



**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>  January 3, 2019
<b>Office of the Chief Electoral Officer File No.</b>  ECCS-RFP-18-0651	
<b>Title:</b>  Ballot Transport Bag	
<b>Request for Proposal Closing Date:</b>  January 30, 2019 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>  Chantal Sabourin	<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 ECCS-RFP-18-0651 and dated December 17, 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. Amendments**

### **2.1 Amendment to The Annex A – Statement of Work**

The Annex A – Statement of Work is hereby amended by deleting in its entirety and replacing it with the attached Annex A – Statement of Work (Revised January 3, 2019).

## **Part 3. Questions and Answers**

The following question has been asked in response to the Request for Proposal and Elections Canada hereby answers as follows:

### **3.1 Question No. 2**

Question:

Most of this kind of paper bags are imported from China. But in China all the factories will close for almost the whole month of February 2019 for Chinese New Year. So can you please extend delivery time from April 18 to May 3, 2019 for this solicitation?

Answer:

The mandatory delivery date of the bags at 440 Coventry Road in Ottawa, Ontario is extended to May 3, 2019.

### **3.2 Question No. 3**

Question:

Can you send us the PDF of EC logo to help us to estimate the cost?

Answer:

The attached PDF file demonstrates that the size of the logo and text is: 1.175" height x 2.25" width.

### 3.3 Question No. 4

Question:

- a. Is it acceptable to provide bags in a non-matte finish?
- b. Are samples to have the EC logo printed on them?
- c. Can the image be supplied before contract award?

Answer:

- a. The bags can be manufactured either in a matte or non-matte finish, however, the bidder must identify which finish will be used if other than matte.
- b. The pre-production sample with the EC logo and text pasted in position on the bag is acceptable.
- c. Refer to the answer of question 2 above.



## **Ballot Transport Bag**

---

### **ANNEX A – STATEMENT OF WORK**

**(Revised January 3, 2019)**

<b>SPECIFICATIONS</b>
-----------------------

<b>DESCRIPTION OF DELIVERABLE:</b>	Kraft paper bags with handle and Elections Canada logo.
<b>REFERENCE NUMBER:</b>	<b>EC 50215 (12/2018)</b>
<b>TITLE:</b>	Ballot Transport Bag
<b>QUANTITY:</b>	100,000
<b>OVER:</b>	<b><i>No over / No under</i></b> Elections Canada will not pay an invoice for items received in excess of the quantity stipulated in this specification, nor will it pay the full amount when items are sent in lower quantities than requested. It is the supplier's responsibility to ensure that items are shipped in the correct quantities.
<b>SIZE:</b>	<b>Bag:</b> Height: 10¼" Width: 8" Depth/Gusset: 4½" <b>Handle:</b> Length: Approximately 13" or 33 cm. Diameter: minimum 1/8" or 0.3175 cm.
<b>PRODUCTION:</b>	<b>Style:</b> -Kraft paper bag with square bottom and handle, must stand by itself (see image for sample). -Bag must be able to carry up to 6 lbs (2.72 Kg). <b>Handle:</b> Must have strong twisted paper handles. <b>Printing:</b> -The Elections Canada logo and reference number prints on the upper right hand corner of the bag. -EC logo and reference number prints black one side only. <b>Ink:</b> Black, no bleed
<b>STOCK:</b>	Kraft paper, Matte finish 60 lb, 100% recycled, between 50% and 95% post-consumer content is acceptable.

**IMAGE:**



**COMPONENT:**

PDF of EC logo and reference number supplied (see page 6 of the SOW for dimensions). **Note:** No sample available as this is a new product.

**PROOF:**

One pre-production sample is required using the specified material and must show logo and text for approval before production. Please send to Elections Canada, OFG Directorate, 30 Victoria Street, Gatineau QC. K1A 0M6.  
Attention: Charles Boucher

**PACKAGING:**

In corrugated boxes. Each box not to weigh more than 35 lbs. Clearly identify each box as to content in a minimum 20 pt type size as follows:

**Label on Boxes:**

<p><b><i>EC 50215 (12/2018)</i></b> Ballot Transport Bag / Sac de transport des bulletins <i>Qty/Qté –XXX bags / sacs</i></p>
---

**NOTE:** Labeling of items going to the Distribution Centre must be exactly as indicated. If not, they will not be accepted.

