



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.

RFP Amendment No. 1	RFP Amendment Date: March 27, 2019
Office of the Chief Electoral Officer File No. ECLP-RFP-18-0979	
Title: Accessibility Feedback Box	
Request for Proposal Closing Date: April 30, 2019 at 2:00 p.m. (Gatineau time)	
ENQUIRIES – address enquiries to the Contracting Authority: Office of the Chief Electoral Officer of Canada Procurement and Contracting Services 30 Victoria Street Gatineau, Quebec K1A 0M6 proposition-proposal@elections.ca	
Attention: Luc Potvin	Email: proposition-proposal@elections.ca

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal bearing number ECLP-RFP-18-0979 and dated March 19, 2019 (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. Questions and Answers

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

2.1 Question No. 1

Question:

Can a sample of the carton or a digital file of the die-line of the carton be provided?

Answer:

An electronic file (PDF) of the new die-line is also available upon request.

2.2 Question No. 2

Question:

If selected as the winner, would an artwork file be provided before production?

Answer:

The die-line and artwork of the text are included in the same PDF file and will be provided to the winning supplier.

Part 3. Amendments

3.1 Amendment to Annex A – Statement of Work of the Request for Proposal

The Request for Proposal is hereby amended by deleting in its entirety **Annex A – Statement of Work** and replacing it with the attached **Annex A – Statement of Work** (Revised March 27, 2019).

3.2 Amendment to Annex B – Pricing Table of the Request for Proposal

The Request for Proposal is hereby amended by deleting in its entirety **Annex B – Pricing Table** and replacing it with the attached **Annex B – Pricing Table** (Revised March 27, 2019).

3.3 Amendment to Part 8 – Financial Evaluation Criteria of the Request for Proposal

The Request for Proposal is hereby amended by deleting in its entirety **Part 8 – Financial Evaluation Criteria** and replacing it with the attached **Part 8 – Financial Evaluation Criteria** (Revised March 27, 2019).



Accessibility Feedback Box

ANNEX A

Statement of Work

Revised March 27, 2019



Specifications

DESCRIPTION OF DELIVERABLE:	Production of a cardboard box with a slanted front and slot for inserting a one-page document
REFERENCE NUMBER:	EC 50121 (03/2019) – English text first EC 50121-1 (03/2019) – French text first
TITLE:	Feedback on Accessibility and Voter Experience Box / Boîte pour commentaires sur l’accessibilité et l’expérience de vote
QUANTITY:	EC 50121 - 33,000 boxes English text first EC 50121-1 10,000 boxes French text first
OVER:	<i>No over / No under</i> 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.
SIZE OF FLAT BOX:	The dimension of the box flat is approximately 31.44” x 20.09”
SIZE OF FINISHED BOX:	Height: Back of box – 11” Front of box – 9” Width: 11” Depth: 4” Slope: approximately 4.25” slope on top of box Insert slot: 8” long by 0.25” wide
PRINTING:	Flexo printing on front and back panel Ink: Black – No bleed
SPECIAL INSTRUCTIONS:	The box to be manufactured with a slot on top and measuring 8” long x 0.25” wide. The slot must be centered.
STOCK:	Sturdy cardboard, 29E Oyster white exterior, joined die-cut , glued side seams, positive locking tabs, tuck closure top and bottom.

IMAGE:



COMPONENT:

Printing die and cutting die supplied in a PDF format. Sample of an older version is available upon request.

See **Appendix A** for a sample / diagram of die.

PROOF:

A prototype of each box with blue prints pasted in position are required for approval before start of production. Please send to:

Elections Canada,
Material Management, OFG
30 Victoria Street,
Gatineau QC K1A 0M6.
Attention: Charles Boucher

PACKAGING:

Ship flat in bundles of 25 on skid. Clearly identify each bundle as to content in a minimum 20 pt. type size.

Label for English Text first:

EC 50121 (03/2019)
Accessibility Feedback Box /
Boîte pour commentaires sur l'accessibilité
Qty/Qté – 25

Label for French Text first:

EC 50121-1 (03/2019)
Boîte pour commentaires sur l'accessibilité /
Accessibility Feedback Box
Qty/Qté – 25

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 box 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 June 5, 2019.

