



**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.

<b>RFP Amendment No.</b>  2	<b>RFP Amendment Date:</b>  August 30, 2018
<b>Office of the Chief Electoral Officer File No.</b>  ECLP-RFP-18-0335	
<b>Title:</b>  Various Poll Bags	
<b>Request for Proposal Closing Date:</b>  September 25, 2018 at 2:00 p.m. (Gatineau time)	
<b>ENQUIRIES – address enquiries to the Contracting Authority:</b>  <b>Office of the Chief Electoral Officer of Canada</b> Procurement and Contracting Services 30 Victoria Street Gatineau, Quebec K1A 0M6  proposition-proposal@elections.ca	
<b>Attention:</b>  Luc Potvin	<b>Email:</b>  proposition-proposal@elections.ca

## Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal bearing number ECLP-RFP-18-0335 and dated August 10, 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(s) have been asked in response to the Request for Proposal and Elections Canada hereby answers as follows:

### 2.1 Question No. 8

Question:

Able to get photos of (actual samples of all the items will be great!)

- a. the sealing area (LIP) on especially the design as we do not understand the specification "The 7 cm (2 ¾") flap must have one strip of 2 cm wide x 37 cm long (¾" wide x 14. ½" long) of a D transfer tape applied at 1 cm (3/8") from the top of the flap"
- b. Base Gusset (BG).
- c. Back of the bag
- d. Airhole

Answer:

Consult answer to Question 5 of Amendment No.1 for sample availability.

Since the fabrication of the bags is very similar, a PDF containing pictures for one of the bag has been prepared:

- a. back of the flap with the 2 cm release liner strip (material which protects the adhesive face) and the adhesive (glue) strip measuring approx. 13 mm in height. These two parts forms the D-Transfer tape;
- b. front flap of the bag;
- c. base of the bag; and
- d. close-up pictures of airholes.

### 2.2 Question No. 9

Question:

Under 'Production', what do they mean by 'Camera Ready Copy has to be set up

printing flat length wise 99cmL x 37cmW (38 ¾" Long x 14.5" wide) plus 10.2cm (4") gusset?

**Answer:**

The section Production should have been removed from all specifications since the camera-ready files that will be supplied for the production of the bags are prepared flat lengthwise, including the gusset and flap. The supplier is not required to do additional set up with the PDFs.

### **2.3 Question No. 10**

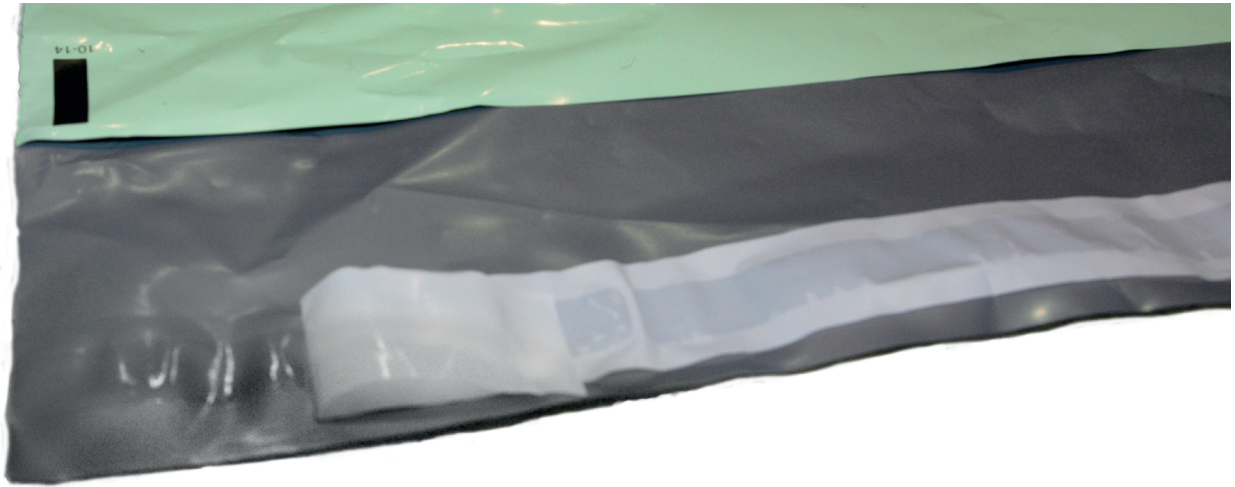
Question:

Proof: Does that mean samples have to be submitted upon awarding of tender? We should be able to comply to this. However, do note that upon artwork approval, any changes to the existing printing plate will render it unusable. Additional new cooper plate will be charged accordingly.

