



Procurement and Contracting Services
 30 Victoria Street
 Gatineau, Quebec K1A 0M6

REQUEST FOR PROPOSAL AMENDMENT

The Request for Proposal is hereby amended; unless otherwise indicated, all other terms and conditions of the Request for Proposal remain the same.

RFP Amendment No.	RFP Amendment Date:
2	August 20, 2018
Office of the Chief Electoral Officer File No.	
ECAT-RFP-18-0234	
Title:	
Voter Information Campaign for the 43rd General Election – Various Promotional Items	
Request for Proposal Closing Date:	
September 11, 2018 at 2:00PM (Gatineau time)	
ENQUIRIES – address enquiries to the Contracting Authority:	
Office of the Chief Electoral Officer of Canada Procurement and Contracting Services 30 Victoria Street Gatineau, Quebec K1A 0M6 proposition-proposal@elections.ca	
Attention:	Tel No.
Ashley Tran	819-939-1469

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal for Voter Information Campaign for the 43rd General Election – Various Promotional Items bearing number ECAT-RFP-18-0234 and dated August 2, 2018 (the “RFP”). This amendment hereby forms part of the RFP.
- 1.2** Unless defined herein or unless the context otherwise requires, all of the words and phrases defined in the RFP and used in this amendment shall have the same meanings assigned to them in the RFP.

Part 2. Questions and Answers

The following question has been asked in response to the Request for Proposal and Elections Canada hereby answers as follows:

2.1 Question No. 2

Question:

Pen- reads 1 logo- 4 colours in one location- 1/0

This could be read as a one colour logo on pens of 4 different colours- or as a 4 colour logo on all pens

Folding tote in a pouch - Printing of 2 logo (4 colour) in 2 locations 1/1

1/1 – indicates one colour, one side Again- not sure if 4 different colour bags are required, or if only one colour bag, with 2 four colour prints.

Answer:

Elections Canada confirms that all pens are to have a four-colour logo.

In regards to the Folding Tote in a Pouch, as indicated in Annex A – Specifications, the colour of the product must be black with two four-colour logos (one logo on each side of the tote). As such, the Request for Proposal is amended in accordance with Section 3.1 of this amendment.

Part 3. Amendments

3.1 Amendment to Annex A – Specifications of Part 6

Annex A – Specifications of Part 6 of the Request for Proposal is hereby deleted in its entirety and replaced with the attached Annex A – Specifications (Revised on August 20, 2018).



Voter Information Campaign for the 43rd General Election – Various Promotional Items

Annex A

Specifications

(Revised on August 20, 2018)

PART I – INTERPRETATION

1. DEFINITIONS

1.01. Unless the context clearly requires otherwise, the capitalized terms used in the SOW shall have the definitions assigned to them in the Contract or in this Section. These definitions shall apply equally to both the singular and plural forms of the terms defined, and words of any gender shall include each other gender when appropriate.

440 Coventry means EC's distribution centre located at 440 Coventry Rd, Ottawa ON

CEA means the *Canada Elections Act*, S.C. 2000, c. 9, as amended from time to time

CEO means the Chief Electoral Officer of Canada

EC means the Office of the CEO, commonly known as Elections Canada

Election Day means the date for voting in an Electoral Event

Electoral Event means general elections. The CEA states that an Electoral Event must last a minimum of 37 days. For the purpose of this SOW, an Electoral Event commences when the writ is issued and concludes on Election Day

2. EC MANDATE

2.01. EC, headed by the CEO, an agent of Parliament, is an independent, non-partisan agency with unique organizational features that reports directly to Parliament. EC exercises general direction and supervision over the conduct of elections and referendums at the federal level. Its mandate is to:

- a) be prepared to conduct a federal general election, by-election or referendum;
- b) administer the political financing provisions of the CEA;
- c) monitor compliance with electoral legislation;
- d) conduct public information campaigns on voter registration, voting and becoming a candidate;
- e) conduct education programs for students on the electoral process;

- f) provide support to the independent commissions in charge of adjusting the boundaries of federal electoral districts following each decennial census;
- g) carry out studies on alternative voting methods and, with the approval of parliamentarians, test alternative voting processes for future use during electoral events; and
- h) provide assistance and cooperation in electoral matters to electoral agencies in other countries or to international organizations.

