



PLACE DU PORTAGE III, TOWER "C"
11 LAURIER STREET, 5TH FLOOR
GATINEAU, QC K1A 0S5

File No.: 10065782

March 13, 2019

ADDENDUM # 1 - Questions and answers

**Re: Request for Bid – 10065782 – Office Furniture
SA Office Furniture**

No consideration will be given for extras and/or changes because the tenderer was not familiar with the contents of this Addendum.

Questions have been received from potential tenderers about the subject Request for Bids. The purpose of this Addendum to the Request for Bids is to summarize the questions and answer the information of all potential bidders.

Question # 1:

Although no installation is required, given there is no loading dock or freight elevator:

- a) Does the contractor still need to provide unloading and moving the unassembled product to storage?
- b) If yes, is Room 504 on 5th Floor where product is to be stored?
- c) If yes, and given delivery is during business hours, will contractor be given exclusive right to use one elevator for moving product from ground floor to 5th floor?

Answer # 1:

- a) YES
- b) YES
- c) YES

Question # 2:

Roughly how far is it from street level unloading site to elevator on ground floor?

Answer # 2:

Maximum 50 yards

Question # 3:

Are there any stairs between street level unloading site and either entrance to the building, or from building entrance to the elevator?

Answer # 3:

NO

Question # 4 :

Could you confirm if there is a loading zone in front of the building where a delivery truck could stop for about 2 hours to unload the chairs?

Answer# 4:

YES

Question 5#:

Could you confirm that the chairs are only being delivered to room 504 on the 5th floors and that no unboxing and installation are required?

Answer 5#:

YES, only delivered to room 504 on 5th floor.
NO unboxing or installation is required.

Tenderers are to acknowledge this Addendum by signing in the space provide below and enclosing a copy of this document with their Bid Submission.

All other terms and conditions of the Request for Bids remain unchanged.

Yours truly,

Isadora Romero

A/Supply Officer, Contracting and Procurement Division
Materiel Management, Finance and Administration Branch

RECEIPT ACKNOWLEDGED

Name of Company _____

Signature _____