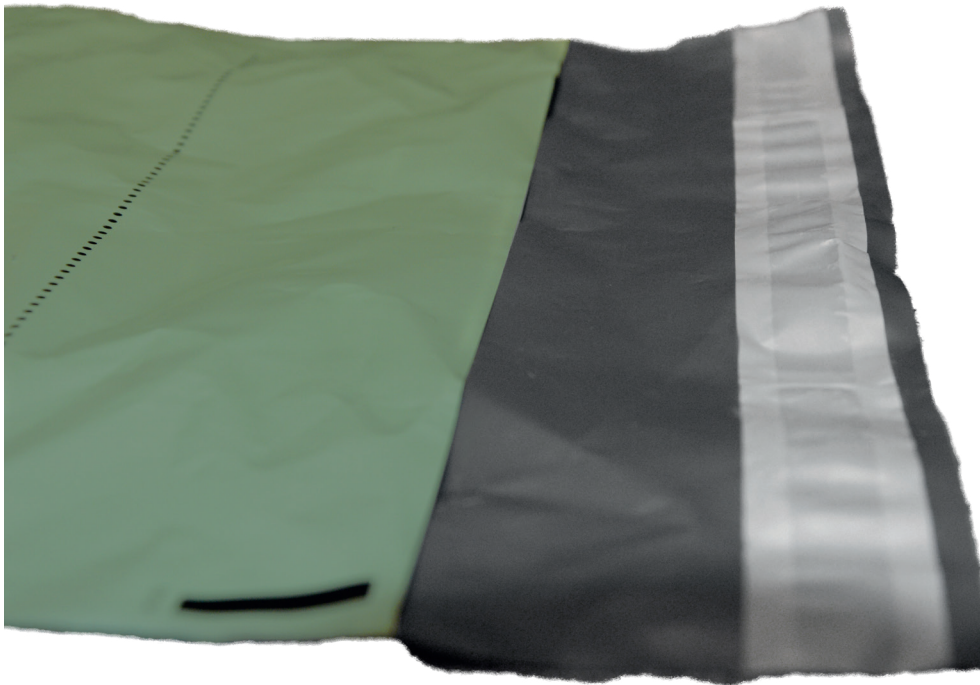
Answer:

A technical drawing (simulation of the printed material) must be prepared by the supplier and submitted to Elections Canada for approval before proceeding with the production. The technical drawing must show the Pantone colour that will be used for the bag and show where it will be applied. This process is required before the preparing the printing plates to avoid additional plate costs should unforeseen changes are required to the text.

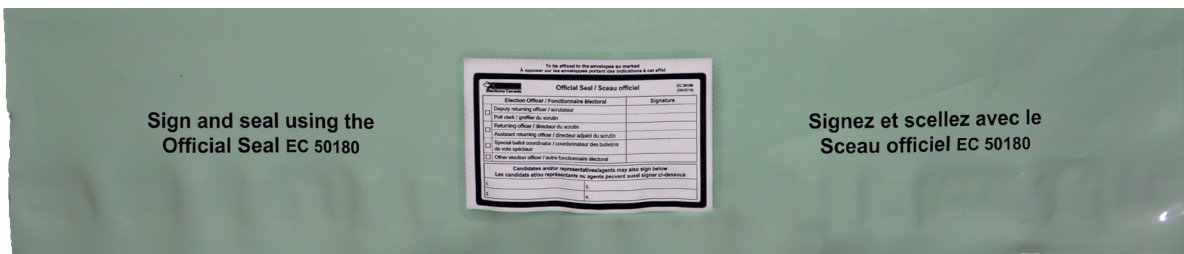
Back of the flap / Verso du rabat



Back of the flap / Verso du rabat



Front of flap / Devant du rabat



Airholes / Trous d'air



Bottom of the bag / Base du sac

