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K1A 0S5

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**Revision to a Request for Supply  
Arrangement - Révision à une demande  
pour un arrangement en matière  
d'approvisionnement**

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**

Linguistic Services Division / Division des services linguistiques

Les Terrasses de la Chaudière

10, rue Wellington, 5ième étage

Gatineau

Québec

K1A 0S5

<b>Title - Sujet</b> DAMA-RFSA	
<b>Solicitation No. - N° de l'invitation</b> EN966-140305/J	<b>Date</b> 2018-05-04
<b>Client Reference No. - N° de référence du client</b> 20140305	<b>Amendment No. - N° modif.</b> 003
<b>File No. - N° de dossier</b> 504zf.EN966-140305	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZF-504-33475	
<b>Date of Original Request for Supply Arrangement</b> 2018-04-19 <b>Date de demande pour un arrangement en matière d'app. originale</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-05-29</b>	
<b>Time Zone</b> Fuseau horaire Eastern Daylight Saving Time EDT	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Cardinal, France	<b>Buyer Id - Id de l'acheteur</b> 504zf
<b>Telephone No. - N° de téléphone</b> (613) 720-9517 ( )	<b>FAX No. - N° de FAX</b> (819) 956-8303
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Centre d'approvisionnement Bureau de la traduction 70 Crémazie Gatineau, Quebec, K1A 0S5	
<b>Security - Sécurité</b> This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

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>		

**This revision to the RFSA is issued to answer questions from suppliers and make a correction to the English version of the RFSA.**

## **1. Questions and Answers**

### **Question 1**

We are two freelance translators who have been working together as a team for 23 years. Can we submit a bid as such, or do we have to be incorporated?

#### **Answer 1**

You do not need to be incorporated, you can submit an arrangement as a Joint Venture.

For more information on submitting an arrangement as a Joint Venture, see referenced sections of the Standard Instructions 2008 and the RFSA below:

- Paragraph 04 (2008-12-12) Definition of Supplier of the Standard Instructions 2008
- Paragraph 16 (2012-03-02) Joint venture of the Standard Instructions 2008
- As stated in section (d) of Part 3: "*A supplier or a group of suppliers may submit a maximum of two arrangements by tier.*" See paragraph (d) (v) for a definition of group of suppliers.
- As stated in paragraph (e) Joint Venture Experience of Part 3: "*Except where expressly provided otherwise, members of a joint venture may combine their abilities to meet any given mandatory requirement of this Request for Supply Arrangement.*"

Suppliers should also understand the implications of submitting an arrangement as a joint venture. See paragraph 2020 11 (2008-12-12) Joint venture of the General Conditions – Supply Arrangement.

### **Question 2**

Do suppliers who already have a Tier 3 SA must provide only the following to maintain their SA?

- Suppliers who already have a Supply Arrangement for Tier 2 or Tier 3 must submit the information requested in Attachments 2 or 3 of Part 4 for Mandatory Qualification of Resources in order to maintain their qualification. Suppliers must use Attachment 6 of Part 3 to submit the requested information.
- Suppliers who already have a Supply Arrangement for Tier 3 must submit the information requested in Attachment 3 of Part 4 in regards to the certification under national standard **CAN/CGSB-131.10-2008, Translation Services** in order to maintain their qualification.

#### **Answer 2**

If suppliers do not wish to qualify for other fields, they must submit the attachments mentioned above along with the PDF form - Certifications in Attachment 4 to Part 3.

### **Question 3**

For Attachment 6 to Part 3, do we just say the type of document? Do we also need to produce the type of document?

### **Answer 3**

Suppliers must submit the document as well. As mentioned in Attachments 2 and 3 to Part 4:

*For each resource, one of the following document, as applicable:*

- a) *a copy of a university degree;*
- b) *copy of the certificate of affiliation to a professional association;*
- c) *a certificate issued by a professional association confirming that the proposed resource has taken steps to obtain the certification. Please note that a copy of the certificate will be required within 12 months of the date of issuance of the SA, otherwise the Supply Arrangement (SA) will be canceled and the supplier will be requested to submit a new arrangement by following the qualification process established in article 7 of Part 6 A.*

### **2. Modifications to the RFSA- English version only**

In attachments 2 and 3 of Part 4, please make the following correction:

#### **DELETE:**

For each resource, one of the following document, as applicable:

- a) a copy of a university degree;
- b) copy of the certificate of affiliation to a professional association;
- c) a certificate issued by a professional association confirming that the proposed resource has taken steps to obtain the certification. Please note that a copy of the certificate will be required within 12 months of the date of issuance of the SA, otherwise the Supply Arrangement (SA) will be canceled and the supplier will be requested to submit a new arrangement by following the qualification process established in article 7 of Part 6 A.

#### **INSERT:**

For each resource according to paragraph 2 below, the supplier must provide one of the following three documents, as applicable:

- a) a copy of a university degree;
- b) copy of the certificate of affiliation to a professional association;
- c) a certificate issued by a professional association confirming that the proposed resource has taken steps to obtain the certification. Please note that a copy of the certificate will be required within 12 months of the date of issuance of the SA, otherwise the Supply Arrangement (SA) will be canceled and the supplier will be requested to submit a new arrangement by following the qualification process established in article 7 of Part 6 A.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**