3. INTRODUCTION

3.01. EC requires purchasing the following items for the 43rd general election.

PART II – PRODUCTS

1) EC 99020 (08/2018) – Pop-Up Banners for 43rd General Election

EC REFERENCE NUMBER: EC 99020 (08/2018) **English First**
 EC 99020-1 (08/2018) **French First**

TITLE: Pop-up Banner for the 43rd General Election

QUANTITY: **Total: 1,400 – See breakdown below**

- EC 99020 (08/2018) English First – **1,075**
- EC 99020-1 (08/2018) French First – **325**

No over-run and no under-run

DESCRIPTION: **Banner Stands** – See sample image of similar product below. The image is for illustrational purposes only.
Quality: Durable and light weight for use in future elections

SAMPLE IMAGE OF PRODUCT:

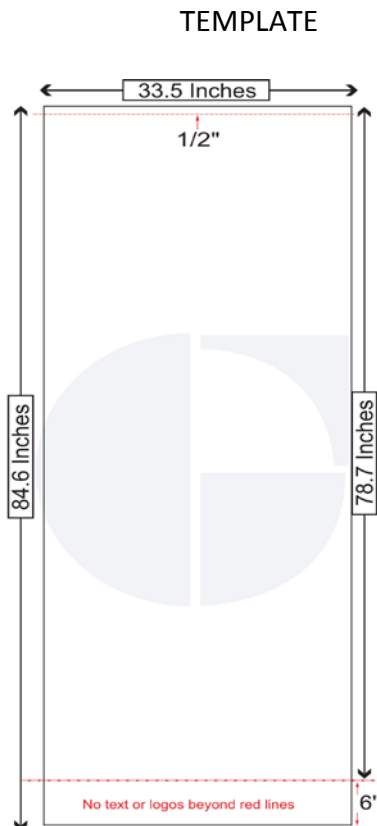


IMAGE NOT EXACTLY AS SPECIFICATIONS



PRODUCT: Retractable Banner Stand with two pivotal support legs

SIZE: 33.5" wide x 78.7" (6" bleed at bottom)

COMPONENTS: Electronic Files and a laser copy

PRODUCTION: To print and apply banner to mechanism

Printing: 4 colours onto **15oz Vinyl blackout** or equivalent– bleeds 4 sides - With Tension Pole included

PROOFS: 1 high resolution colour proof of each version (English and French) to: **Elections Canada, 30 Victoria Street, Gatineau, Quebec K1A 0M6**

PACKAGING Inserted in Padded Carrying Case

English

LABELS ON CARRYING CASES –
ENGLISH FIRST VERSION:

Label on each Carrying Case:

Title: Pop-up Banner for the 43rd General Election /
Bannière pour la 43e élection générale

EC Number Including Revision Date: EC 99020 (08/2018)

Stock of Label:

Printed on Cover Stock and inserted in label pocket of
Carrying Case

Typeset labels in **24 point type size minimum.**

French

LABELS ON CARRYING CASES –
FRENCH FIRST VERSION:

Label on each Carrying Case:

Title: Bannière pour la 43e élection générale /
Pop-up Banner for the 43rd General Election

EC Number Including Revision Date: EC 99020-1 (08/2018)

Stock of Label:

Printed on Cover Stock and inserted in label pocket of
Carrying Case

Typeset labels in **24 point type size minimum.**

English

LABELS ON BOXES –
ENGLISH FIRST VERSION:

Label on each Box:

Title: Pop-up Banner for the 43rd General Election /
Bannière pour la 43e élection générale

EC Number Including Revision Date: EC 99020 (08/2018)

Quantities: State the number of Pop-up Cases in the boxes

Corrugated boxes must not to exceed 35 lbs. /
Typeset in **24 point type size minimum.**

French

LABELS ON BOXES –
FRENCH FIRST VERSION:

Label on each Box:

Title: Bannière pour la 43e élection générale /
Pop-up Banner for the 43rd General Election

EC Number Including Revision Date: EC 99020-1
(08/2018)

Quantities: State the Number of Pop-up Cases in the boxes

Corrugated boxes must not to exceed 35 lbs. /
Typeset in **24 point type size minimum.**

MANDATORY DELIVERY
DATE:

December 14, 2018 or earlier

2) EC 99023 (08/2018) – Backpack

EC REFERENCE NUMBER: EC 99023 (08/2018) – English First Version
EC 99023-1 (08/2018) – French First Version

TITLE: Backpack

QUANTITY: **1,800 Backpack**
Breakdown for English and French
EC 99023 (08/2018) – English First Version – **1,350**
EC 99023-1 (08/2018) – French First Version – **450**
No over-run and no under-run

DESCRIPTION: **Backpack**
Four zippered compartments. Small front zippered pocket with earbud port, medium second pocket, small third pocket and large back pocket. Side mesh water bottle pocket. Reflective zipper pulls. Padded back panel. Adjustable, padded backpack straps. Carry handle. **See image below**