SHIPPING INSTRUCTIONS:

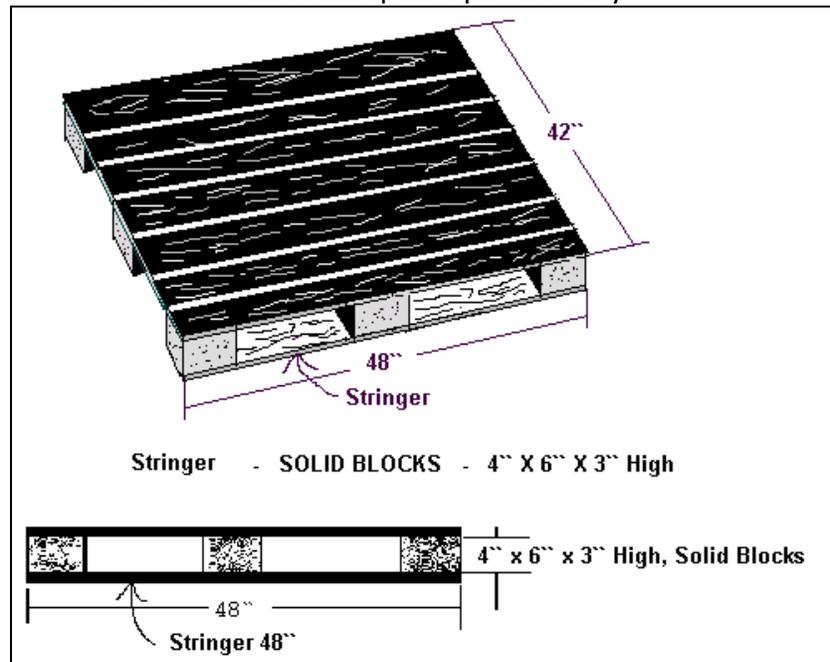
Ship on non-returnable shipping skids 48" wide by 42" deep not to exceed 54" high stacking height. The material must be accessible by hand held hydraulic pallet movers.

NOTE: DO NOT MIX EC 50121 AND EC 50121-1 ON SAME SKID.

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:
(Ottawa time)

8 a.m. to 12:00 noon / 1:00 p.m. to 4:00 p.m.

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

INVOICE Please send your invoice to the following address:
Contract Authority
Material Management, OFG
Elections Canada
30 Victoria Street
Gatineau, Quebec K1A 0M6

Or by e-mail:

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.

