



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

Electrical & Electronics Products Division

L'Esplanade Laurier

East Tower, 4th floor,

Ottawa

Ontario

K1A 0S5

Title - Sujet Machine a traiter le courrier	
Solicitation No. - N° de l'invitation 45045-180032/A	Amendment No. - N° modif. 003
Client Reference No. - N° de référence du client 000010519	Date 2019-02-12
GETS Reference No. - N° de référence de SEAG PW-\$\$HN-471-76257	
File No. - N° de dossier hn471.45045-180032	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-03-04	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Brad, Giulia	Buyer Id - Id de l'acheteur hn471
Telephone No. - N° de téléphone (613) 296-3758 ()	FAX No. - N° de FAX () -
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 003

The purpose of this amendment is to answer the following questions:

Q2: Would you be willing to consider two distinct solutions within our response to your RFP, thus providing you with two options to meet the RFP requirements?

A2: No, multiple bids will not be accepted as it could affect the integrity and fairness of the process.

Q3 Per 4.1.1.1 Mandatory Technical Criteria:

The following Mandatory requirements must be submitted with the bid for evaluation

- Technical compliance with Annex "A" Statement of Work*
- Bids must be submitted for all destinations per NSN (National Stock Number).*

What is the meaning of the second bulleted item please and how do we ensure we meet this requirement?

A3 Please disregard the second line "*Bids must be submitted for all destinations per NSN (National Stock Number)*". It was an oversight and it does not apply to this requirement.

Q4 Per 6.10 Priority of Documents, there do not appear to be any "Articles of Agreement" listed or required in your RFP.

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;*
- (b) the general conditions 2010A, 2018-06-21, General Conditions - Goods (Medium Complexity);*
- (c) Annex A, Statement of Work;*
- (d) Annex B, Mandatory Technical Requirements Grid;*
- (e) Annex C, Basis of Payment;*
- (f) the Contractor's bid dated _____*

Please explain what documents are included in "Articles of Agreement" per this requirement.

A4 The Articles of Agreement refers to all terms and conditions within the request for proposal 45045-180032/A, together with all reference clauses contained in it and also all the information presented in the Request for Proposal itself.

Q5 Per Annex A, Statement of Work, 2.0 background, volumes are stated as:

The Statistics Canada Distribution Centre processes approximately 3.5 million pieces annually, up to 500,000 monthly, and as many as 40,000 finished inserted envelopes in a seven (7) hour period.

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EW008-191737/A
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Amd. No. - N° de la modif.
003
File No. - N° du dossier
hn331.EW008-191737

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And Per 7.0 Mandatory Technical Requirements, Volumes *Must be able to process an annual volume of 4,000,000 pieces and Must be able to process a minimum of 600,000 pieces monthly.*
Please clarify current volumes. Does StatsCan have projected volumes for the next five years – year over year – based on monthly and annual numbers. In addition, what are their peak volumes at certain times of the year and what are these projected numbers for the next five years?

A5 These are the maximum volumes that StatCan will process will be 4,000,000 pieces per year and up to 600,000 monthly. These are the current volumes and the projections for the future.

Q6 Per Annex B, Mandatory Criteria Grid, Inserting, please clarify that this statement refers to inserts and not envelopes:
Must be able to feed glossy and non-glossy material.

A6 This statement refers to material being inserted not the envelopes.

Q7 Do you do any legal-sized documents? If so, what are the applications? And to confirm, will all documents be inserted into a #10 envelope?

A7 StatCan does process legal sized documents but are already folded when received by the Mail out services unit. They are folded to fit into a #10 envelope.

Q8 Up to how many documents go into a #10 envelope? Would you please give us a breakdown of all envelope contents.

A8 The maximum number of documents to go into a #10 envelope would be 2. As an example, a folded letter and a brochure would be inserted

Q9 Is any work currently done by hand/manually and not on the machine? If so, is there an interest in automating any manual work?

A9 StatCan currently does some work manually. These are mainly smaller jobs that require matching of several documents. They are also normally in larger envelopes.

Q10 7.0 Mandatory Technical Requirements, Integrity, states *Must have barcode/data scanning for integrity.*

Is the current integrity 1D or 2D? Currently or moving forward, do you require close-loop integrity on each document?

A10 Currently there is a 1D barcode printed on each letter. There are barcodes on the letters but they are not used for integrity. Could a definition be provided for closed loop integrity? Our main concern is that only 1 letter is in an envelope.

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Q11 How do you currently generate barcodes?

A11 The barcodes are generated in a system here at Statistics Canada when the letters are created.

Q12 What is your current verification process on the equipment?

A12 StatCan's current verification process is that 500 letters go into the inserter and that 500 inserted envelopes are completed at the end of the inserter.

Q13 Do you do any 10" x 13" or 6" x 9" documents?

A13 StatCan processes small amount (less than 5000 over the year) of 10" X 13" or 6" X 9" documents. These are processed manually.

Q14 Please let us know how many different job applications are currently being run through the inserter.

A14 The job applications are either a single folded (z-fold or standard fold) letter or a letter and a brochure.

Q15 When will a site visit for all bidders to review all applications take place?

A15 An **OPTIONAL** site visit will take place on **Wednesday, February the 20th, 2019**, at 9am. The address is:

Statistics Canada, Distribution Centre (DC), 150 Tunney's Pasture Driveway room 0702, Ottawa On K1A 0T6. Main contact Jim O'Connell 613-951-2790 Cell 613-859-7994 DC service counter 613-951-8757.

Q16 Will there be a Q&A call for all bidders after the site visit?

A16: There will be no call afterwards. All questions after the site visit should be submitted via email and we will answer them in the form of an amendment on the buyandsell website.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED