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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 2018-06-28
Client Reference No. - N° de référence du client EP803-183135		Amendment No. - N° modif. 007
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 2018-07-09		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 V

- Q1. Please reconsider our request for an extension to the solicitation closing date. Latest amendments require changes to our technical and financial proposal.

For example part 1.2.3 General information states that offered products "May" be from the same series and manufacturer as opposed to "Must". This necessitates a review and possible substitution of products that may be better suited based on this amendment.

In addition, the Offerors Conferences for EP803-183135/C, EP803-183135/D, EP803-183135/E, EP803-183135/F are scheduled for the same day as the closing of EP803-183135/A.

Finally, the evaluation criteria weighting in 4.2.3 has changed to reflect a modified percentage weighting for discount percentage, installation, delivery, and typical layout pricing. This also requires us to review and possibly revise our proposal based on the change in weighting.

- A1. Refer to Amendment #5.
- Q2. With reference Amendment #3, item 7, article 3.9.2, please confirm if only the first stack must be load bearing.
- A2. See amendment below.
- Q3. Based on the changes to the total financial score weighting, PSPC continues to evaluate and award points based on the discount percentage which means that it is possible that Canada could award the RFSO to a proponent with a higher net price, provided all other categories are scored equally among proponents. Is that now acceptable to Canada?

We continue to propose that the discount factor could artificially skew the ranking of bidders and result in an unfair award. However the discount percentage should be stated by each proponent for each product offered so Canada understands what percentage is being deducted from the manufacturer's published MSRP price guide. The true measure of the value to Canada of the discount percentage is its resulting net cost to Canada and that alone should be evaluated for points on the evaluation criteria

- A3. The RFSO terms and conditions remain unchanged.
- Q4. With reference to Amendment #4, Question and Answer - Series III, A2, please confirm that Canada is **not** requesting hard copies of our complete price guide for every series or combination of products we are submitting? Access to the complete catalogs will be provided with an on line link, please confirm that is acceptable?
- A4. Please refer to the RFSO for documents required at solicitation closing date.
- Q5. In completing Attachments 1 and 2 to Part 4, there are some discrepancies between (a) the Typical Layouts and (b) the Attachments 1 & 2 of Part 4 and (c) Attachment 1 to Annex A – Product Specification.

For example:

- a) Panel Workstation Typical B includes (a) double sided architectural storage; (b) low hutch with open storage, and (c) Table on casters. There is no specification in Annex A for these items, nor are they listed on Attachments 1 or 2 to Part 4, for pricing evaluation.

Please provide detailed specifications or remove them from Typical B. If they are to remain, please provide instructions to Offerors where they must add them to Attachments 1 & 2 of Part 4.

- b) There is no place on Attachments 1 & 2 of Part 4 to list items that are not part of the Panel or the Work surface, i.e. Panel 90 degree, 180 degree, 4 ways connectors, End Trims, Electrical components (not already listed) but required for the Typical Layouts., - work surface supporting hardware: such as cantilevers, post legs, gables, brackets, plates, etc.

Please confirm if Offerors must include pricing in Attachment 1 to Part 4 – Financial Presentation Sheet, including Table 7 – Typical Layouts Price and all parts and pieces required to complete the work stations. Alternatively, please confirm if Offeror can add the items to Attachments 1 and 2 of Part 4, as per our manufacturer's standard.

- c) At Attachments 1 & 2 to Part 4 - PSPC requested a single and a double letter tray. Do you mean letter and legal tray? Or are we to provide one tray for a single and two trays for a double?
- d) At Attachment 1 to Annex A, articles 3.2, 3.9.1. and 3.15, it states 30"h to 51"h panels and 42"high panels with 12"-15" add-ons, but does not include 60"high panels. However, they are listed in Attachments 1 & 2 of Part 4. Please confirm 60"h monolithic panels are required.
- e) Attachments 1 & 2 of Part 4 request Mobile Pedestals with Seat Cushion in the File/File and Box/Box/File configurations which would be almost as high as the worksurface. This is not a common request with a cushion because of how high the seated surface would be. Please confirm if PSPC require pricing for these items, or seated cushion only on the Mobile Box/File and include File/File and Box/Box/File as Mobile only without cushion.
- f) Attachment 1 & 2 of Part 4 include Station Pedestal (B/F) twice. Please confirm if PSPC require one to be a File/File? Can Offerors make necessary adjustments to their Offers, at Attachments 1 & 2 to Part 4?
- g) Attachments 1 & 2 of Part 4 include Storage towers with Box/File/File drawers which is not common, but excludes Box/Box/File and File/File configurations which are frequently requested. Please confirm the drawer configuration required.
- h) There is a discrepancy regarding the outlets. Attachment 1 & 2 include Powered Panels, "3 duplex and needed electrical components", however Attachment 1 to Annex A, item 5.7 indicates that *each workstation* (not panel), must accommodate 3 duplex power receptacles. Also, none of the Typical Layouts include 3 duplex outlets in one panel. They have either 1 or 2 duplexes per panel. Attachment 1 & 2 already list duplex outlets separately under Electrical. Listing 3 duplex outlets in the panel as well as separately under electrical, will inflate and duplicate the outlet pricing. Please confirm that the pricing for the powered panel is only for the panel with knockouts to accommodate the outlets and that you want the outlet pricing listed only once under electrical.

