

Question 15

Concerning the “branded products,” we understand that these are products with the CMHC logo in the seven categories listed in section 3.4 j). Do these products have to be kept in inventory by the successful supplier and delivered on demand to requesters, or are they ordered directly by requesters and manufactured on demand?

Answer 15

There is no inventory – Items are purchased and manufactured on demand.

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Question 16

What is the annual ratio of “branded products” to “standard office supplies,” in \$ and in %?

Answer 16

This date is not available. The ratio is probably very small.

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Question 17

In section 1.4.2 of the RFP, you require the capability to implement punch out technology for your orders “as the possible method...to purchase products.” What are the order methods currently used by your requesters?

Answer 17

The current method used by all our Order Points is the supplier’s online system. Designated Order Points are setup with access to their departments set of accounts.

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Question 18

In section 4.11 of the RFP, you mention “Facility Price Items.” What do you mean by “facility item”?

Answer 18

Facility item refers to janitorial equipment and cleaning products, (i.e. soaps, wastebaskets and receptacles, etc.).

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Question 19

Concerning appendix C, what annual quantities were ordered in the last 12 months for each of the products listed in this appendix? What are the relative weights of these items out of your overall volume of purchases?

Answer 19

The date is not available for all items.

The annual quantities ordered for some of the listed products are:

- STP17970 Binder, 3 ring (Approximately 1,600 per year)
- PILSWSLYE, Pk, GN, OR (Approximately 3,170 per year)
- DMNA9C81 Notebooks (Approximately 1,000 per year)
- PFX1536G File Pocket, Legal (Approximately 1,200 per year)

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Question 20

What proportion of the 50 points for the Pricing Proposal will be allocated to the 15 products listed in appendix C?

Answer 20

Pricing proposal will be based on the proposed discount schedule the proponent provides. The items listed in Appendix C are only a few of the top main products purchased. The same discount should be applied to the various categories (i.e. Listed Priced / Marked Priced / Facility Priced / and Furniture Price items) in the annual sourcebook for all other products.

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Question 21

Concerning section 5.4, Evaluation Methodology, you mention evaluating a sample of products of equal quality. In the interest of fairness, can you confirm that you will compare identical products (same manufacturer code, same unit of measure) among all proponents?

Answer 21

Yes, the same identical products will be compared amongst all proponents.

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Question 22

In section 3.5 c) of the RFP, Delivery Lead Time, you indicate that a delivery time longer than 48 hours is unacceptable. However, according to data provided by national carriers (for example, Purolator), it takes longer than 48 hours to deliver to remote areas, such as Yellowknife (4 to 5 days) and Newfoundland (2 to 3 days).

Answer 22

This is not perceived as an issue. CMHC Prairie & Territories business centre handles the orders for Yellowknife.

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