



**RETURN BIDS TO:**

[IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca](mailto:IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca)

**Attn: Matthew Johnson**

**FOR ELECTRONIC BIDS:**

The electronic mailbox is equipped to send an automatic reply to all messages received. If you do not receive an automatic response, please contact the Please note that it is the bidder's sole responsibility to ensure that all bids submitted are received in their entirety by Citizenship and Immigration Canada by the closing date and time indicated in this RFP.

**IMPORTANT NOTICE TO SUPPLIERS**

The Government Electronic Tendering Service on [buyandsell.gc.ca/tenders](http://buyandsell.gc.ca/tenders) will be the sole authoritative source for Government of Canada tenders that are subject to trade agreements or subject to departmental policies that require public advertising of tenders.

**REQUEST FOR PROPOSAL**

**Proposal To: Citizenship and Immigration Canada**  
We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

**Instructions : See Herein**  
**Instructions: Voir aux présentes**  
**Issuing Office – Bureau de distribution**  
**Citizenship and Immigration Canada**  
**Procurement and Contracting Services**  
**70 Crémazie**  
**Gatineau, Québec K1A 1L1**

<b>Title – Sujet</b>	
<b>Maintenance of Microfilming Equipment</b>	
<b>Solicitation No. – N° de l'invitation</b>	<b>Date</b>
<b>CIC-149338(b) – Amendment 001</b>	<b>November 2 ,2018</b>
<b>Solicitation Closes – L'invitation prend fin at – à 2PM on – December 4, 2018</b>	<b>Time Zone Fuseau horaire</b>
	<b>EST</b>
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine: <input type="checkbox"/></b>	<b>Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/></b>
<b>Address Inquiries to: - Adresser toutes questions à :</b>	
<a href="mailto:IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca">IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca</a>	
<b>Telephone No. – N° de téléphone :</b>	
<b>873-408-0512</b>	
<b>Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein</b>	
<b>Delivery required - Livraison exigée See Herein</b>	
<b>Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm</b>	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur</b>	
<b>(type or print)/ (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



**Amendment to CIC-149338-b**

The Solicitation Amendment 001 is being raised to:

Delete in its entirety Appendix “E” Basis of Payment and replace with the following:

**APPENDIX “E”, BASIS OF PAYMENT**

During the period of the contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included and applicable taxes are extra.

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with this Basis of Payment, Appendix “E”. If there are any fees associated with beginning a new service contract or extending one that has had a lapse in service, please include that cost in the pricing below. Furthermore, a zero may be placed in columns A and B if you wish to present one all-inclusive cost for service contract, in column C.

The Bidder must complete this pricing schedule and include it in its financial bid. Other than completing required section(s) in the pricing table below, the bidder must not make any other changes or alternations. By doing so will render the bidder’s response non-compliant and will be eliminated from the competition.

<b>TABLE A1 – INITIAL CONTRACT PERIOD FOR SERVICE AGREEMENT</b>			
<b>From contract award - to August 31, 2019</b>			
<b>Item</b>	<b>*(A) All-inclusive cost for service agreement (2 Preventative Maintenance visits)</b>	<b>(B) All-inclusive cost for unlimited service calls</b>	<b>(C) Total Cost of the service agreement (A+B=C)</b>
Two Microfilm Writers i9620	\$To be provided by Bidder	\$To be provided by Bidder	\$To be provided by Bidder
Three Kodak i4600 Scanners	\$To be provided by Bidder	\$To be provided by Bidder	\$To be provided by Bidder
Three Kodak Capture Pro Software Type “E” licenses	\$To be provided by Bidder	\$To be provided by Bidder	\$To be provided by Bidder
Ten ST ViewScan II Readers	\$To be provided by Bidder	\$To be provided by Bidder	\$To be provided by Bidder
<b>Total= Sum of Colum C</b>			\$To be provided by Bidder



<b>TABLE A2 – FIRST OPTION PERIOD FOR SERVICE AGREEMENT</b>			
<b>September 1<sup>st</sup>, 2019 - to August 31, 2020</b>			
<b>Item</b>	<b>*(A) All-inclusive cost for service agreement (2 Preventative Maintenance visits)</b>	<b>(B) All-inclusive cost for unlimited service calls</b>	<b>(C) Total Cost of the service agreement (A+B=C)</b>
Two Microfilm Writers i9620	\$To be provided by Bidder	\$To be provided by Bidder	\$To be provided by Bidder
Three Kodak i4600 Scanners	\$To be provided by Bidder	\$To be provided by Bidder	\$To be provided by Bidder
Three Kodak Capture Pro Software Type “E” licenses	\$To be provided by Bidder	\$To be provided by Bidder	\$To be provided by Bidder
Ten ST ViewScan II Readers	\$To be provided by Bidder	\$To be provided by Bidder	\$To be provided by Bidder
<b>Total= Sum of Colum C</b>			\$To be provided by Bidder

<b>TABLE A3 – SECOND OPTION PERIOD FOR SERVICE AGREEMENT</b>			
<b>September 1<sup>st</sup>, 2020- August 31, 2021</b>			
<b>Item</b>	<b>*(A) All-inclusive cost for service agreement (2 Preventative Maintenance visits)</b>	<b>(B) All-inclusive cost for unlimited service calls</b>	<b>(C) Total Cost of the service agreement (A+B=C)</b>
Two Microfilm Writers i9620	\$To be provided by Bidder	\$To be provided by Bidder	\$To be provided by Bidder
Three Kodak i4600 Scanners	\$To be provided by Bidder	\$To be provided by Bidder	\$To be provided by Bidder
Three Kodak Capture Pro Software Type “E” licenses	\$To be provided by Bidder	\$To be provided by Bidder	\$To be provided by Bidder
Ten ST ViewScan II Readers	\$To be provided by Bidder	\$To be provided by Bidder	\$To be provided by Bidder
<b>Total= Sum of Colum C</b>			\$To be provided by Bidder



<b>TABLE A4 – THIRD OPTION PERIOD FOR SERVICE AGREEMENT</b>			
<b>September 1<sup>st</sup>, 2021- August 31, 2022</b>			
<b>Item</b>	<b>*(A) All-inclusive cost for service agreement (2 Preventative Maintenance visits)</b>	<b>(B) All-inclusive cost for unlimited service calls</b>	<b>(C) Total Cost of the service agreement (A+B=C)</b>
Two Microfilm Writers i9620	\$To be provided by Bidder	\$To be provided by Bidder	\$To be provided by Bidder
Three Kodak i4600 Scanners	\$To be provided by Bidder	\$To be provided by Bidder	\$To be provided by Bidder
Three Kodak Capture Pro Software Type "E" licenses	\$To be provided by Bidder	\$To be provided by Bidder	\$To be provided by Bidder
Ten ST ViewScan II Readers	\$To be provided by Bidder	\$To be provided by Bidder	\$To be provided by Bidder
<b>Total= Sum of Colum C</b>			\$To be provided by Bidder

<b>TOTAL EVALUATED PRICE= A1+A2+A3+A4 (excluding taxes)</b>	\$To be provided by Bidder
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**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**