



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

REQUEST FOR STANDING OFFER AMENDMENT

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

RFSO Amendment No.	RFSO Amendment Date:
3	September 12, 2018
Office of the Chief Electoral Officer File No.	
ECAT-RFSO-18-0208	
Title:	
English Writing and Editing and French Editing and Comparative Editing Services	
Request for Standing Offer Closing Date:	
October 2, 2018 at 2:00PM (Gatineau time)	
ENQUIRIES – address enquiries to the Standing Offer 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.
Rima Saliba	819-939-1644

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Standing Offer for English Writing and Editing and French Editing and Comparative Editing Services bearing number ECAT-RFSO-18-0208 and dated August 20, 2018 (the “RFSO”). This amendment hereby forms part of the RFSO.
- 1.2** Unless defined herein or unless the context otherwise requires, all of the words and phrases defined in the RFSO and used in this amendment shall have the same meanings assigned to them in the RFSO.

Part 2. Questions and Answers

The following questions have been asked in response to the Request for Standing Offer and Elections Canada hereby answers as follows:

2.1 Question No. 7

Question:

If I am bidding on more than one category, do I submit separately bound sections for each category, or the above number of copies for all the categories together? That is, if I were bidding on two categories would that mean eight copies of Section I, eight copies of Section II, and two copies of Section III?

Answer:

Elections Canada will accept either way. For example, a bidder can provide four hard copies of Section II: Financial Offer that include both Service Category A and Service Category B. Alternatively, a bidder can provide four hard copies of Section II: Financial Offer for Service Category A and another four for Service Category B.

2.2 Question No. 8

Question:

Project examples: Part 7 – Technical Evaluation Criteria, Section A – Instructions to Offerors, states that “6. Projects and any education/certification/professional qualification must have been completed by the proposal closing date.” Most of my work involves ongoing projects over many years – especially work through other Standing Offers. While I can accurately state that all the tasks I’ve been given for a particular project are complete, the end-date of the contract or Standing Offer would still be in the future. Does such work qualify?

Answer:

Yes, Elections Canada will accept work that has not been completed at the solicitation closing date. As such, the Request for Standing Offer is amended in accordance with Section 3.1 of this amendment.

Part 3. Amendments

3.1 Amendment to Section A – Instructions to Offerors of Part 7 – Technical Evaluation Criteria

Section A – Instructions to Offerors of the Request for Standing Offer is hereby amended to read in its entirety as follows:

6. Any education/certification/professional qualification must have been completed by the proposal closing date. Projects must have been commenced by the solicitation closing date. For projects that have not been completed at the solicitation closing date, the project duration will be calculated as the duration between the project start date and the solicitation closing date.