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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> 2018-07-03
<b>Client Reference No. - N° de référence du client</b> EP803-183135	<b>Amendment No. - N° modif.</b> 002
<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>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<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 Attachment 1 to Part 4 – Financial Presentation Sheet, DELETE in its entirety and REPLACE with the revised Attachment 1 to Part 4.
2. At Attachment 2 to Part 4 – Offered Products List, DELETE in its entirety and REPLACE with the revised Attachment 2 to Part 4.
3. At Attachment 1 to Annex A, Product Requirements List, DELETE in its entirety and REPLACE with the revised Attachment 1 to Annex A.
4. At Part 7 – Standing Offer and Resulting Contract Clauses, A. Standing Offer, 7.9 Call-up Procedures, DELETE in its entirety and REPLACE with the following,

**“7.9 Call-up Procedures**

Below are the steps required to initiate a call-up within the Standing Offer. This process applies to both the General and PSAB streams.

**Step 1 - Requirement Submission to the Identified User:**

The Project Authority will provide a Statement of Requirement (SOR) and a call-up estimate (including product related services and level of effort, if available) to the Identified User of this Standing Offer.

The Project Authority, at its discretion, may designate a requirement as an Aboriginal Set-Aside and issue a call-up against the PSAB stream.

The Call-up Authority may choose whichever SO Holder within a stream to use at the recommendation of the Project Authority.

**Step 2 - Verification of Call-up Estimate and Submission of draft Call-Up by the Identified Users:**

The Identified User will review the requirement and the call-up estimate, suggesting and providing changes to the requirement as necessary in accordance with the Standing Offer arrangement.

The Identified User will create a draft call-up and forward the draft call-up along with the SOR to confirm price and availability with the Standing Offer Holder.

A Site Visit may be conducted to confirm the call-up estimate and related work.

**Step 3 - Draft Call-Up Review by the Standing Offer Holder:**

The Standing Offer Holder will review the call-up and will either accept, reject or request changes to the product, product-related service and/or applicable level of effort based on the requirement of the Statement of Work.

If a modification is requested to the draft call-up, the Standing Offer Holder must provide

justification on the modification to the call-up. The Technical Authority will review the modification to determine if the product, product-related service and level of effort is reasonable and acceptable. Final authority of issuance of the call-up will be the designated Call-Up Authority.

**Step 4 – Award of Call-up to the Standing Offer Holder:**

Once the call-up terms and conditions are finalized, including the SOR and basis of payment, the Identified User of the SO will award the call-up using below identified call-up instrument.”

5. 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.**