



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

Communication Procurement Directorate/Direction de
l'approvisionnement en communication
360 Albert St./ 360, rue Albert
12th Floor / 12ième étage
Ottawa
Ontario
K1A 0S5

Title - Sujet IC - File Folders	
Solicitation No. - N° de l'invitation U8300-197321/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client U8300-19-7321	Date 2018-11-20
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-035-75748	
File No. - N° de dossier cw035.U8300-197321	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-11-27	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Buck(CW Div.), Daniel	Buyer Id - Id de l'acheteur cw035
Telephone No. - N° de téléphone (613) 998-8582 ()	FAX No. - N° de FAX (613) 991-5870
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

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

AMENDMENT 001

The purpose of this amendment is to:

- a) **Extend the Request for Proposal closing date;**
- b) **Response to bidder's questions;**
- c) **Revise the following.**

Part A) Extend the Request for Proposal closing date:

From: November 23, 2018 at 2:00 p.m. EST

To: November 27, 2018 at 2:00 p.m. EST

Part B) Response to Bidder's Questions:

Question 1: At Section A.2.5 Folder Specification, Mylar bar code label and 14800 number labels. Is the bar code label is laminated? What is the 14800 number labels?

Answer 1: The bar code need to be laminated. As for the 14800 number labels, this specification will be removed from the proposal.

Question 2: At Section A.2.5 Folder Specification, for the file folder stock: only the color sand is acceptable? Or the manila color 13.5 pts. 175 lbs. will be accepted also?

Answer 2: Only sand color is acceptable. The color of files need to be consistent.

Question 3: Section A2.5 Folder Specifications of the Annex A statement of Work stipulates a 13.5 pt. calliper thickness for the file folders. Is a 17 pt file folder which is a little thicker acceptable?

Answer 3: The thickness for the file folders need to be the same as requested, due to our standard format, filing system and storage.

Question 4: Regarding "CORPORATE EXPERIENCE AND CAPABILITY", we have done printing jobs for our client before for example poll books and banners for elections Canada. Can we use those contracts as experience?

Answer 4: We do not pre-evaluate a bidder's experience. Please refer to the mandatory criterion identified; the Bidder must include a general description of the folders as well as the requirements for printing of the folders, die-cutting and reinforcement of the end tabs and scoring for expansion.

Question 5: Regarding external clients, do you mean only governmental clients or can be other companies?

Answer 5: As indicated in Part 4 of the solicitation document, the Definitions for the purposes of the mandatory technical criteria is as follow: **External client(s):** means clients exterior to the Bidder's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Bidder.

Part C) Revise the following:

1. At Part 6 – Resulting Contract Clauses, Annex “A” Statement of Work, Section A.2.5 Folder Specifications.

Delete:

Folder Labels: Mylar bar code label (39) and 14800 number labels
A colour-coded strip label is also acceptable.
Each numeric label must be 1” high Datafile labels, Mylar coated, machine applied to the folder and using the following colour sequence:

0	Salmon
1	Fuchsia
2	Light Orange
3	Dark Green
4	Light Green
5	Dark Blue
6	Light Blue
7	Purple
8	Mauve
9	Brown

Replace with:

Folder Labels: Mylar bar code label (39)
A colour-coded strip label is also acceptable.
Each numeric label must be 1” high Datafile labels, Mylar coated, machine applied to the folder and using the following colour sequence:

0	Salmon
1	Fuchsia
2	Light Orange
3	Dark Green
4	Light Green
5	Dark Blue
6	Light Blue
7	Purple
8	Mauve
9	Brown

2. At Part 6 – Resulting Contract Clauses, Annex “B” Basis of Payment.

Delete:

BIDDERS ARE RESPONSIBLE TO ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET SUPPLIED TO THEM AND RETURN IT, COMPLETED, WITH THEIR PROPOSAL, IN ACCORDANCE WITH THE BID PREPARATION INSTRUCTIONS IN PART 3, SECTION 3.1.

Annex "B" Basis of Payment can be downloaded from the Buy and Sell website directly.

Bidders must provide pricing in the format specified, for each component identified in this ANNEX “B”, Basis of Payment. Failure to price one of the components in the format specified may render the proposal non-responsive.

If pricing is not provided for a component, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amount. If the Bidder agrees, then the Basis of Payment will be considered compliant. However, if the Bidder disagrees then the bid will be found non-compliant and no further evaluation will be done.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Replace with:

BIDDERS ARE RESPONSIBLE TO ENTER THEIR PRICES ON THE TABLE SUPPLIED TO THEM AND RETURN IT, COMPLETED, WITH THEIR PROPOSAL, IN ACCORDANCE WITH THE BID PREPARATION INSTRUCTIONS IN PART 3, SECTION 3.1.

Bidders must provide pricing in the format specified, for each component identified in this ANNEX “B”, Basis of Payment. Failure to price one of the components in the format specified may render the proposal non-responsive.

If pricing is not provided for a component, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amount. If the Bidder agrees, then the Basis of Payment will be considered compliant. However, if the Bidder disagrees then the bid will be found non-compliant and no further evaluation will be done.

ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION REMAIN UNCHANGED.