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**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

<b>Title - Sujet</b> Miscellaneous Furniture & Equipment	
<b>Solicitation No. - N° de l'invitation</b> EP803-183135/E	<b>Date</b> 2018-06-26
<b>Client Reference No. - N° de référence du client</b> EP803-183135	<b>Amendment No. - N° modif.</b> 001
<b>File No. - N° de dossier</b> 019pps.EP803-183135	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PPS-019-26857	
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale 2018-06-07	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-07-20</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ian Arboleda	<b>Buyer Id - Id de l'acheteur</b> 019pps
<b>Telephone No. - N° de téléphone</b> (613) 990-7280 ( )	<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> See Annex A.	
<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>		

**THIS AMENDMENT IS RAISED TO CHANGE THE REQUEST FOR STANDING OFFER (RFSO) SOLICITATION. THE FOLLOWING REVISIONS ARE:**

1. At Part 1 – General Information, 1.2.3, item i., DELETE in its entirety.
2. 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 Friday, July 6, 2018. The conference will begin at 1:30 p.m. EST, in Room 500 (5<sup>th</sup> 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, July 3, 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.”

3. At Part 2 – Offeror Instructions, ADD the following,

**“2.7. Equivalent Products**

2.7.1 Products that are equivalent in form, fit, function and quality to the item(s) specified in the bid solicitation will be considered where the Bidder:

- a. designates the brand name, model and/or part number of the substitute product;
- b. states that the substitute product is fully interchangeable with the item specified;
- c. provides complete specifications and descriptive literature for each substitute product;
- d. provides compliance statements that include technical specifics showing the substitute product meets all mandatory performance criteria that are specified in the bid solicitation; and
- e. clearly identifies those areas in the specifications and descriptive literature that support the substitute product's compliance with any mandatory performance criteria.

2.7.2 Products offered as equivalent in form, fit, function and quality will not be considered if:

- a. the bid fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute product; or
- b. the substitute product fails to meet or exceed the mandatory performance criteria specified in the bid solicitation for that item.

2.7.3 In conducting its evaluation of the bids, Canada may, but will have no obligation to, request bidders offering a substitute product to demonstrate, at the sole cost of bidders, that the substitute product is equivalent to the item specified in the bid solicitation.”

4. At Part 4-Evaluation Procedures and Basis of Selection, 4.1.1.1 Mandatory Technical Criteria (MTC), MTC 6, DELETE in its entirety and REPLACE with the following,

"MTC 6	<p>The Offeror must confirm to provide the Offered Product(s) throughout the duration of the Standing Offer. Additionally, the Offeror must also confirm to provide the entire line of products of the Offered Product(s) throughout the duration of the Standing Offer. The MSRP percentage discount(s) must be the same as the Offered Product(s).</p> <p>The Offeror shall not add any other product to Attachment 1 to Part 4 – Financial Presentation Sheet and Attachment 2 to Part 4 – Offered Products List. A list of the entire line of products including the other configurations and variations of the Offered Product(s) shall be provided upon issuance of a Standing Offer. For the purposes of evaluation, the other configurations and variations of the offered product(s) will not be part of the financial evaluation.</p> <p>Note: The entire line of products refer to the Offered Product(s) and the other configurations and variations of the offered product(s)."</p>		
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5. At Part 4-Evaluation Procedures and Basis of Selection, 4.1.1.1 Mandatory Technical Criteria (MTC), MTC 10, DELETE in its entirety and REPLACE with the following,

"MTC 10	<p>The Offeror must complete and submit all other RFSO requirements as described in the following, by solicitation closing time and date:</p> <ul style="list-style-type: none"> <li>- Certifications and Additional Information (RFSO Part 5)</li> <li>- Insurance Requirements (RFSO Part 6)</li> <li>- Signed RFSO cover page (original and all amendments)"</li> </ul>		
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6. At Part 4-Evaluation Procedures and Basis of Selection, 4.1.2.1 Mandatory Financial Criteria (MFC), MFC 5,

DELETE: "- Reconfiguration Services; and".

7. At Part 4-Evaluation Procedures and Basis of Selection, 4.2 Basis of Selection, article 4.2.4, DELETE in its entirety and REPLACE with the following,

"4.2.4 For each Stage, all responsive offers will be ranked according to their combined rating between the MSRP Discount Score (15%), Basket of Product(s) (45%), Delivery Score (15%), Installation Score (15%), Inventory Services Score (5%), and Storage Services Score (5%)."