SAMPLE IMAGE OF PRODUCT:



COLOUR OF PRODUCT: Black

MATERIAL: 600d PolyCanvas

SIZE: 18" H x 12.5" W x 6" D

PRINTING Silkscreen in 1 colour - White

IMPRINT AREA: **Image Area:** 5" H x 5" W
Position: Centered on Front Pocket 2" down from top of pocket (see picture)

COMPONENTS: Electronic Files for the Elections Canada logo
Files – Two files will be provided:
English First – It’s Our Vote + EC logo + URL (elections.ca)
French First – C’est notre vote + EC Logo + URL (elections.ca)

PROOFS: 1 high resolution colour proof of the Logo set in position on the backpack to: **Elections Canada, 30 Victoria Street, Gatineau, Quebec, K1A 0M6**

PACKAGING: Loose in boxes.
In corrugated boxes not to exceed 35 lbs
Each corrugated boxes must be clearly identified (labelled as to content, e.g. quantity, EC number and title in 24 pts type size minimum)

BOXES PACKAGING LABELS: **Label on each box:**
Title: Backpack / Sac à dos
EC Number Including Revision Date: EC 99023 (08/2018)
English First Version Quantity in box: Please indicate the number of Backpacks in the boxes. Boxes must have the same number of Backpacks.

Label on each box:
French First Version Title: Sac à dos / Backpack
EC Number Including Revision Date: EC 99023-1 (08/2018)
Quantity in box: Please indicate the number of Backpacks in the boxes. Boxes must have the same number of Backpacks.

Typeset in **24 point type size minimum.**
In corrugated boxes not to exceed 35 lbs.

MANDATORY DELIVERY DATE: December 14, 2018 or earlier

3) EC 99027 (08/2018) – Water Bottle

EC REFERENCE NUMBER: **EC 99027 (02/2018)**

TITLE: **(25oz.) Water Bottle**

QUANTITIES: **1,800**
No over-run and no under-run

DESCRIPTION:

- 9" H x 3" Diameter
- Copolyester
- Holds up to 750 ml. (25 oz.)
- Screw-on sip lid
- Dishwasher safe
- Lightweight and durable
- Stain and odour resistant
- Tough and long-lasting
- Matching coloured sipper and silicone ring
- Easy-carry handle
- BPA free (Bisphenol A) and FDA Compliant

HD360 - 9.24" W x 2.5" H (wraparound)

SAMPLE IMAGE OF PRODUCT:



COLOUR OF PRODUCT:	Clear bottle with Black Lid
MATERIAL:	Plastic
SIZE:	9" H x 3" Diameter
PRINTING:	HD360 full wraparound printing of 1 Logo (4 colour) in one location 1/0
IMPRINT AREA:	3" H x 8"
COMPONENTS:	Electronic files provided
PROOFS:	1 high resolution colour proof of the Logo set in position on the bottle to: Elections Canada, 30 Victoria Street, Gatineau, Quebec, K1A 0M6
PACKAGING:	Loose in boxes. In corrugated boxes not to exceed 35 lbs. Each corrugated boxes must be clearly identified (labelled as to content, e.g. quantity, EC number and title in 24 pts type size minimum)
BOX LABELS:	Label on each box: Title: (25oz.) Water Bottle EC Number Including Revision Date: EC 99027 (08/2018) Quantity in box: Please indicate the number of Water Bottles in the boxes. Boxes must have the same number of Water Bottles. Typeset in 24 point type size minimum. In corrugated boxes not to exceed 35 lbs.
MANDATORY DELIVERY DATE:	December 14, 2018 or earlier

4) EC 99021 (08/2018) – Jumbo Magnetic Clip

EC REFERENCE NUMBER: EC 99021 (08/2018)

TITLE: Jumbo Magnetic Memo Clip/Holder

QUANTITY: **50,000**
No over-run and no under-run

DESCRIPTION: Has a heavy duty spring loaded hinge and rubberized grip and magnet at the back

SAMPLE IMAGE OF PRODUCT:



COLOUR OF PRODUCT: White/Black Trim

SIZE: 1.75"H x 1.25"W x 3.5"D

PRINTING: 1 Logo - 4 colours **in one location 1/0**

IMPRINT AREA: ½" H x 1 ½"W

COMPONENTS: Electronic Files

PROOFS: 1 high resolution colour proof of the Logo set in position on the clip to: **Elections Canada, 30 Victoria Street, Gatineau, Quebec, K1A 0M6**

LABELS ON PLASTIC PACKAGES: **Label on each Package of 25**
Title: Jumbo Magnetic Memo Clip
EC Number Including Revision Date: EC 99021 (08/2018)

Typeset labels in **24 point type size minimum.**

LABELS ON BOXES: **Label on each box:**
Title: Jumbo Magnetic Memo Clip
EC Number Including Revision Date: EC 99021 (08/2018)
Quantity in box:
Indicate total number of Memo Clip in a box.