**QUOTE SUBMISSION:**

Your quotation must show cost per bag and must include the cost of:

- printing plates (if applicable);
- skids; and
- transportation fee.

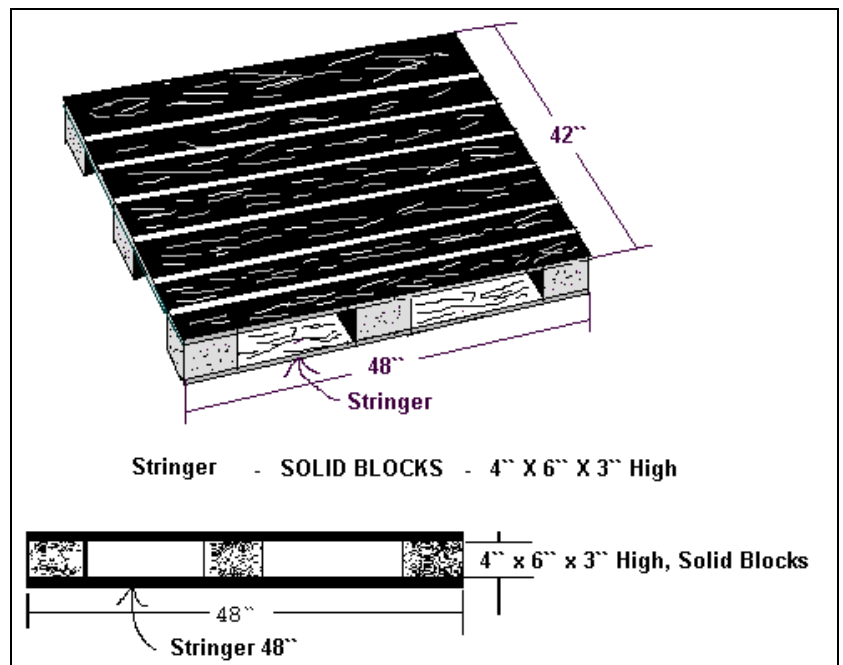
If possible, please prepare your quotation on your company's letterhead or include it in your email when submitting your quotation. This is to ensure that your company's name is clearly linked to your quotation.

**MANDATORY DELIVERY DATE:** On or before, but no later than **May 3, 2019.**

**SHIPPING INSTRUCTIONS:** Ship on non-returnable shipping skids 48" wide by 42" deep not to exceed 54" high stacking height. The material must be accessible by hand held hydraulic pallet movers.

**SKIDS:** Brewery type skid – 4 way entry type, 48" wide by 42" deep, 3 stringers with three blocks, each running 48" long

**NOTE:** Items shipped to the Distribution Centre not on requested skids will not be accepted upon delivery.



**HOURS OF OPERATION:** 8 a.m. to 12:00 noon / 1:00 p.m. to 4:00 p.m.  
(Ottawa Time)

**DESTINATION:** Elections Canada Distribution Centre  
100-440 Coventry Road, Ottawa, Ontario K1K 2Y5

**INVOICE:**

Please send your invoice to the following address:

Jocelyne Leroux  
Material Management, OFG  
Elections Canada  
30 Victoria Street  
Gatineau, Quebec K1A 0M6

Or by e-mail:

[gestiondumatérielSGF-materialmanagementSMS@elections.ca](mailto:gestiondumatérielSGF-materialmanagementSMS@elections.ca)

It is the responsibility of the supplier to provide a valid tax registration number for: HST, GST and QST, as applicable. Elections Canada will not validate tax registration numbers. If applicable taxes are invoiced without a tax registration number(s), Elections Canada will not pay the applicable tax(es).

**Invoices must indicate the Purchase Order number, if applicable, the Reference Number, the revision date and show any correction cost breakdown whenever it is applicable.**

**ADDITIONAL INFORMATION:**

**No change in these specifications will be accepted unless approved by the project authority.**

Elections Canada must be informed of the cost of any author's alterations as soon as possible. A contract amendment must be made as soon as any changes affecting cost occur.

The printer is to return to Elections Canada a final electronic file properly identified with all or any corrections made at the proofing stage before invoices are approved for payment.

Wrapping and shipping instructions must be followed to the letter or the Distribution Centre may refuse to accept the shipment.