8. At Part 4-Evaluation Procedures and Basis of Selection, 4.2 Basis of Selection, article 4.2.6, DELETE in its entirety and REPLACE with the following,

"4.2.6 The following formulas and calculations will be used to determine the basis of selection at Stage 1 and Stage 2:

#### Stage 1 – By Package

4.2.6.1 The Offeror's MSRP Discount Score will be calculated using below formula:

$$\frac{\text{Offeror's Average MSRP Discount}}{\text{Highest Average MSRP Discount}} \times 100 \times 15\% = \text{Offeror's MSRP Discount Score}$$

4.2.6.1.1 Should there be multiple items in a package, the average of all the items' MSRP Discount will be taken and used as the Offeror's Average MSRP Discount (as per 4.2.6.1 above) for that package. Below formula will be used in the calculation:

$$\frac{\text{Sum of All Items' MSRP Discounts in entire Package}}{\text{Total number of items in entire Package}} = \text{Offeror's Average MSRP Discount (for all Products in entire Package)}$$

4.2.6.1.2 Should there be sub-items, where 1 item within a package is composed of multiple sub-items (e.g. 1a, 1b,...), the average of all the sub-items' MSRP Discount will be taken and used as the Offeror's Average MSRP Discount for that item and used towards the sum of all items' MSRP Discounts in entire package, as per 4.2.6.1.1 above). Below formula will be used in the calculation:

$$\frac{\text{Sum of All Sub-Items' MSRP Discounts}}{\text{Total number of sub-items}} = \text{Offeror's Average MSRP Discount (for an item with sub-items within a package)}$$

#### Stage 2 – By Item

4.2.6.2 The Offeror's MSRP Discount Score will be calculated using below formula:

$$\frac{\text{Offeror's Average MSRP Discount}}{\text{Highest Average MSRP Discount}} \times 100 \times 15\% = \text{Offeror's MSRP Discount Score}$$

4.2.6.2.1 Should there be sub-items, where an item is composed of multiple sub-items (e.g. 1a, 1b,...), the average of all the sub-items' MSRP Discount will be taken and used as the Offeror's Average MSRP Discount for that item, as per 4.2.6.2 above). If there are no sub-items, the sole item's MSRP Discount will be the Offeror's Average MSRP Discount used towards the calculation of the Offeror's MSRP Discount Score. Below formula will be used in the calculation:

$$\frac{\text{Sum of All Sub-Items' MSRP Discounts}}{\text{Total number of sub-items}} = \text{Offeror's Average MSRP Discount (for an item with sub-items)}$$

Stage 1 and 2 – The following applies to both stages:

4.2.6.3 The Delivery and Installation scores will be based on the percentage fees for delivery and installation, prorated against the other Offers, to provide the weighted scoring applied towards the total financial score. The individual delivery and installation percentage fees for normal working hours will be used for evaluation purposes. The Offeror must propose only 1 percentage rate for each mode of delivery (<5-ton truck

and Tractor-Trailer/>5-ton truck) and 1 percentage rate for installation whether it is offering an entire package or an item.

4.2.6.4 The Delivery Score will be calculated using below formula:

$$\frac{\text{Highest Delivery Percentage Fee} - \text{Offeror's Delivery Percentage Fee}}{\text{Highest Delivery Percentage Fee}} \times 100 \times 15\% = \text{Delivery Score}$$

4.2.6.5 The Installation Score will be calculated using below formula:

$$\frac{\text{Highest Installation Percentage Fee} - \text{Offeror's Installation Percentage Fee}}{\text{Highest Installation Percentage Fee}} \times 100 \times 15\% = \text{Installation Score}$$

4.2.6.6 The Product-Related Services scores (Inventory Services and Storage Services) will be based on the firm all-inclusive rates provided in Attachment 1 to Part 4 – Financial Presentation Sheet. The figures used in the evaluation are as follows: Inventory and Assessment rates were based on Normal Working Hours, Firm All-Inclusive Hourly Rates, with the level of effort at 1 hour; and the Storage Services rates will be based on the weekly and monthly rate per cubic meter, with the level of effort of 1. The Total Prices for each of the Product-Related Services will be derived from Table 6 of Attachment 1 to Part 4. The Offeror must propose only 1 rate/price for each of the required Product-Related Services whether it is offering an entire package or an item. The Product-Related Services Scores will be calculated using below formulas:

4.2.6.6.1 For the Inventory Services Score,

$$\frac{\text{Lowest Inventory Services Total Price}}{\text{Offeror's Inventory Services Total Price}} \times 100 \times 5\% = \text{Inventory Services Score}$$

