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**11 Laurier/11,rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776**

Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

Departmental Individual Standing Offer (DISO)

Offre à commandes individuelle du département(OCID)

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

Parliamentary Precinct Division/Acquisitions de la
Cité parlementaire
222 Queen Street / 222, rue Queen
Ottawa
Ontario
K1A 0S5

Title - Sujet Interconnected Panels		
Solicitation No. - N° de l'invitation EP803-183135/A		Date 2018-06-06
Client Reference No. - N° de référence du client EP803-183135		Amendment No. - N° modif. 002
File No. - N° de dossier 019pps.EP803-183135	CCC No./N° CCC - FMS No./N° VME	
GETS Reference No. - N° de référence de SEAG PW-\$PPS-019-26790		
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale		2018-04-17
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-06-27		Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Address Enquiries to: - Adresser toutes questions à: Abdillahi, Mahade		Buyer Id - Id de l'acheteur 019pps
Telephone No. - N° de téléphone (613) 990-3717 ()	FAX No. - N° de FAX () -	
Delivery Required - Livraison exigée		
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See Annex A		
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 Accusé de réception requis	Yes - Oui <input type="checkbox"/>	No - Non <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		

QUESTIONS AND ANSWERS – SERIES I

- Q1. At Part 4- Evaluation Procedures and Basis of Selection, section 4.1.1.1 Mandatory Technical Criteria, MTC 9.4, it is recommended that PSPC delete the Account Representative role and replace with an Account Team instead. For the size and scope of this project, an Account Team is better suited to this role than having only one person who would fill the various skill sets required in 'specifying, selling and install coordination'.

Alternately, the Account Representative would *coordinate and oversee* the specifying, selling and installation and be the point of contact, but use the Account Team to fulfill the various skill sets such as specifying and installation coordination. Please confirm that is acceptable.

- A1. See amendment below.

- Q2. At Annex A – Statement of Requirement, section 13.4, if there is no use for a freight elevator, what are the proposed or other possible means to move deliveries and equipment to the installation floor? Where can we add these additional costs in the RFSO document since we will not have this information until time of call-up? Please revise Attachment 1 to Part 4 to allow for costs for regular freight elevator delivery as well as deliveries without a freight elevator.

- A2. See amendment below.

THIS AMENDMENT IS RAISED TO CHANGE THE REQUEST FOR STANDING OFFER (RFSO) SOLICITATION, INCLUDING ANNEX A - STATEMENT OF REQUIREMENT. THE FOLLOWING REVISIONS ARE:

1. At Request for Standing Offer cover page, solicitation closing box, DELETE in its entirety and REPLACE with the following,

Solicitation Closes – L'invitation prend fin
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At – à 2:00 PM
On – le 27 June/Juin 2018

2. At Part 1 – General Information, article 1.2.6,

DELETE: “The Basis of Selection will be comprised of 2 stages. Stage 1 will be based on MSRP Discount. Stage 2 – Products and Services, will be based on highest combined rating between MSRP Discount, Delivery, Installation and Product-Related Services. The top ranked responsive offer in each stream with the highest financial score will be recommended for issuance of a standing offer agreement.

INSERT: The Basis of Selection will be based on highest combined rating between MSRP Discount, Typical Layout Pricing, Delivery, Installation and Product-Related

Services. The top ranked responsive offer in each stream with the highest financial score will be recommended for issuance of a standing offer agreement.

3. At Part 1 – General Information, 1.3 Security Requirements, ADD the following,

"It is anticipated that the Contractor/Offeror must hold a valid organization security clearance and its personnel requiring access to secure work site(s) must, at all times during the performance of the call-up, EACH hold a valid SITE ACCESS Clearance, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC). Offerors will be recommended to obtain all appropriate clearances upon issuance of a Standing Offer"

4. At Part 1 – General Information, 1.6 Offeror's Conference, DELETE in its entirety and REPLACE with the following,

"1.6 Offeror's Conference

An offerors' conference will be held at 222 Queen Street, Ottawa, Ontario on Thursday, June 14, 2018. The conference will begin at 1:30 p.m. EST, in Room 500 (5th Floor). The scope of the requirement outlined in the Request for Standing Offers (RFSO) will be reviewed during the conference and questions will be answered. It is recommended that Offerors who intend to submit an offer attend or send a representative.

Offerors are requested to communicate with the Standing Offer Authority before the conference to confirm attendance. Offerors should provide, in writing, to the standing Offer Authority, the name(s) of the person(s) who will be attending and a list of issues they wish to table no later than 2:00 p.m. EST, June 13, 2018. There will be a maximum of 2 representatives for each Offeror. Representatives that did not confirm attendance will not be permitted to attend the conference.

Any clarifications or changes to the RFSO resulting from the Offerors' conference will be included as an amendment to the RFSO. Offerors who do not attend will not be precluded from submitting an offer."

5. At Part 4-Evaluation Procedures and Basis of Selection, 4.1 Evaluation Procedures,

DELETE: "OR (b) An evaluation team composed of representatives of Canada and _____ (*insert name of firm or consultant*) will evaluate the offers."

