



**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

<b>Title - Sujet</b> Mail machine	
<b>Solicitation No. - N° de l'invitation</b> 45045-180032/A	<b>Amendment No. - N° modif.</b> 005
<b>Client Reference No. - N° de référence du client</b> 000010519	<b>Date</b> 2019-02-25
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HN-471-76257	
<b>File No. - N° de dossier</b> hn471.45045-180032	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-03-04</b>	<b>Time Zone</b> Fuseau horaire Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Brad, Giulia	<b>Buyer Id - Id de l'acheteur</b> hn471
<b>Telephone No. - N° de téléphone</b> (613) 296-3758 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**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</b> <b>(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>

## **AMENDMENT 005**

The purpose of this amendment is to answer the follow-up questions to some of amendment 003's answers and also to answer bidder's question that were sent after the site visit:

**A2 Follow-up Question:** Within our single bid, we can offer two distinct recommended solutions (Option a and Option b) that will meet StatsCan's requirements. We would like to propose both in our single bid to enable StatsCan to choose one or the other. We are not proposing submitting multiple bids – only one.

Answer: As per 4.2 Basis of Selection, A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price on an aggregate basis will be recommended for award of a contract. The lowest option will be selected, it is recommended that the Bidder submit the best option that meets StatCan's requirement.

**A5 Follow-up Question:** Based on maximum volumes of 4 million pieces per year and up to 600,000 pieces monthly, we assume there are peak months each year. How many months and which months will see more than 330,000 pieces per month per current and projected workflows? We are interested to know when and how long peak periods occur, e.g., March through June each year.

Answer: This current year, StatCan has had 2 months with over 600,000 pieces and 3 months with over 400,000 pieces. The rest of the months are between 100,000 and 300,000 pieces. There is no specific peak time that is consistent each year. StatCan does not have a future schedule and will not be able to determine the peak periods.

**A7 Follow-up Questions:** Up to how many legal-sized documents are fit into one #10 envelope?

Answer: StatCan's size documents that fit into one #10 envelope are:

1 folded (double parallel) legal size letter inserted into a #10 envelope

1 folded (z-fold) letter size letter inserted into a #10 envelope

1 folded (double parallel) legal size letter + 1 brochure (7 panel 4 5/8 inches X 3 7/16 inches) inserted into a #10 envelope

1 folded (z-fold) letter size letter + 1 brochure (7 panel 4 5/8 inches X 3 7/16 inches) inserted into a #10 envelope

**A8 Follow-up Question:** What size is the folded letter and what size is the brochure? When we attend the site visit, we would like to see samples of both documents please.

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45045-180032/A  
Client Ref. No. - N° de réf. du client  
45045-180032

Amd. No. - N° de la modif.  
005  
File No. - N° du dossier  
hn471. 45045-180032

Buyer ID - Id de l'acheteur  
hn471  
CCC No./N° CCC - FMS No./N° VME

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Answer: StatCan will have samples of all material available at the site visit. The material sizes are in A7 above.

**A10 Follow-up Questions:** What are the barcodes used for on the letters if not for integrity?

Is a window envelope used for this application and is the address on the top left of the letter? If not a window envelope, please describe how the letter is matched to the addressed envelope.

Answer: The barcodes are currently used to track post office returns. They are also used by interviewers to verify the tracking ID of the respondents. StatCan uses windowed and non-windowed envelopes. When the non-windowed envelope is used, the letter is generic and there is no matching.

**Q17:** Do we need a unique procurement business number for this opportunity?

**A17:** No, the procurement business number that the company has in place is the only one we are asking to be provided.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**