Typeset in **24 point type size minimum.**
In corrugated boxes not to exceed 35 lbs.

MANDATORY DELIVERY DATE: December 14, 2018 or earlier

5) EC 99024 (08/2018) – Pen

EC REFERENCE NUMBER: EC 99024 (08/2018)

TITLE: Pen

QUANTITIES: **100,000**
No over-run and no under-run

DESCRIPTION: Push action satin finish pen with black coloured comfort grip.

SAMPLE IMAGE OF PRODUCT:



STOCK: Comfort Grip (Black)

MATERIAL: Plastic

INK: Black Ink

PRINTING: 1 Logo, 4 colours **in one location 1/0**

IMPRINT AREA: one side: 1-1/4 x 7/16

COMPONENTS: Electronic files provided

PROOFS: 1 high resolution colour proof of the Logo set in position on the pen to: **Elections Canada, 30 Victoria Street, Gatineau, Quebec, K1A 0M6**

PACKAGING: **Label on each Package of 50**
Title: Pens
EC Number Including Revision Date: EC 99024 (08/2018)

Typeset labels in **24 point type size minimum.**

BOXES PACKAGING LABELS: **Label on each box:**
Title: Pen
EC Number Including Revision Date: EC 99024 (08/2018)
Quantity in box: Please indicate the number of pens in the boxes.
Boxes must have the same number of pens.

Typeset in **24 point type size minimum.**
In corrugated boxes not to exceed 35 lbs.

MANDATORY DELIVERY DATE: December 14, 2018 or earlier

6) EC 99051 (08/2018) – Folding Tote in a Pouch

EC REFERENCE NUMBER: **EC 99051 (08/2018)**

TITLE: **Folding Tote in a Pouch**

QUANTITIES: **50,000**
No over-run and no under-run

DESCRIPTION:

- Made from lightweight 190-gram taffeta polyester, this tote folds into a separate pouch for small-sized storage.
- Pouch has snap closure and plastic clip to attach to bag or purse.
- Stylish, lightweight and reusable.
- Small size makes it easy to have on hand.
- Bag is shipped open; folds to store in 127 x 63 x 25mm (5" x 2-1/2" x 1" pouch).
- Size: 406 x 393 x 127mm (16" H x 15-1/2" W x 5" D) when open.

SAMPLE IMAGE OF PRODUCT:



COLOUR OF PRODUCT:	Black
MATERIAL:	Lightweight 190-gram taffeta polyester
SIZE:	Bag is shipped open; folds to store in 5" x 2-1/2" x 1" pouch 16" H x 15-1/2" W x 5" D when open.
PRINTING:	Printing of 2 Logo (4 colour) one logo on each side of the tote bag
IMPRINT AREA:	10" x 10"
COMPONENTS:	Electronic files provided
PROOFS:	1 high resolution colour proof of the Logo set in position on the Totes bag to: Elections Canada, 30 Victoria Street, Gatineau, Quebec, K1A 0M6
PACKAGING:	Label on each Package of 25 Title: Folding Tote in a Pouch EC Number Including Revision Date: EC 99051 (08/2018) Typeset labels in 24 point type size minimum.
BOX LABELS:	Label on each box: Title: Folding Tote in a Pouch EC Number Including Revision Date: EC 99051 (08/2018) Quantity in box: Please indicate the number of Totes in the boxes. Boxes must have the same number of Totes. Typeset in 24 point type size minimum. In corrugated boxes not to exceed 35 lbs.
MANDATORY DELIVERY DATE:	December 14, 2018 or earlier