4.2.6.6.2 For the Storage Services Score,

$$\frac{\text{Lowest Storage Services Total Price}}{\text{Offeror's Storage Services Total Price}} \times 100 \times 5\% = \text{Storage Services Score}$$

4.2.6.7 Table 7 in Attachment 1 to Part 4 – Financial Presentation Sheet will be used to determine the Basket of Product(s) Pricing Score for evaluation purposes, which includes the type and quantity of goods. A quantity of 1 for each item, including sub-items will be used for evaluation. The product pricing must reflect the MSRP discounts. In Stage 1, the sum of all items in the entire package will be the Offeror's Total Basket of Products Price. In Stage 2, the item's price will be the Total Basket of Product(s) Price used towards the calculation of the Basket of Product(s) Pricing Score. However, where an item consists of multiple sub-items. The Total Basket of Product(s) Price for those will be the sum of all prices for all the sub-items.

The Basket of Product(s) Pricing Score will be calculated using below formula:

$$\frac{\text{Lowest Total Basket of Product(s) Price}}{\text{Offeror's Total Basket of Product(s) Price}} \times 100 \times 45\% = \text{Basket of Product(s) Pricing Score (for Offeror's Total Financial Score)}$$

4.2.6.8 The sum of the MSRP Discount Score, Delivery Score, Installation Score, Product-Related Scores (Inventory Services Score + Storage Services Score) and Basket of Product(s) Score per item per stream will determine the Offeror's Total Financial Score. The top 2 ranked responsive offers with the highest Total Financial Score per item per

stream will be recommended for issuance of Standing Offer agreement. The following formula will be used to calculate the Offeror's Total Financial Score:

MSRP Discount Score  
+  
Delivery Score  
+  
Installation Score  
+  
Product-Related Services Scores  
+  
Basket of Product(s) Pricing Score  
-----  
= Total Financial Score

9. At Part 4-Evaluation Procedures and Basis of Selection, 4.2 Basis of Selection, article 4.2.10, DELETE in its entirety and REPLACE with the following,

“4.2.10 Below are possible scenarios and examples of the basis of selection process including calculations for the Average MSRP Discounts, MSRP Discount Score, Delivery Score, Installation Score, Product-Related Scores and Basket of Product(s) Pricing Score, which will determine the Offeror's Total Financial Score.

**Scenario 1 – Two or Less Offers on the General and/or PSAB Streams at Stage 1 – By Package**

All Offers must meet all mandatory technical and financial evaluation criteria to be responsive. If there are two or less responsive Offer(s) on each package per stream, Stage 2 – By Item will be conducted for all the items in the package.

**Scenario 2 – Two or less Offer(s) on the General and/or PSAB Streams at Stage 2 – By Item**

All Offers must meet all mandatory technical and financial evaluation criteria to be responsive. If there is one or two responsive Offer(s) on any item, the responsive Offer(s) will be recommended for issuance of Standing Offer agreement. The calculation for the total financial score may not be conducted.

**Scenario 3 – Three or more Offerors on the General and/or PSAB Stream(s) at Stage 1 – By Package; and three or more Offerors on the General and/or PSAB Stream(s) at Stage 2 – By Item**

All Offers must meet all mandatory technical and financial evaluation criteria to be responsive. The responsive offer(s) at Stage 1 and Stage 2 in each stream will be ranked based on their Total Financial Scores.

The following examples will show how the Average MSRP Discounts, MSRP Discount Score, Delivery Score, Installation Score, Product-Related Scores and Basket of Product(s) Pricing Score are calculated on each Offered product to determine the Offeror's Total Financial Score.

Table 1a – Average MSRP Discount – By Package (Stage 1)

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

Amd. No. - N° de la modif.  
 001  
 File No. - N° du dossier  
 019pps.EP803-183135

