



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des soumissions -  
TPSGC**

**11 Laurier St. / 11 rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**SOLICITATION AMENDMENT**

**MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Commercial Acquisitions & Fast Track Procurement  
Div/Div des Acquisitions commerciales et achats en  
régime accéléré

11 Laurier St. / 11 rue Laurier

6A2-16, Place du Portage

Phase III

Gatineau

Québec

K1A 0S5

<b>Title - Sujet</b> OFFICE SUPPLIES FOURN. DE BUREAU	
<b>Solicitation No. - N° de l'invitation</b> E60PD-19OSFB/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> E60PD-19OSFB	<b>Date</b> 2018-10-18
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$SPD-150-75591	
<b>File No. - N° de dossier</b> pd150.E60PD-19OSFB	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-10-30</b>	<b>Time Zone</b> Fuseau horaire Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Pierre G. Whissell	<b>Buyer Id - Id de l'acheteur</b> pd150
<b>Telephone No. - N° de téléphone</b> (873) 469-4668 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> AS PER CALL-UP TEL QUE COMMANDÉ	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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001

File No. - N° du dossier

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Buyer ID - Id de l'acheteur

PDMGR

CCC No./N° CCC - FMS No./N° VME

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# Procurement Strategy for the Miscellaneous Office and Desk Supplies

## Request for Information (RFI)

Solicitation No. - N° de l'invitation

E60PD-19OSFB/A

Amd. No. - N° de la modif.

1

Buyer ID - Id de l'acheteur

PD039

Client Ref. No. - N° de réf. du client

E60PD-19OSFB

File No. - N° du dossier

E60PD-19OSFB

CCC No./N° CCC - FMS No./N° VME

Vous trouverez ci-dessous un résumé des modifications apportées à ce jour.

Amendment No.	Date	Comments
1	October 17, 2018	Clarification Questions No. 1 to 3 and replacement of Annex C.

### **Clarification Questions:**

The following questions have been received from potential responders.

#### **Question 1**

Will the representatives of the Electronic Procurement Solution (EPS) project team be present for the one on one sessions?

#### **Answer 1**

No, the one on one sessions will not include THE EPS project team. The Project Team will be contacting every respondent who expressed interest in the Respondent Registration Form in Annex C once the on boarding begins.

#### **Question 2**

We are seeking and extension on the closing date of this above RFI. The RFI requires a quite detailed response, we want to ensure we capture all of the required details.

#### **Answer 2**

Due to the tight deadlines for the award date of renewal of the Office Supplies Standing Offer, an extension will not be considered.

#### **Question 3**

I notice RFI E60PD-19OSFB/A that was recently posted on Buy + Sell is for General Stream, should we expected another RFI for the Aboriginal Set Aside to be posted on Buy + Sell in the next few days or are we to respond to this one?

#### **Answer 3**

No, this RFI is for both Streams, please respond to this one.

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Buyer ID - Id de l'acheteur

PD039

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**Amendment(s) to the RFI:**

The one on one sessions has been moved to November 5<sup>th</sup>, 2018 to November 9<sup>th</sup>, 2018.

The RFI is amended as follow:

**Delete:** Annex C: Respondent Registration Form

**Replace with:** Attached Annex C: Respondent Form below.

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CCC No./N° CCC - FMS No./N° VME

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## ANNEX C: RESPONDENT REGISTRATION FORM

**IMPORTANT:** Suppliers interested in participating in the Office Supplies requirements Industry Engagement Process must agree to the terms of the Process and sign this mandatory form.

Industry Participants are requested to return a completed Annex C: Registration form via e-mail to:

[pierre.g.whissell@tpsgc-pwgsc.gc.ca](mailto:pierre.g.whissell@tpsgc-pwgsc.gc.ca)

### 1. Registration Details

Company Name of Participating Supplier: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Preferred Language:      English ☐                      French ☐

### 2. Participation to One on One sessions

Will your organisation be attending?

Yes ☐                      No ☐

How will you be attending?

In Person in the NCR ☐                      WebEx and/or Teleconference ☐

#### 2.1. Meet with EPS Project Team

Do you want to meet with representatives of the Electronic Procurement Solution project team to discuss catalogue enablement?

Yes ☐                      No ☐

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E60PD-19OSFB

E60PD-19OSFB

**Attendees**

Please provide a list of attendees: (maximum of 4)

	<b>Name:</b>	<b>Title:</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		

**2.2. Preferred Meeting Schedule**

Please rank your preferred meeting time(s) (i.e. 1<sup>st</sup> choice = 1, 2<sup>nd</sup> choice = 2, etc.). One meeting time will be allocated to each Industry Participant, primarily on a first-come-first-served basis. Resolution of conflicts will be attempted; however the Contracting Authority reserves the right to assign meeting times at their sole discretion.

(Times are EDT)	<b>Monday</b> November 5	<b>Tuesday</b> November 6	<b>Wednesday</b> November 7	<b>Thursday</b> November 8	<b>Friday</b> November 9
<b>Morning</b> 9:30 to 11:30 AM					
<b>Afternoon</b> 1:00 to 3:00 PM					

Note: Additional days for One-on-One Sessions may be added as required.

**2.3. Attendee Accessibility requirements**

Please advise if any attendee has accessibility requirements for any of the meetings (i.e. persons with special needs).

**3. Acknowledgement of terms**

By signing this document, the individual represents that they have full authority to bind the Participating Supplier and that the individual and the company agree to be bound by all the terms and conditions of this Engagement Process.

X \_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**