

<b>Return Bids to: - Retourner les soumissions à :</b>  Shared Services Canada   Services partagés Canada  Procurement and Vendor Relations 13 <sup>th</sup> Floor, 180 Kent Street, Ottawa, Ontario K1P 0B6  <b>Email Address / Courriel:</b> ssc.ssc-dc-rfp-spc-cd-dp.spc@canada.ca	<b>Request for Proposal / Demande de proposition</b>	
	<b>Title – Sujet</b> Production Insertion Equipment	
	<b>Amendment No. - N° modif.</b> 003	
	<b>Solicitation No. – No de l’invitation</b> 18040	<b>Date</b> December 4, 2017
	<b>Solicitation closes – L’invitation prend fin</b>  On – le : December 11, 2017 At – À : 2:00 P.M.  Time zone – Fuseau horaire : EST / HNE	
	Contracting Authority / Autorité contractante Address / adresse :  Procurement and Vendor Relations Shared Services Canada 13 <sup>th</sup> Floor, 180 Kent Street Ottawa, Ontario K1P 0B6  E-mail address / Courriel ( <b>Email inquiries must be sent to email address below</b> ):  <a href="mailto:ssc.ssc-dc-rfp-spc-cd-dp.spc@canada.ca">ssc.ssc-dc-rfp-spc-cd-dp.spc@canada.ca</a>	
	Telephone No. – No de telephone  <b>(613) 219-4703</b>	
	<b>Destination - Destination</b> See herein / Voir dans ce document	
	<b>THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.</b>  <b>LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ.</b>	

## **THIS SOLICITATION AMENDMENT 003 IS ISSUED TO:**

1. *Publish Canada's Responses to suppliers' questions.*
2. *Amend the Statement of Requirement (SOR) – Section 3.1.1.*

NOTE: Respondents' clarification questions are numerically sequenced upon arrival at SSC. Respondents are hereby advised that questions and answers for this solicitation may be issued via BuyandSell.gc.ca out of sequence.

This Amendment is issued to answer questions raised by suppliers as of 2017-12-04. Except as expressly amended by this document, all the terms and conditions of the RFP remain unchanged.

### **1. PUBLISH CANADA'S RESPONSES TO SUPPLIERS' QUESTIONS**

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#### **Question 1**

In order to give you the best solution based on your needs, I would know if it possible for me and my pre-sales analyst to do a site visit. We are open to fly in Winnipeg or Prince Edwards.

We can fly in this Thursday or Friday or next week.

#### **Response 1**

No, site visits will not be arranged.

#### **Question 2**

In the Statement of Requirement Section 3.1.1 (1, ii.) States that minimum envelope size needs to be 140 MM long and 90MM high. Please confirm that this is correct. [Vendor] manufactures systems with a minimum envelope size of 152 mm long x 89 mm high. Given that CRA currently uses machines with that specification and that the 8.5 inch wide paper currently used by CRA would not fit in in a 140mm envelope can this minimum width be restated to a minimum 152 MM?

#### **Response 2**

The minimum envelope size needs to be 241.3 mm x 107.95 mm

#### **Question 3**

The Requirement for mail production for peak periods of the solution as per section 2.1.1 of the Statement of Requirement is 288,000 envelopes per day over 3 shifts. This equates to approx. 96,000 envelopes per shift at peak, or approximately 32,000 envelopes per machine per shift. Can you confirm that the envelope sealer capacity of 80,000 mail pieces per shift is for all 3 machines or approximately 27,000 mail pieces per machine?

#### **Response 3**

We confirm that the envelope sealer capacity of 80,000 mail pieces per shift is for each inserter (3 at each site).

#### **Question 4**

Section 3.11

REF#1 – Envelop dimension: could you accept a min dimension of: 171 mm Long by 102 mm high?

#### **Response 4**

See response for question 2.

#### **Question 5**

Section 3.11

REF #4 – Could you accept an envelope feeder located on the side of the inserter instead of the front?

#### **Response 5**

No, the envelope feeder at the front of the inserter is a firm requirement.

#### **Question 6**

Section 3.11

REF #5 – We don't have a switch or button on our divert conveyor but you can access easily the envelope directly into the bins or on the conveyor, could you accept this option or we won't be compliant?

#### **Response 6**

No, we cannot accept having a solution without the ability to advance the conveyer belt.

#### **Question 7**

Section 3.1.3

REF #5 – Could you accept a maximum of 7 pages – Half fold instead of 10

#### **Response 7**

No, we cannot accept a maximum of 7 pages half fold.

#### **Question 8**

Proof of proposal:

Can we have more than 10 days to deliver our solution to test? We do build equipment on demand and based on customer requirement, we can have an equipment ready to ship that will meet your configuration within 45 days.

Could you accept 45 days instead of 10?

We would set a call between our software specialist and your Bowe one Management system responsible to understand how we can be compatible with your actual system. We don't have enough information in the document we received and we can't give you an answer based on what we have.

#### **Response 8**

No, we cannot accept 45 days.

#### **2. AMEND THE STATEMENT OF REQUIREMENT (SOR) – SECTION 3.1.1**

**DELETE:** Section 3.1.1 Base Inserter Configuration (M) Ref # 1 (ii).

**INSERT:** Section 3.1.1 Base Inserter Configuration (M) Ref # 1 (ii). The minimum envelope size must be 241.3 mm x 107.95 mm.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**