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

Miscellaneous Package Products	Offeror	Total Number of Items (or Sub-Items)	Stream	MSRP Discount(s)	Calculation	Average Sub-Total
Wall Clock	A	1	General	70%	$\frac{(70)}{1}$	70%
Mobile Whiteboard		1	General	75%	$\frac{(75)}{1}$	75%
Easel		1	General	80%	$\frac{(75)}{1}$	75%
Power Bar		2	General	65%, 68%	$\frac{(65 + 68)}{2}$	66.50%
Glass Whiteboard		6	General	60%, 70%, 75%, 65%, 70%, 80%	$\frac{(60 + 70 + 75 + 65 + 70 + 80)}{6}$	70%
<b>Offeror A (total) Average MSRP Discount (Miscellaneous Package)</b>						<b>71.30% (356.50 / 5)</b>
Wall Clock	B	1	General	75%	$\frac{(75)}{1}$	75%
Mobile Whiteboard		1	General	75%	$\frac{(75)}{1}$	75%
Easel		1	General	75%	$\frac{(75)}{1}$	75%
Power Bar		2	General	60%, 65%	$\frac{(65 + 60)}{2}$	62.50%
Glass Whiteboard		6	General	70%, 75%, 75%, 85%, 70%, 85%	$\frac{(70 + 75 + 75 + 85 + 70 + 85)}{6}$	76.67%
<b>Offeror B (total) Average MSRP Discount (Miscellaneous Package)</b>						<b>72.83% (364.17 / 5)</b>
Wall Clock	C	1	General	70%	$\frac{(70)}{1}$	70%
Mobile Whiteboard		1	General	60%	$\frac{(60)}{1}$	60%
Easel		1	General	65%	$\frac{(65)}{1}$	65%
Power Bar		2	General	60%, 63%	$\frac{(60 + 63)}{2}$	61.50%
Glass Whiteboard		6	General	70%, 65%, 65%, 65%, 70%, 70%	$\frac{(70 + 65 + 65 + 65 + 70 + 70)}{6}$	67.50%
<b>Offeror C (total) Average MSRP Discount (Miscellaneous Package)</b>						<b>64.80% (324 / 5)</b>
Wall Clock	AAA	1	PSAB	75%	$\frac{(75)}{1}$	75%
Mobile Whiteboard		1	PSAB	80%	$\frac{(80)}{1}$	80%
Easel		1	PSAB	85%	$\frac{(85)}{1}$	85%
Power Bar		2	PSAB	80%, 85%	$\frac{(80 + 85)}{2}$	82.50%

Glass Whiteboard		6	PSAB	80%, 85%, 85%, 85%, 80%, 80%	(80 + 85 + 85 + 85 + 80 + 80) / 6	82.50%
<b>Offeror AAA (total) Average MSRP Discount (Miscellaneous Package)</b>						81.00% (405 / 5)

Note: The type of products and Total Number of Items (including sub-items) will based on the Financial Presentation Sheet, Attachment 1 to Part 4.

Table 1b – MSRP Discount Score – By Package (Stage 1)

Product	Offeror	Stream	Calculation	MSRP Discount Score (A1)
Miscellaneous Package	A	General	$[(71.30 / 72.83) \times 100] \times 15\%$	14.68 points
Miscellaneous Package	B	General	$[(72.83 / 72.83) \times 100] \times 15\%$	15.00 points
Miscellaneous Package	C	General	$[(64.80 / 72.83) \times 100] \times 15\%$	13.35 points
Miscellaneous Package	AAA	PSAB	$[(81.00 / 81.00) \times 100] \times 15\%$	15.00 points

Table 2a – Average MSRP Discount – By Item (Stage 2)

Product	Offeror	Total Number of Items (or Sub-Items)	Stream	MSRP Discount(s)	Calculation	Average MSRP Discount
Disposable Sheets	A	1	General	70%	$\frac{(70)}{1}$	70%
Disposable Sheets	ABC	1	General	75%	$\frac{(75)}{1}$	75%
Disposable Sheets	WXY	1	General	75%	$\frac{(75)}{1}$	75%
Dishwasher	A	2	General	65%, 65%	$\frac{(65 + 65)}{2}$	65%
Dishwasher	MNM	2	General	60%, 70%	$\frac{(60 + 70)}{2}$	65%
Dishwasher	C	2	General	70%, 70%	$\frac{(70 + 70)}{2}$	70%
Top Mount Refrigerator	PST	1	General	80%	$\frac{(80)}{1}$	80%
Utility Cart	ISC1	5	PSAB	80%, 75%, 75%, 70%, 70%	$\frac{(80 + 75 + 75 + 70 + 70)}{5}$	74%
Utility Cart	AAA	5	PSAB	70%, 70%, 75%, 80%, 70%	$\frac{(70 + 70 + 75 + 80 + 70)}{5}$	73%
Utility Cart	D	5	PSAB	75%, 75%, 75%, 75%, 75%	$\frac{(75 + 75 + 75 + 75 + 75)}{5}$	75%

Note: The type and Total Number of Items (including sub-items) will based on the Financial Presentation Sheet, Attachment 1 to Part 4.

