



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

SOLICITATION AMENDMENT

MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation 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 CF478 - Personnel Record Envelopes	
Solicitation No. - N° de l'invitation W8486-184688/B	Amendment No. - N° modif. 007
Client Reference No. - N° de référence du client W8486-18-4688	Date 2018-02-20
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-040-74328	
File No. - N° de dossier cw040.W8486-184688	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-02-23	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Goyer-Desrosiers, Caroline	Buyer Id - Id de l'acheteur cw040
Telephone No. - N° de téléphone (613) 998-1960 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See herein / Voir ci-inclus	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

The purpose of this amendment is to:

A) RESPOND TO BIDDER'S QUESTIONS:

Question 1)

May we do phase-delivery of a minimum quantity of 10,000 Canadian Forces *Personnel Record Envelopes* CF478 per shipment?

Response 1)

Yes, phased-delivery for this requirement is acceptable, as per the following:

The first shipment to Montreal:

10,000 Personnel Record Envelopes must be delivered in Montreal on or before April 3, 2018.

Remaining shipment of 140,000 Canadian Forces *Personnel Record Envelopes* CF478 to Montreal:

A minimum of 10,000 Canadian Forces *Personnel Record Envelopes* CF478 must be delivered to Montreal on or before May 18, 2018,

For DND operational requirements, a minimum of 10,000 Canadian Forces *Personnel Record Envelopes* CF478 must be delivered bi-weekly. Therefore, the total quantity of Canadian Forces *Personnel Record Envelopes* CF478 must be delivered no later than November 23, 2018.

Shipment of 25,000 Canadian Forces *Personnel Record Envelopes* CF478 to Edmonton:

A minimum of 10,000 Canadian Forces *Personnel Record Envelopes* CF478 must be delivered to Edmonton on or before May 18, 2018, the remaining balance quantity must be delivered on or before June 15, 2018.

B) AMEND THE FOLLOWING:

Under Part 1, 1.2 Summary

Delete:

The Department of National Defence (DND) requires the printing, fabrication to final format, and delivery of 175,000 + 10 folders with expansion gussets.

The Contractor must print, produce to final format, and deliver the Canadian Forces Personnel Records Envelopes CF478 to the DND. An initial quantity of 10,000 Canadian Forces Personnel Records Envelopes CF478 must be delivered to Montreal on or before March 15, 2018. A quantity of 140,000 Canadian Forces Personnel Records Envelopes CF478 must be delivered to Montreal and a quantity of 25,000 Canadian Forces Personnel Records Envelopes CF478 must be delivered to Edmonton on or before May 18, 2018.

The period of the Contract will be from date of award to June 18, 2018.

Replace with:

The Department of National Defence (DND) requires the printing, fabrication to final format, and delivery of 175,000 + 10 folders with expansion gussets.

The Contractor must print, produce to final format, and deliver the *Canadian Forces Personnel Records Envelopes* CF478 to the DND. An initial quantity of 10,000 *Canadian Forces Personnel Records Envelopes* CF478 must be delivered to Montreal on or before **April 3, 2018**. A quantity of 140,000 *Canadian Forces Personnel Records Envelopes* CF478 must be delivered to Montreal and a quantity of 25,000 *Canadian Forces Personnel Records Envelopes* CF478 must be delivered to Edmonton **as per Annex "A" Statement of Work**.

The period of the Contract will be from date of award to **December 14, 2018**.

Under Part 6

Delete sub-section 6.4 Term of Contract and in its entirety and replace with:

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to **December 14, 2018** inclusive.

6.4.2 Delivery Date

6.4.2.1 Initial Delivery: An initial quantity of 10,000 *Canadian Forces Personnel Records Envelopes* CF478 must be delivered to Montreal on or before **April 3, 2018**.

6.4.2.2 Subsequent Deliveries:

140,000 Canadian Forces Personnel Record Envelopes CF478 to Montreal:

A minimum of 10,000 *Canadian Forces Personnel Record Envelopes* CF478 must be delivered to Montreal on or before May 18, 2018,

For DND operational requirements, a minimum of 10,000 *Canadian Forces Personnel Record Envelopes* CF478 must be delivered bi-weekly. Therefore, the total quantity of 140,000 *Canadian Forces Personnel Record Envelopes* CF478 must be delivered no later than November 23, 2018 to Montreal.

25,000 Canadian Forces Personnel Record Envelopes CF478 to Edmonton:

A minimum of 10,000 *Canadian Forces Personnel Record Envelopes* CF478 must be delivered to Edmonton on or before May 18, 2018, the balance quantity must be delivered on or before June 15, 2018.

6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

Delete sub-section 6.8.2 Invoices must be distributed as follows: point (a) The original must be forwarded to the consignees for certification and payment,

Replace with:

6.8.2 Invoices must be distributed as follows:

(a) The original must be forwarded to the consignees for certification and payment:

Department of National Defence	Item Description	Quantity	Invoicing Address
Montreal	CANADIAN FORCES PERSONNEL RECORDS ENVELOPES CF478 (11-2011) N7530-21-9056613 10,000 envelope style gusset folders	10,000 EA	Ministère de la défense nationale 25 DAFC Montreal / Magasin P.O. Box 4000, Succ K Montreal, QC H1N 3R9 Attn: <u>INVOICES SECTION</u> <u>W1941</u>
Montreal	CANADIAN FORCES PERSONNEL RECORDS ENVELOPES CF478 (11-2011) N7530-21-9056613 140,000 envelope style gusset folders	As per shipment	Ministère de la défense nationale 25 DAFC Montreal / Magasin P.O. Box 4000, Succ K Montreal, QC H1N 3R9 Attn: <u>INVOICES SECTION W1941</u>
Edmonton	CANADIAN FORCES PERSONNEL RECORDS ENVELOPES CF478 (11-2011) N7530-21-9056613 25,000 envelope style gusset folders	As per shipment	NATIONAL DEFENCE 7 CF Supply Depot STN Forces P.O. Box 10500 Edmonton, AB T5J 4J5 Attn: <u>INVOICE SECTION W2481</u>