6. At Part 4-Evaluation Procedures and Basis of Selection, 4.1.1.1 Mandatory Technical Criteria (MTC), MTC 4, ADD the following under the, "The Offeror must provide all the information required as follows:",

"Standard Lead Times for Manufacturing, Delivery and Installation".

7. At Part 4-Evaluation Procedures and Basis of Selection, 4.1.2.1 Mandatory Financial Criteria (MFC), MFC1, ADD the following,

"The pricing listed in the Financial Presentation Sheet for the Minimum Product Requirements will be applied for the initial period of the Standing Offer."

8. At Part 4-Evaluation Procedures and Basis of Selection, 4.1.1.1 Mandatory Technical Criteria (MFC), MTC 9, item 4, DELETE in its entirety and REPLACE with the following,

"MTC 9	4. The Account Team must collectively have 10 years experience, with the exception of the Site Supervisor, in specifying and selling all Offered Product(s), and coordinating installations with the types of components and manufacturers. The account representative, however, must be the point of contact and responsible for the Team.		
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9. At Annex A – Statement of Requirement, 5.2 Shop Drawings, 5.2.4, DELETE in its entirety and REPLACE with the following,

"5.2.4 The Offeror must make changes in shop drawings as the TA may require, consistent with the requirements. When resubmitting, notify the TA in writing of revisions other than those requested.

The TA may make changes to shop drawings up to 3 times at no additional cost. Otherwise, Offeror may charge Canada. Also, changes after final drawings are accepted will be an additional cost to Canada. Costs related to the changes will be negotiated prior to issuance of call-up."

10. At Annex A – Statement of Requirement, 5.4 Delivery, ADD the following,

"5.4.10 All deliveries, including scanning procedure, using any size of truck will include delivery to installation location (i.e. floor/room). Additional delivery costs will only be considered if freight elevators are not accessible as per 13.4 below."

11. At Annex A – Statement of Requirement, 5.5 Scanning Facility Requirement, ADD the following,

"5.5.7 There are two procedures involved in the scanning of goods, depending on the size of the truck.

5.5.7.1.1 Five-ton trucks or smaller will be off-loaded by the scanning facility team and scanned in the facility. The scanning facility team will reload the goods onto the truck once completed. This process will approximately take 30 minutes per truck.

- 5.5.7.1.2 For tractor-trailer loads with large items or larger than 5-ton trucks, Offeror is recommended to leave a passage of 2 feet wide for our scanning facility employees to scan inside the truck, otherwise, for smaller items the goods can be scanned inside the facility. The duration may take approximately 1 hour per trailer.
- 5.5.8 Canada is responsible for any damages to the goods that occur during the scanning process as a result of the scanning facility team during loading, unloading and scanning.”
12. At Annex A – Statement of Requirement, 7. Offeror Personnel, 7.1, DELETE in its entirety and REPLACE with the following,
- “7.1 The Offeror will assign an Account Team, including an Account Representative, who will be responsible for, but not limited to, the following: providing client service, training, handling call-up requests, managing overall installation requirements, requests for repairs and replacement, coordinate delivery, address issues relating, but not limited to warranty, deficiencies, delivery and installations.”
13. At Annex A – Statement of Requirement, 13. Constraints, item 13.4, ADD the following,
- “If use of any elevator, freight or others, is not accessible, additional work may be required to transport goods to final destination (i.e. installation floor). This will be considered as Additional Delivery for non-standard situations and costs must be negotiated and accepted by Canada prior to delivery.”
14. At Annex A – Statement of Requirement, 18. Offeror and Offeror Personnel Qualifications, 18.3, DELETE in its entirety and REPLACE with the following,
- “18.3 The Offeror must provide an Account Team, which, at the minimum, includes an Account Representative and a Site Supervisor. All members of the Team must be named and must not be the same person.”
15. At Annex A – Statement of Requirement, 18. Offeror and Offeror Personnel Qualifications, 18.4, DELETE in its entirety and REPLACE with the following,
- “18.4 The Account Team must collectively have 10 years of experience, with the exception of the Site Supervisor, in specifying and selling all Offered Product(s), and coordinating installations with the types of components and manufacturer. The account representative, however, must be the point of contact and responsible for the Team.”
16. At Attachment 1 to Part 4 – Financial Presentation Sheet, DELETE in its entirety and REPLACE with the revised Attachment 1 to Part 4.
17. At Attachment 2 to Part 4 – Minimum Offered Products List, DELETE in its entirety and REPLACE with the revised Attachment 2 to Part 4.
18. At Attachment 3 to Part 4 – Manufacturer Authorization Letters #1 to #4, DELETE in its entirety and REPLACE with the following attachments,
- “MFGR Auth Letter #1 EN”
“MFGR Auth Letter #2 EN”
“MFGR Auth Letter #3 EN”
“MFGR Auth Letter #4 EN”

Solicitation No. - N° de l'invitation
EP803-183135/A
Client Ref. No. - N° de réf. du client
EP803-183135

Amd. No. - N° de la modif.
002
File No. - N° du dossier
019pps.EP803-183135

Buyer ID - Id de l'acheteur
019pps
CCC No./N° CCC - FMS No./N° VME

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