Table 2b – MSRP Discount Score – Package 2 (By Item)

Product	Offeror	Stream	Calculation	MSRP Discount Score (A2)
Disposable Sheets	A	General	$[(70 / 75) \times 100] \times 15\%$	14.00 points
Disposable Sheets	ABC	General	$[(75 / 75) \times 100] \times 15\%$	15.00 points
Disposable Sheets	WXY	General	$[(75 / 75) \times 100] \times 15\%$	15.00 points
Dishwasher	B	General	$[(65 / 70) \times 100] \times 15\%$	13.93 points
Dishwasher	MNM	General	$[(65 / 70) \times 100] \times 15\%$	13.93 points
Dishwasher	C	General	$[(70 / 70) \times 100] \times 15\%$	15.00 points
Top Mount Refrigerator	PST	General	$[(80 / 80) \times 100] \times 15\%$	15.00 points
Utility Cart	ISC1	PSAB	$[(74 / 75) \times 100] \times 15\%$	14.80 points
Utility Cart	AAA	PSAB	$[(73 / 75) \times 100] \times 15\%$	14.60 points
Utility Cart	D	PSAB	$[(75 / 75) \times 100] \times 15\%$	15.00 points

Table 3a – Basket of Product(s), Delivery and Installation based on Offeror's Financial Presentation Sheet – Stage 1 (By Package)

Miscellaneous Package Products	Offeror	Stream	Basket of Product(s) Total Price	Delivery Percentage Fee	Installation Percentage Fee
Wall Clock	A	General	\$1,000.00	5%	7%
Mobile Whiteboard					
Easel					
Power Bar					
Glass Whiteboard					
Wall Clock	B	General	\$1,200.00	3%	5%
Mobile Whiteboard					
Easel					
Power Bar					
Glass Whiteboard					
Wall Clock	C	General	\$1,500.00	4%	6%
Mobile Whiteboard					
Easel					
Power Bar					
Glass Whiteboard					
Wall Clock	AAA	PSAB	\$2,000.00	3%	5%
Mobile Whiteboard					
Easel					
Power Bar					
Glass Whiteboard					

Table 3b – Basket of Product(s), Delivery and Installation based on Offeror's Financial Presentation Sheet – Stage 2 (By Item)

Product	Offeror	Stream	Basket of Product(s)	Delivery	Installation
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			Total Price	Percentage Fee	Percentage Fee
Disposable Sheets	A	General	\$50.00	3%	4%
Disposable Sheets	ABC	General	\$40.00	1%	2%
Disposable Sheets	WXY	General	\$45.00	5%	3%
Dishwasher	B	General	\$2,000.00	5%	6%
Dishwasher	MNM	General	\$3,000.00	7%	4%
Dishwasher	C	General	\$1,000.00	2%	2.5%
Top Mount Refrigerator	PST	General	\$3,000.00	4%	7%
Utility Cart	ISC1	PSAB	\$150.00	0%	5%
Utility Cart	AAA	PSAB	\$175.00	3%	0%
Utility Cart	D	PSAB	\$170.00	2%	1%

Note: The Delivery Fee will be the average of the 2 delivery fees identified in Offeror's completed Financial Presentation Sheet.

Table 4a – Delivery Score – Stage 1 (By Package)

Product	Offeror	Stream	Calculation	Delivery Score (B1)
Miscellaneous Package	A	General	$[(5-3) / 5] \times 100 \times 15\%$	6.00 points
Miscellaneous Package	B	General	$[(5-5) / 5] \times 100 \times 15\%$	0 points
Miscellaneous Package	C	General	$[(5-4) / 5] \times 100 \times 15\%$	3.00 points
Miscellaneous Package	AAA	PSAB	$[(3-3) / 3] \times 100 \times 15\%$	0 points

Table 4c – Delivery Score – Stage 2 (By Item)

Product	Offeror	Stream	Calculation	Delivery Score (B2)
Disposable Sheets	A	General	$[(5-3) / 5] \times 100 \times 15\%$	6.00 points
Disposable Sheets	ABC	General	$[(5-1) / 5] \times 100 \times 15\%$	12.00 points
Disposable Sheets	WXY	General	$[(5-5) / 5] \times 100 \times 15\%$	0 points
Dishwasher	B	General	$[(7-5) / 7] \times 100 \times 15\%$	4.29 points
Dishwasher	MNM	General	$[(7-7) / 7] \times 100 \times 15\%$	0 points
Dishwasher	C	General	$[(7-2) / 7] \times 100 \times 15\%$	10.71 points
Top Mount Refrigerator	PST	General	$[(4-4) / 4] \times 100 \times 15\%$	0 points
Utility Cart	ISC1	PSAB	$[(3-0) / 3] \times 100 \times 15\%$	15.00 points
Utility Cart	AAA	PSAB	$[(3-3) / 3] \times 100 \times 15\%$	0 points
Utility Cart	D	PSAB	$[(3-2) / 3] \times 100 \times 15\%$	5.00 points