Under Annex "A" Statement of Work

Delete sub-section A.11 Delivery Instructions in its entirety and replace with the following:

A.11 DELIVERY INSTRUCTIONS

A.11.1 - MONTREAL DELIVERY (150,000 Canadian Forces Personnel Records Envelopes CF478)

- **Initial Delivery:** An initial quantity of 10,000 *Canadian Forces Personnel Records Envelopes CF478* must be delivered to Montreal on or before April 3, 2018.
- **Subsequent Deliveries** for 140,000 *Canadian Forces Personnel Record Envelopes CF478* :
 - A minimum of 10,000 *Canadian Forces Personnel Record Envelopes CF478* must be delivered to Montreal on or before May 18, 2018,
 - For DND operational requirements, a minimum of 10,000 *Canadian Forces Personnel Record Envelopes CF478* must be delivered bi-weekly. Therefore, the total quantities of 140,000 *Canadian Forces Personnel Record Envelopes CF478* must be delivered no later than November 23, 2018 to Montreal.

Delivery appointment must be made, prior to delivery. For delivery appointments, contact:

W1941
25 CFSD Montreal Receipts Section
Telephone: 514-252-2777 x 2363
Fascimile: 514-252-2122

Deliver to:
25 CFSD Receipts
Section CFB Montreal
6363 Notre Dame Est
Montreal, QC H1N 2E9

A.11.2 - EDMONTON DELIVERY (25,000 Canadian Forces Personnel Records Envelopes CF478)

- A minimum of 10,000 *Canadian Forces Personnel Records Envelopes CF478* must be delivered to Edmonton on or before May 18, 2018,
- The balance quantity must be delivered on or before June 15, 2018

Delivery appointment must be made, prior to delivery. For delivery appointments, contact:

W2481
7 CFSD Receipts Section
Telephone: 780-973-4011 x 4524
Fascimile: 780-973-4054

Deliver to :
7 CFSD – Receipts and Issues Section
CFB Edmonton
195 Ave & 82 St. - Bldg 236
Edmonton, AB T5J 4J5

Delete Annex "B" Basis of Payment in its entirety and replace with the following:

ANNEX "B"

BASIS OF PAYMENT

Bidders must provide pricing in the format specified, for each component identified in this ANNEX "B", Basis of Payment. Failure to price one of the components in the format specified will render the proposal non-responsive.

If pricing is not provided for a component, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amount. If the Bidder agrees, then the Basis of Payment will be considered compliant. However, if the Bidder disagrees then the bid will be found non-compliant and no further evaluation will be done.

TRAVEL AND LIVING EXPENSES

The Crown will **not** accept any travel and living expenses incurred by any Contractor to satisfy the terms of any resulting contract.

All payments are subject to government audit.

B.1 PRICING SCHEDULE

The Bidder must submit firm all-inclusive prices for the printing and production to final format of *Canadian Forces Personnel Record Envelopes* CF478 as described in the Annex "A" Statement of Work. The firm all-inclusive prices must include all materials, activities, setup charges, creation of proofs, printing and finishing operations, to produce the *Canadian Forces Personnel Records Envelopes* CF478 to final format, ready the items for shipping, and transportation charges to the destination addresses specified in the Annex "A" Statement of Work. All prices must be FOB Destination*, in Canadian funds, duty and excise taxes included, any and all applicable taxes extra. **Freight included.**

B.1.1 Initial quantity to Montreal, QC

CANADIAN FORCES PERSONNEL RECORD ENVELOPES

Envelope style gusset folder

Form #: CF478 (11-2011)

NSN: N7530-21-9056613

10,000 Canadian Forces Personnel Record Envelopes

Column A	Column B	Column C
Firm all-inclusive price per Envelope style gusset folder	Total Quantity	B.1.1 Firm all-inclusive for evaluation (Column A * Column B)
\$ _____ / Canadian Forces Personnel Record Envelope	10,000 Canadian Forces Personnel Record Envelopes	\$ _____ / 10,000

B.1.2 Additional quantity to Montreal, QC

CANADIAN FORCES PERSONNEL RECORD ENVELOPES

Envelope style gusset folder

Form #: CF478 (11-2011)

NSN: N7530-21-9056613

140,000 Canadian Forces Personnel Record Envelopes

Column A	Column B	Column C
Firm all-inclusive price per Envelope style gusset folder	Total Quantity	B.1.2 Firm all-inclusive price for evaluation (Column A * Column B)
\$ _____ / Canadian Forces Personnel Record Envelope	140,000 Canadian Forces Personnel Record Envelopes	\$ _____ / 140,000

B.1.3 Additional quantity to Edmonton, AB

CANADIAN FORCES PERSONNEL RECORD ENVELOPES

Envelope style gusset folder

Form #: CF478 (11-2011)

NSN: N7530-21-9056613

25,000 Canadian Forces Personnel Record Envelopes

Column A	Column B	Column C
Firm all-inclusive price per Envelope style gusset folder	Total Quantity	B.1.3 Firm all-inclusive price for evaluation (Column A * Column B)
\$ _____ / Canadian Forces Personnel Record Envelope	25,000 Canadian Forces Personnel Record Envelopes	\$ _____ / 25,000

B.1.4 National Capital Region (Ottawa, ON)

10 samples @ No Charge.

B.2 EVALUATED PRICE

Firm all-inclusive price (B.1.1 + B.1.2 + B.1.3) = \$ _____

ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL REMAIN UNCHANGED.