will be posted online along with this amendment under file name efot_17papr-b_v4.0.

Extension of closing date

As some of the questions answered in this amendment include questions posed before the deadline, the closing date of this requirement is hereby extended by one week

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by September 21, 2017 at 14h00 Eastern Daylight Time.

Additional Questions

Regardless of the *Extension of Closing Date,* Canada may, at its sole discretion decline to answer any further questions on this requirement.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.