Table 5a – Installation Score – Stage 1 (By Package)

Product	Offeror	Stream	Calculation	Delivery Score (C1)
Miscellaneous Package	A	General	$[(7-5) / 7] \times 100 \times 15\%$	4.29 points
Miscellaneous Package	B	General	$[(7-7) / 7] \times 100 \times 15\%$	0 points
Miscellaneous Package	C	General	$[(7-6) / 7] \times 100 \times 15\%$	2.14 points
Miscellaneous Package	AAA	PSAB	$[(5-5) / 5] \times 100 \times 15\%$	0 points

Table 5b – Installation Score – Stage 2 (By Item)

Product	Offeror	Stream	Calculation	Installation Score (C2)
Disposable Sheets	A	General	$[(4-4) / 4] \times 100 \times 15\%$	0 points
Disposable Sheets	ABC	General	$[(4-2) / 4] \times 100 \times 15\%$	7.50 points
Disposable Sheets	WXY	General	$[(4-3) / 4] \times 100 \times 15\%$	3.75 points
Dishwasher	B	General	$[(6-6) / 6] \times 100 \times 15\%$	0 points
Dishwasher	MNM	General	$[(6-4) / 6] \times 100 \times 15\%$	5.00 points
Dishwasher	C	General	$[(6-2.5) / 6] \times 100 \times 15\%$	8.75 points
Top Mount Refrigerator	PST	General	$[(7-7) / 7] \times 100 \times 15\%$	0 points
Utility Cart	ISC1	PSAB	$[(5-5) / 5] \times 100 \times 15\%$	0 points
Utility Cart	AAA	PSAB	$[(5-0) / 5] \times 100 \times 15\%$	15.00 points
Utility Cart	D	PSAB	$[(5-1) / 5] \times 100 \times 15\%$	12.00 points

Table 6a – Inventory Services Score – Stage 1 (By Package)

Product	Offeror	Stream	Calculation	Inventory Services Score (D1)
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Miscellaneous Package	A	General	$[(\$19.00 / \$20.00) \times 100] \times 5\%$	4.75 points
Miscellaneous Package	B	General	$[(\$19.00 / \$19.00) \times 100] \times 5\%$	5.00 points
Miscellaneous Package	C	General	$[(\$19.00 / \$20.00) \times 100] \times 5\%$	4.75 points
Miscellaneous Package	AAA	PSAB	$[(\$15.00 / \$15.00) \times 100] \times 5\%$	5.00 points

Table 6b – Inventory Services Score – Stage 2 (By Item)

Product	Offeror	Stream	Calculation	Inventory Services Score (D2)
Disposable Sheets	A	General	$[(\$15.00 / \$20.00) \times 100] \times 5\%$	3.75 points
Disposable Sheets	ABC	General	$[(\$15.00 / \$25.00) \times 100] \times 5\%$	3.00 points
Disposable Sheets	WXY	General	$[(\$15.00 / \$15.00) \times 100] \times 5\%$	5.00 points
Dishwasher	B	General	$[(\$15.00 / \$19.00) \times 100] \times 5\%$	3.95 points
Dishwasher	MNM	General	$[(\$15.00 / \$20.00) \times 100] \times 5\%$	3.75 points
Dishwasher	C	General	$[(\$15.00 / \$15.00) \times 100] \times 5\%$	5.00 points
Top Mount Refrigerator	PST	General	$[(\$18.00 / \$18.00) \times 100] \times 5\%$	5.00 points
Utility Cart	ISC1	PSAB	$[(\$15.00 / \$20.00) \times 100] \times 5\%$	3.75 points
Utility Cart	AAA	PSAB	$[(\$15.00 / \$15.00) \times 100] \times 5\%$	5.00 points
Utility Cart	D	PSAB	$[(\$15.00 / \$20.00) \times 100] \times 5\%$	3.75 points

Table 7a – Storage Services Score – Stage 1 (By Package)

Product	Offeror	Stream	Calculation	Storage Services Score (E1)
Miscellaneous Package	A	General	$[(\$30.00 / \$50.00) \times 100] \times 5\%$	3.00 points
Miscellaneous Package	B	General	$[(\$30.00 / \$30.00) \times 100] \times 5\%$	5.00 points
Miscellaneous Package	C	General	$[(\$30.00 / \$35.00) \times 100] \times 5\%$	4.29 points
Miscellaneous Package	AAA	PSAB	$[(\$25.00 / \$25.00) \times 100] \times 5\%$	5.00 points