A5. a) See Amendment below.

- b) Offerors must complete Attachment 1 to Part 4 – Financial Presentation Sheet by providing all the information required, including pricing, for each item listed. Additionally,

on its own separate document, Offerors must provide a breakdown of all the items (parts and pieces) required for the Typical Layouts components list, including pricing. Please note that not all items required for the Typical Layouts are identified in the Minimum Product Requirements List (Attachment 2 to Annex A). Offerors must not add or change any item on Attachments 1 and 2 to Part 4.

Furthermore, please refer Mandatory Technical Criteria, MTC 5 & 11 and amended Mandatory Financial Criteria, MFC 6, below.

The entire line of products identified in MTC 5 will be required upon issuance of a Standing Offer agreement.

- c) See amendment below.
- d) See amendment below.
- e) See amendment below.
- f) See amendment below.
- g) See amendment below.
- h) See amendment below.

Q6. Additionally, please define under Attachments 1 and 2, Powered Panels, "and needed electrical components"? Our manufacturer's product specifies electrical components according to the layout, not according to the panel and can be of various parts, pieces and sizes. Including these items with the panel would not be an accurate representation of the price of the panel within a layout. Please confirm that all needed electrical components can be listed under "Electrical" section and that bidders can insert additional lines to indicate manufacturer's standard parts.

A6. Refer to A5, h) above.

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

1. At Part 4-Evaluation Procedures and Basis of Selection, 4.1 Evaluation Procedures, item (b), DELETE in its entirety and REPLACE with the following,

“(b) An evaluation team composed of representatives of Canada and Jeannine Leclair from Tiree Facilities Solutions will evaluate the offers.”
2. At Part 4-Evaluation Procedures and Basis of Selection, 4.1.2.1 Mandatory Financial Criteria (MFC), MFC 6, DELETE in its entirety and REPLACE with the following,

“MFC 6	The Offeror must include with their offer, a components list (breakdown) and pricing for all the product components necessary for completing the Typical Layouts found in Attachment 4 to Part 4. Pricing for the Minimum Product Requirements listed in the Financial Presentation Sheet must be base grade finishes.		
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	<p>The Offeror must provide the pricing in Table 7 of Attachment 1 to Part 4 – Financial Presentation Sheet.</p> <p>The breakdown or components list must be submitted separately and must show the MSRP, Percentage Discount and Selling Price.</p> <p>Pricing for the Typical Layouts is to be with base grade finishes. Total price of each typical is to be entered in Attachment 1 to part 4 – Financial Presentation sheet in Table 7. The breakdown of components to be included must be submitted as a component list document in pdf format only. The component list must be separated per typical. The Typical Layouts may include components outside of the minimum required product list (Attachment 1&2 to Part 4) but they must be part of the series offered in the Attachment 1 &2 to Part 4.</p>		
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3. At Attachment 1 to Part 4 – Financial Presentation Sheet, DELETE in its entirety and REPLACE with the revised Attachment 1 to Part 4.
4. At Attachment 2 to Part 4 – Minimum Offered Products List, DELETE in its entirety and REPLACE with the revised Attachment 2 to Part 4.
5. At Attachment 4 to Part 4 – Typical Layouts, Typical B – Panel Workstation Typical Layout with Architectural Storage, DELETE in its entirety.
6. At Attachment 1 to Annex A – Product Specification, section 5. Panel Power/Communications, article 5.4, DELETE in its entirety and REPLACE with the following,

“5.4. Modular panel electrical system: Must be made of components which are modular and can provide power only at needed locations, and of being rearranged without altering or disassembling the panel system. The system must provide for ceiling access feeds/utility poles as well as base feeds. Systems that include power within the panel as a complete unit (powered panels) will also be considered and must be included as part of the overall product line offering.”
7. At Attachment 4 to Annex A – Minimum Product Requirements List, DELETE in its entirety and REPLACE with the revised Attachment 4 to Annex A.
8. At Annex “F” – Environmental Performance Considerations,

DELETE: “13. Manufacturer offers recycling of videoconference systems/components”

INSERT: “13. Manufacturer offers recycling of furniture”

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