



**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**

**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

<b>Title - Sujet</b> Communication Promotional Material	
<b>Solicitation No. - N° de l'invitation</b> EN578-180486/B	<b>Date</b> 2018-03-01
<b>Client Reference No. - N° de référence du client</b> EN578-18-0486	<b>Amendment No. - N° modif.</b> 006
<b>File No. - N° de dossier</b> cy010.EN578-180486	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CY-010-74150	
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale	
2018-01-16	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-03-13</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Mondoux, Glenn	<b>Buyer Id - Id de l'acheteur</b> cy010
<b>Telephone No. - N° de téléphone</b> (613) 991-5791 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> 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**

<b>Acknowledgement copy required</b>	<b>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
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)		
<b>For the Minister - Pour le Ministre</b>		

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Buyer ID - Id de l'acheteur  
CY010  
CCC No./N° CCC - FMS No./N° VME

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

**QUESTIONS:**

**Question 22,**

1.2 MANDATORY REQUIREMENT 2 states “two (2) separate contracts or orders completed within the last three (3) years of this Request for Standing Offer closing date”

We assume the word “completed” to mean - once we have received payment for the order and could go back to client and request a written attestation. Please confirm.

We would like to request an extension to 40-48 months instead of 36 months (3 years).

**Response 22,**

For purpose of this mandatory, “Completed” means: once the supplier has delivered the complete order to its final destination.

Canada will accept orders completed in the last 48 months. The RFSO has been amended accordingly.

**Question 23,**

In the costing grid, for some products, you have requested pricing that is below the minimum the supplier can imprint for some products. What would you like us to do in those cases? Examples: # 7 coffee mug min is 96 units, # 13 smart phone wallet min is 150, #14 phone charger min is 35 to name a few. Please let me know if you would like a complete list.

**Response 23,**

Based on our research, Item 13, Adhesive Silicone Custom Cell Phone Wallet is available in minimum quantity of 100, Item 14, Universal Custom Cell Phone Charger – 2200mAh is available in the minimum quantity of 25. No changes to these minimum order quantities will be made at this time.

For Item 7 Ceramic Coffee Mug 12oz, the costing grid will be updated to change the minimum order quantity to 96. The RFSO has been amended accordingly.

**Question 24,**

Annex A, A.5.2 – “a copy of the final electronic files used” – does this refer to the working art files and can they be submitted via email once the project is complete?

**Response 24,**

Yes, this does refer to working art files. At this time, due to email size limitations, they must be submitted on appropriate electronic media such as a CD or DVD.

**Question 25,**

Annex A, A.5.3 Proofs – are we required to provide a preproduction sample on each and every order of a product or can we provide a printed sample for reference from the first order of each item? The preproduction samples take additional time and may not be feasible if the order is a rush or for a small number, 6 hoodies for example. Is this something that can be on case by case basis with each contract?

**Response 25,**

Yes, this can be assessed by the Project Authority on case-by-case basis for each call-up.

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**Question 26,**

**ITEM 12B** – Credit card style USB Flash Drive - min. 8 GB, 16 GB, 32 GB, and/or 64 GB Capacity – this item has many security specifications and the twist version does not. Can you clarify if you need all of these details on the credit card style. If so, do you need each chip serialized or to have the Manufacturer ID on the chip? If you do need serialized do you want it engraved on the chip or coded into the firmware on the chip? Are any of the additional features required on the twist version?

**Response 26,**

Item 12B must meet all of the security specifications as detailed in the spec sheet, including the unique VID (vendor ID) and PID (Product ID) number internally serialized in the firmware, and the serialized numbering system based on the client scheme imprinted directly on the USB stick side.

Item 12A Twist Style USB Flash Drive does not have the same specifications, as specified in the RFSO.

**Question 27,**

**ARTICLE 15 - Sport towel**

The request specifies a towel made of 100% cotton, but is it possible to submit a towel made of polycotton or 100% polyester that not only is more effective in "sports" but also offers a better print quality?

**Response 27,**

Canada's requirement remains a 100% cotton towel.

**AMENDMENTS:**

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 one or more promotional products with the delivery of a minimum of 50,000 total units and a minimum contract or order value of \$25,000.00 or more for each order (before applicable taxes and excluding shipping outside the NCR).

**Insert:**

The Offeror must submit a description of two (2) separate contracts or orders completed within the last Four (4) years of this Request for Standing Offer closing date, that include the provision and the responsibility of imprint of one or more promotional products with the delivery of a minimum of 50,000 total units and a minimum contract or order value of \$25,000.00 or more for each order (before applicable taxes and excluding shipping outside the NCR).