Table 7b – Storage Services Score – Stage 2 (By Item)

Product	Offeror	Stream	Calculation	Storage Services Score (E2)
Disposable Sheets	A	General	$[(\$30.00 / \$30.00) \times 100] \times 5\%$	5.00 points
Disposable Sheets	ABC	General	$[(\$30.00 / \$60.00) \times 100] \times 5\%$	2.50 points
Disposable Sheets	WXY	General	$[(\$30.00 / \$45.00) \times 100] \times 5\%$	3.33 points
Dishwasher	B	General	$[(\$30.00 / \$50.00) \times 100] \times 5\%$	3.00 points
Dishwasher	MNM	General	$[(\$30.00 / \$40.00) \times 100] \times 5\%$	3.75 points
Dishwasher	C	General	$[(\$35.00 / \$35.00) \times 100] \times 5\%$	5.00 points
Top Mount Refrigerator	PST	General	$[(\$30.00 / \$30.00) \times 100] \times 5\%$	5.00 points
Utility Cart	ISC1	PSAB	$[(\$25.00 / \$50.00) \times 100] \times 5\%$	2.50 points
Utility Cart	AAA	PSAB	$[(\$25.00 / \$25.00) \times 100] \times 5\%$	5.00 points
Utility Cart	D	PSAB	$[(\$25.00 / \$30.00) \times 100] \times 5\%$	4.17 points

Table 8a – Basket of Products Pricing Score – Stage 1 (By Package)

Product	Offeror	Stream	Calculation	Basket of Products Pricing Score (F1)
Miscellaneous Package	A	General	$[(\$1,000.00 / \$1,000.00) \times 100] \times 45\%$	45.00 points
Miscellaneous Package	B	General	$[(\$1,000.00 / \$1,200.00) \times 100] \times 45\%$	37.50 points
Miscellaneous Package	C	General	$[(\$1,000.00 / \$1,500.00) \times 100] \times 45\%$	30.00 points
Miscellaneous Package	AAA	PSAB	$[(\$2,000.00 / \$2,000.00) \times 100] \times 45\%$	45.00 points

Table 8b – Basket of Products Pricing Score – Stage 2 (By Item)

Product	Offeror	Stream	Calculation	Basket of Products Pricing Score (F2)
Disposable Sheets	A	General	$[(\$40.00 / \$50.00) \times 100] \times 45\%$	36.00 points
Disposable Sheets	ABC	General	$[(\$40.00 / \$40.00) \times 100] \times 45\%$	45.00 points
Disposable Sheets	WXY	General	$[(\$40.00 / \$45.00) \times 100] \times 45\%$	40.00 points
Dishwasher	B	General	$[(\$1,000.00 / \$2,000.00) \times 100] \times 45\%$	22.50 points
Dishwasher	MNM	General	$[(\$1,000.00 / \$3,000.00) \times 100] \times 45\%$	15.00 points
Dishwasher	C	General	$[(\$1,000.00 / \$1,000.00) \times 100] \times 45\%$	40.00 points
Top Mount Refrigerator	PST	General	$[(\$3,000.00 / \$3,000.00) \times 100] \times 45\%$	40.00 points
Utility Cart	ISC1	PSAB	$[(\$150.00 / \$150.00) \times 100] \times 45\%$	40.00 points
Utility Cart	AAA	PSAB	$[(\$150.00 / \$175.00) \times 100] \times 45\%$	38.57 points

Utility Cart	D	PSAB	$[(\$150.00 / \$170.00) \times 100] \times 45\%$	39.71 points
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Table 9a - Total Financial Score – Stage 1 (By Package)

Product	Offeror	Stream	MSRP Discount Score + Delivery Score + Installation Score + Inventory Services Scores + Storage Services Score + Basket of Product(s) Pricing Score	Total Financial Score (A1 + B1 + C1 + D1 + E1 + F1)
Miscellaneous Package	A	General	14.68 + 6.00 + 4.29 + 4.75 + 3.00 + 45.00	77.72 points*
Miscellaneous Package	B	General	15.00 + 0 + 0 + 5.00 + 5.00 + 37.50	62.50 points*
Miscellaneous Package	C	General	13.35 + 3.00 + 2.14 + 4.75 + 4.29 + 30.00	57.53 points
Miscellaneous Package	AAA	PSAB	15.00 + 0 + 0 + 5.00 + 5.00 + 45.00	70.00 points*