SIZE:	11.8" L x ½ W
PRINTING ON LOOP:	Printing 1 Logo on both side (4 colour) in one location 1/1
IMPRINT AREA:	11.8" L x ½ W
PRINTING ON CARD:	Printing of 1 design on Front of card (size of card to be confirmed by company). Print on Full size of card in 4 colours and it may bleed. (See sample image on Front)
COMPONENTS:	Electronic files provided
PROOFS:	1 high resolution colour proof of the Logo set in position on the strap and front of card to: Elections Canada, 30 Victoria Street, Gatineau, Quebec, K1A 0M6
PACKAGING:	Label on each Package of 50 Title: Ninja Loop EC Number Including Revision Date: EC 99053 (08/2018) Typeset labels in 24 point type size minimum.
BOX LABELS:	Label on each box: Title: Ninja Loop EC Number Including Revision Date: EC 99053 (08/2018) Quantity in box: Please indicate the number of Ninja Loop in the boxes. Boxes must have the same number of Ninja Loop. Typeset in 24 point type size minimum. In corrugated boxes not to exceed 35 lbs.
MANDATORY DELIVERY DATE:	December 14, 2018 or earlier

PART III – ADDITIONAL INSTRUCTIONS AND SHIPPING REQUIREMENTS

SHIPPING:

When skids are used for shipping:

On non-returnable shipping skids 48" wide x 42" deep and not to exceed 54" high (stacking height, brewery type, four-way entry) – The material must be accessible by hand-held hydraulic pallet movers. *Material shipped to our Distribution Centre, not on specified shipping skids will not be accepted upon delivery.*

SKIDS:

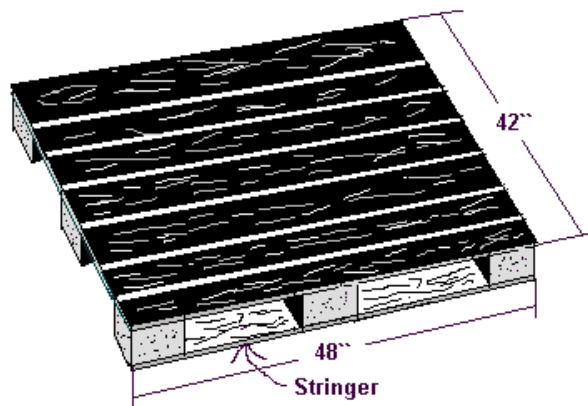
NOTE IF SKIDS ARE USED:

BREWERY TYPE SKID

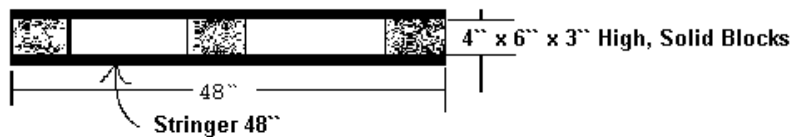
SKID – 4 WAY ENTRY, BREWERY TYPE, 48" WIDE, 42" LONG, 3 STRINGERS WITH 3 BLOCKS, EACH RUNNING 48" LONG.

NOTE:

Material not on Specified Skids **WILL BE REFUSED** at 440 Coventry Road Loading Dock



Stringer - SOLID BLOCKS - 4" X 6" X 3" High



HOURS OF OPERATION:

**Elections Canada Mail Room
30 Victoria Street, Gatineau, Quebec
K1A 0M6**

Hours of Operation and Delivery:

8:00 AM to 12:00 PM

12:30 PM to 4:00 PM

Closed between 12:00 PM – 12:30 PM

Elections Canada Distribution Centre
100-440 Coventry Road, Ottawa, Ontario
K1K 2Y5

Delivery Hours:

8:00 AM to 12:00 PM

1:00 PM to 4:00 PM

Closed between 12 PM – 1 PM and will not accept shipments during that time

DESTINATION: Elections Canada Distribution Centre, 100-440 Coventry Road, Ottawa, Ontario K1K 2Y5 – Attention Philippe Ouellette

- ADDITIONAL INSTRUCTIONS:
- Upon completion of the work, all components sent to the printer and used for production **MUST BE RETURNED** to the undersigned.
 - No change in specifications will be accepted unless approved by the undersigned.
 - Elections Canada must be informed of the cost of any author's alterations as soon as possible. A contract amendment must be made as soon as any changes affecting cost occur.
 - The printer is to return to Elections Canada a final electronic file properly identified with all or any corrections made at the proofing stage before invoices are approved for payments.
 - The Financial Administrative Officers have been instructed to check with production to ensure that the final files were received before any payment is made.
 - Invoices must indicate the Purchase Order number, the EC number with the revision date if there are any and show any correction cost breakdown whenever it is applicable.
 - No under-run and no over-run.
 - Wrapping and shipping instructions must be followed exactly or the Distribution Centre may refuse to accept the shipment.
 - It is important that the **revision date** appears with the EC number, the title and quantity on all labels.
 - When shipping to the Distribution Centre, the supplier must send material on specified skids as illustrated above or the shipment will not be accepted.