



**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**

Linguistic Services Division / Division des services  
linguistiques

Les Terrasses de la Chaudière

10, rue Wellington, 5ième étage

Gatineau

Québec

K1A 0S5

<b>Title - Sujet</b> Open Contracts for Interpretation	
<b>Solicitation No. - N° de l'invitation</b> EN960-192231/A	<b>Amendment No. - N° modif.</b> 004
<b>Client Reference No. - N° de référence du client</b> 20192231	<b>Date</b> 2019-02-26
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZF-505-34628	
<b>File No. - N° de dossier</b> 505zf.EN960-192231	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-03-20</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 checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Henry, Yves	<b>Buyer Id - Id de l'acheteur</b> 505zf
<b>Telephone No. - N° de téléphone</b> (613) 720-9513 ( )	<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 no. 004 is raised provide answers to questions 1 to 23.**

Q1) For Parliamentary Interpretation, interpreters have always included 25% for broadcast or webcast in their daily rate, since otherwise it would be too complicated for Parliamentary Interpretation and for interpreters' invoicing. For this reason I wish to submit a regular rate for Conference Interpretation and a rate (with broadcast included) for Parliamentary Interpretation. Can I submit one rate that includes broadcast fees for the Parliamentary Interpretation?

I suggest that you include the following in parenthesis in Annex F pricing :

Parliamentary Interpretation (including 25 % for broadcast) : \_\_\_\_\_

A1) Under the new open contract, you are asked to provide your basic daily rate, not including broadcast or webcast charges for both Parliamentary and Conference Interpretation. For both services, the 25% premium is billable when the Work is broadcast. In the case of Parliamentary Interpretation assignments, the vast majority will be broadcast. You can include the 25% in your daily rate, but your rate will be compared with the median, which will not include the broadcast rate. As a result you risk exceeding the median by more than 20% and qualifying for a contract in Pool 2.

Q2) Where on the Buy and Sell site is the link to the online form provided for interpreters to register for the open contract?

There are many links that lead us to all kinds of related information, but I haven't seen anything like a form to register for the open contract.

Perhaps you could send it in a message following the email announcing the new system that has been sent to the Bureau's current interpreters so that they can be accessed directly?

A2) From the main page of the bid solicitation, you can scroll down to the bottom section of the page to find all related documents under the "Attachments" section.

Q3) What does GETS stand for at clause 1.2.3?

A3) Government Electronic Tendering System (Buy and Sell)

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004  
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504zf  
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Q4) Can companies from Outside Canada apply for this? (like, from India or USA)

A4) This requirement is solely limited to Canadian suppliers.

Q5) Do we need to come over there for meetings?

A5) If a meeting is required, the format will be determined in the invitation.

Q6) Can we perform the tasks (related to RFP) outside Canada? (like, from India or USA)

A6) The interpretation services for this requirement are solely performed in Canada.

Q7) Can we submit the proposals via email?

A7) No, you can however submit proposals electronically via the E-post Connect service described at Part 2 of the Bid Solicitation or also by fax at: (819) 997-9776

Q8) I would also like to know if the "Solicitation Documents" are the same as the RFP and if I can send my bid in by regular mail, rather than electronically. Thank you.

A8) The Solicitation Documents are the same as the RFP documents which include all of the annexes. Yes, you can send the proposal by mail to the address indicated on the title page under the title:

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Q9) I just printed the 62 page document in PDF. Which pages are we supposed to submit and can we do it electronically? I would need to scan all the pages to email them as I have to fill out the document by hand.

A9) You will find the Bidder's Instructions at Part 2 of the RFP document. You must not submit the bid by email but you can submit electronically with the epost Connect service through Canada Post or by fax. Other than the first page of the RFP, the submission forms are in Word and may be filled out electronically.

Q10) When I click and open the English annex e - response form 1, I get Annex F - Response Form#2 - Pricing and Certifications.

I believe the English annex e needs to be fixed so that we get the proper form on "list of proposed resources and security level".