\*highest scores

Table 9b - Total Financial Score – Stage 2 (By Item)

Product	Offeror	Stream	MSRP Discount Score + Delivery Score + Installation Score + Inventory Services Scores + Storage Services Score + Basket of Product(s) Pricing Score	Total Financial Score (A2 + B2 + C2 + D2 + E2 + F2)
Disposable Sheets	A	General	14.00 + 6.00 + 0 + 3.75 + 5.00 + 36.00	64.75 points
Disposable Sheets	ABC	General	15.00 + 12.00 + 7.50 + 3.00 + 2.50 + 45.00	85.00 points*
Disposable Sheets	WXY	General	15.00 + 0 + 3.75 + 5.00 + 3.33 + 40.00	67.08 points*
Dishwasher	B	General	13.93 + 4.29 + 0 + 3.95 + 3.00 + 22.50	47.67 points*
Dishwasher	MNM	General	13.93 + 0 + 5.00 + 3.75 + 3.75 + 15.00	41.43 points
Dishwasher	C	General	15.00 + 10.71 + 8.75 + 5.00 + 5.00 + 40.00	84.46 points*
Top Mount Refrigerator	PST	General	15.00 + 0 + 0 + 5.00 + 5.00 + 40.00	65.00 points*
Utility Cart	ISC1	PSAB	14.80 + 15.00 + 0 + 3.75 + 2.50 + 40.00	76.05 points
Utility Cart	AAA	PSAB	14.60 + 0 + 15.00 + 5.00 + 5.00 + 38.57	78.17 points*
Utility Cart	D	PSAB	15.00 + 5.00 + 12.00 + 3.75 + 4.17 + 39.71	79.63 points*

\*highest scores

The top 2 ranking responsive bids per item with the highest total financial score on each stream will be recommended for issuance of Standing Offer agreement(s). In above scenario, the following table shows the Offerors that will be recommended for issuance of a Standing Offer:

Table 11 – Results Summary - Offerors to be recommended for Standing Offer

Package or Item	Offeror(s)	Stream
Miscellaneous Package	A and B	General
Miscellaneous Package	AAA	PSAB
Disposable Sheets	ABC and WXY	General
Dishwasher	B and C	General
Top Mount Refrigerator	PST	General
Utility Cart	AAA and D	PSAB

10. At Annex A – Statement of Requirement, 9. Storage Services, DELETE in its entirety and REPLACE with the following,

**“9. Product-Related Services**

The Offeror shall provide the following product-related services on an as-and-when required basis and pursuant to the resulting call-up and Standing Offer agreement.

### 9.1 Inventory and Assessment of Existing Goods

These services are to perform the identification and/or assessment of the condition of existing goods and provide a report that will include one or more of the following:

- i) Identification of manufacturer, model and series;
- ii) Identification of type (e.g. work surfaces, desks, file cabinets etc.), finishes and colours,
- iii) Counts and sizes;
- iv) Performing an assessment of the condition of existing goods;
- v) Performing an assessment of the condition of the existing electrical systems, if applicable;
- vi) Providing a drawing of the existing goods (e.g. furniture) layout;
- vii) Drawings of the existing commercial and household goods (e.g. furniture) layouts must include identification of existing location, user's name or workstation number when applicable; and
- viii) The documentation associated with the services stated above must be in a readable and editable format as requested by the TA or PA and be in the official language of choice identified.

### 9.2 Storage Services

Offerors must be able to provide storage services for any or all the good(s) identified in the resulting call-up. The storage facility must be available in an environment appropriate to the good(s) offered to ensure no damage occurs during its period of storage, if the project site is not ready for installation. The storage services must be available on a weekly and monthly billing."

11. At Attachment 1 to Part 4 – Financial Presentation Sheet, DELETE in its entirety and REPLACE with the revised Attachment 1 to Part 4.
12. At Attachment 1 to Annex A, Product Requirements List, DELETE in its entirety and REPLACE with the revised Attachment 2 to Annex A.
13. At Attachment 3 to Part 4 – Manufacturer Authorization Letter Instructions, Template 1 – MFGR authorizes Offeror letter,

DELETE: "The product list building stage requires that the Offeror may be requested by PSPC to provide a product list. The product list must be comprehensive, as it will be shared by all other qualified Offerors and used in the National Capital Region."

INSERT: "The product list building stage requires that the Offeror may be requested by PSPC to provide a product list. The product list must be comprehensive."

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