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**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**

Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

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

Communication Procurement Directorate/Direction de
l'approvisionnement en communication
360 Albert St./ 360, rue Albert
12th Floor / 12ième étage
Ottawa
Ontario
K1A 0S5

Title - Sujet Communication Promotional Material	
Solicitation No. - N° de l'invitation EN578-180486/B	Date 2018-02-01
Client Reference No. - N° de référence du client EN578-18-0486	Amendment No. - N° modif. 001
File No. - N° de dossier cy010.EN578-180486	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$\$CY-010-74150	
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale	
2018-01-16	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-02-26	
Time Zone Fuseau horaire Eastern Standard Time EST	
Address Enquiries to: - Adresser toutes questions à: Mondoux, Glenn	Buyer Id - Id de l'acheteur cy010
Telephone No. - N° de téléphone (613) 991-5791 ()	FAX No. - N° de FAX () -
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	
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

Acknowledgement copy required	Yes - Oui	No - Non
Accusé de réception requis	<input type="checkbox"/>	<input type="checkbox"/>
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		

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This amendment is raised to respond to questions and make amendments to the solicitation.

QUESTIONS:

Question 1,

Will Canada consider reducing the minimum number of units specified for orders submitted in response to Mandatory Requirement 2 of Annex "C"?

Response 1,

Canada hereby reduces the minimum order quantity to a total of 50,000 units per invoice. Mandatory Requirement 2 has been amended accordingly.

Question 2,

Are "electronic transactions via the Offeror's web site" mandatory? As stated in section 6.12, the website does not seem to be mandatory.

Response 2,

As stated in 6.12: "In the event the Offeror **chooses** to Offer Authorized users the capability of completing transactions via the Offeror's web site".

Question 3,

Sub-section 4.2.3 of page 15 indicates that Offerors have 15 business days to provide samples. However, Section A.5.3. stipulates that Offerors have 10 business days to provide samples. Which timeline is correct? Additionally, we would like to know whether Canada would consider extending this timeline to 18 business days.

Response 3,

Canada hereby increases the timeline to 18 business days. The solicitation has been amended accordingly.

Question 4,

The RFSO mentions that Canada will reimburse all freight charges for the transportation of goods within Canada (with proof of cost), so we are wondering if we should do business with a particular carrier company or if we could use any of our choosing.

Response 4,

The Offeror is responsible for selecting an appropriate carrier and delivery method for each shipment. The firm prices submitted for all products must include all international shipping costs and any delivery charges based on FOB destination to an address in the National Capital Region (NCR). Canada may request estimates for delivery outside the NCR at time of call-up issuance.

Question 5,

The RFSO requests that we provide you with estimated delivery times for each order. However, as delivery locations are across Canada our delivery times will vary. Would you like to be provided with delivery times for each province?

Response 5,

Canada may request cost and timeline estimates for delivery outside the NCR at time of call-up issuance.

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Question 6,

There is no mandatory requirement No. 4 in your document (it should be around page 68). However, No. 5 is marked twice. Is this an error (and so the first requirement No. 5 should be identified as being requirement No. 4)?

Response 6,

Section 1.4 of ANNEX "C" of the French version of the RFSO should indicate "Exigence Obligatoire No. 4". The solicitation has been amended accordingly.

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AMENDMENTS:

In Part 2 on page 14 of 70 under 4.2.3 Condition of Award of Standing Offer - Samples:

Delete:

After award of the Standing Offer, the Offeror may be requested to provide samples of all items proposed. Offerors that do not submit samples within 15 days of the request may have their standing offer put aside.

Insert:

After award of the Standing Offer, the Offeror may be requested to provide samples of all items proposed. Offerors that do not submit samples within 18 days of the request may have their standing offer put aside.

In Part 2 on page 44 of 70 under A.5.3 Proofs:

Delete:

The offeror upon request must provide the Project Authority samples of all items within 15 days of the request.

Insert:

The offeror upon request must provide the Project Authority samples of all items within 18 days of the request.

In Part 2 on page 50 of 70 under 1.2 Mandatory requirement 2:

Delete:

The Offeror must submit a description of two (2) separate contracts or orders completed within the last three (3) years of this Request for Standing Offer closing date, that include the provision and the responsibility of imprint of multiple promotional products with the delivery of a minimum of 100,000 units and a minimum contract value of \$25,000.00 or more for each order (before applicable taxes and excluding shipping outside the NCR). Each order must have included at least two (2) **different** types of promotional items.

Insert:

The Offeror must submit a description of two (2) separate contracts or orders completed within the last three (3) years of this Request for Standing Offer closing date, that include the provision and the responsibility of imprint of multiple promotional products with the delivery of a minimum of 50,000 total units and a minimum contract value of \$25,000.00 or more for each order (before applicable taxes and excluding shipping outside the NCR). Each order must have included at least two (2) **different** types of promotional items.