A10) Please find the replaced version: REVISED ANNEX "E" – RESPONSE FORM #1 – LIST OF PROPOSED RESOURCES and SECURITY LEVEL under "attachment"

Q11) Will you also let us know when you post an amendment?

A11) If you want to receive an email notification for new amendments, Buyandsell.gc.ca offers a free, simple to use email notification service. This service delivers email directly to your inbox when amendments or changes in status are made to a tender notice of interest. The process is as follows:

- Search for the opportunity that you want to follow.
- On the page of the tender notice of interest, select the email notification service icon  to fill out the subscription form to receive email notifications from Buyandsell.gc.ca. You can customize the title of the emails you will receive

Q12) Do I still need to register? In the information email, we are told that if we are not registered by March 20, 2019, we will no longer be able to bid for the year

A12) In order to be assigned a task authorization you must be awarded a contract. In order to be awarded a contract you must respond to the request for proposal with a responsive bid.

Q13) Is the calculation of the median (Solicitation No. EN960-192231/A, page 14) based on a specific language combination? In my case, my language combination is English and French into portuguese. Will the median be calculated based on the roster Portuguese language interpreters or will it be calculated based on the sum total of interpreters, including French/English?

A13) This requirement is for interpretation of English to French or French to English only. The Median will be calculated on the bid prices provided for each service Conference and Parliamentary Interpretation.

Q14) Is the "Bid Number" found in Attachment 5.1.1 (Integrity Provisions) the same as the Solicitation Number (printed on the header of the same page) or is Bid Number a number other than the Solicitation Number?

A14) Yes. The solicitation number is the same as Bid Number (EN960-192231/A).

Q15) Where can I find the "Bid Number" requested on page 57 under Integrity Provisions - Declaration of Convicted Offences?

A15) The Bid Number is the same as the solicitation number (EN960-192231/A).

Q16) Je veux m'assurer d'avoir bien compris les directives contenues dans la documentation fournie au sujet de cette demande de soumission pour l'interprétation en langues officielles. Les deux annexes E et F dûment remplies sont-elles bien les seuls documents à envoyer au 11 Laurier, noyau 0B2?

A16) See the « Checklist » provided in the attachments for the list of documents to provide.

Q17) It says that we need to submit 2 copies of Form 1 Technical Bid and Additional Info. Which additional info are you talking about here?

A17) Some bidders often supply extra information about their company This would be an example of additional information. It is not required to have additional information.

Q18) It says we need to submit one copy of Form 2 financial bid and certification.

Where do we put page 60 - Additional Certifications, Integrity Provisions page 59, Former Public Servant page 61 and 62? under Form 1 or 2?

A18) "annex\_f\_-\_response\_form\_2\_-\_pricing\_and\_certifications" contains all of the certifications needed to be filled out.

Q19) It also says we need to keep forms 1 and 2 separate as they are evaluated by different people. Do we put them in separate envelopes?

A19) No, as long as they are kept separated within the bid package.

Q20) Please confirm that we only put pages 57 and 58 under Protected B -Declaration of Convicted Offences Form.

A20) The Declaration of Convicted Offences Form is included in Annex F – Response form #2.

Q21) In the French forms to be completed , we are asked to indicate the bid number (Annex F) and the standing offer number (Appendix F). I guess it's the same thing. But what is this number?

Is it the same as the solicitation number in Appendix E, where it says, in the French version:

Request for Proposal Number	EN960-192231/A
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A21) The Bid number which is also known as the RFP # is EN960-192231/A. The reference of a standing offer is an error on the French form. It is ok on the English version as "Request for Proposal Number"

Q22) Why are we still talking about a Standing Offer.

A22) This refers to an error on the French version of Annex F at the Integrity Provisions – List of Names form (article 5.1.2). It should be referring to a Request for Proposal number as opposed to a request for Standing Offer number. Please see the RÉVISION de l'ANNEXE "F" in the "Attachments" section of the RFP posting.

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Q23) The French version of Annex F, the pricing table does not contain a column for the applicable taxes.

A23) Please see the RÉVISION de l'ANNEXE "F" in the "Attachments" section of the RFP posting.