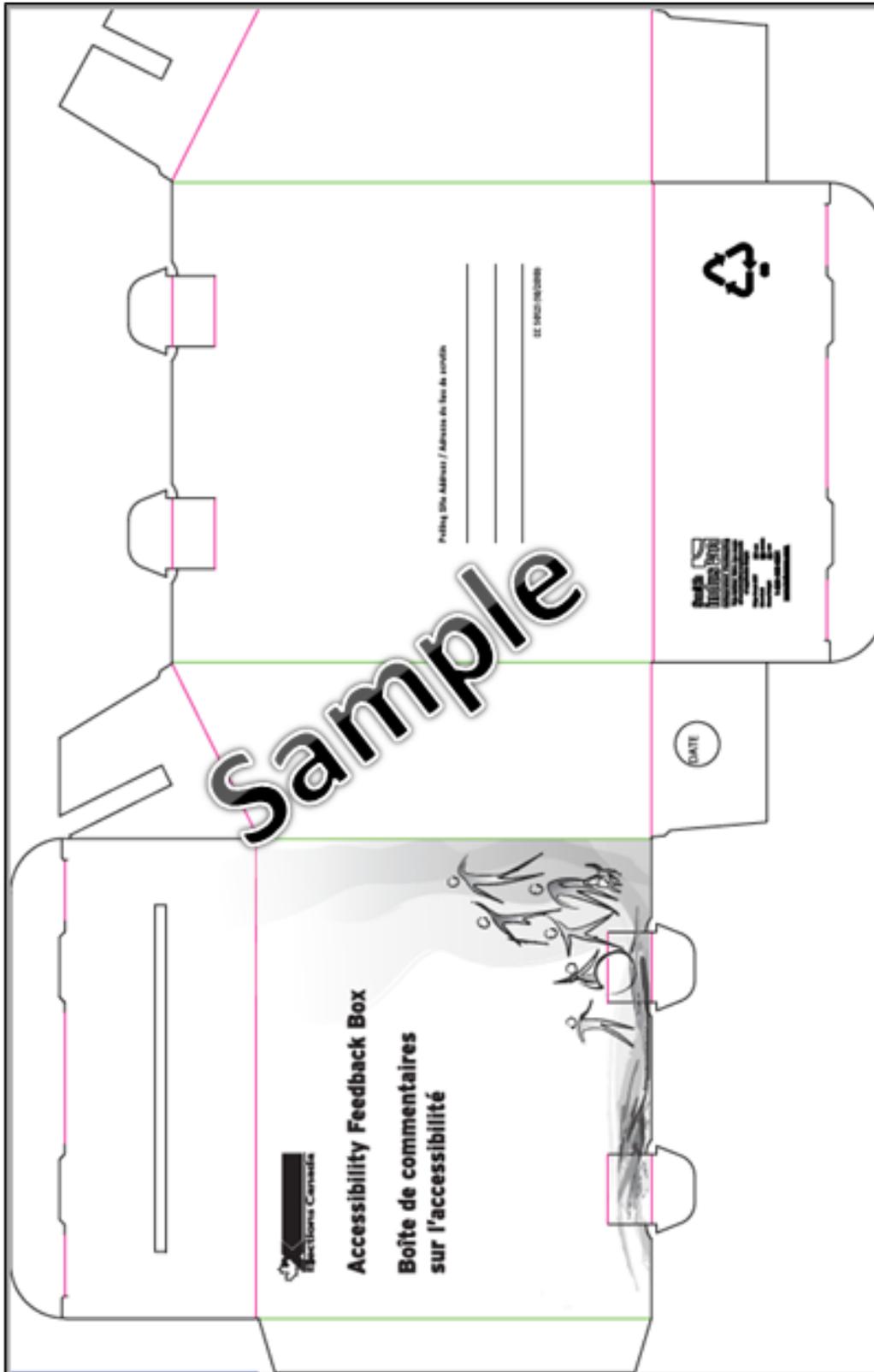
ADDITIONAL INFORMATION: No change in these specifications will be accepted unless approved by the project authority.

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.

Appendix - A – Sample of die





Accessibility Feedback Box

ANNEX B

Pricing Table

Revised March 27, 2019



Annex B – Pricing Table

The Contractor will be paid in accordance with the firm all inclusive rates outlined below for the services outlined in Annex A – Statement of Work. Pricing is for the full period of the contract and does not include applicable sales tax.

The Firm price must include the cost of skids and transportation fee.

Initial Period: from Contract Award to March 31, 2020

Item #	Item Description	Unit of measure	Quantity	Firm Unit Price	Firm Extended Price
1.	EC50121 – Accessibility Feedback Box (English Text First) *Purchase Order # insert at contract award	Each box	33,000	\$ insert at contract award	\$ [insert at contract award]
Maximum cost of any author’s alterations (AA’s)					\$ [insert at contract award]
2.	EC50121-1 – Accessibility Feedback Box (French Text First) *Purchase Order # insert at contract award	Each box	10,000	\$ insert at contract award	\$ [insert at contract award]
Maximum cost of any author’s alterations (AA’s)					\$ [insert at contract award]
Total Cost					\$ [insert at contract award]

TO A MAXIMUM OF \$insert at contract award (applicable taxes extra)

All payments are subject to Government Audit.

***For invoicing purposes, please ensure to indicate on the invoice the PO number related to each item.**

No Overs / No Unders

Elections Canada will not pay an invoice for items received in excess of the quantity stipulated in Annex A – Statement of Work, 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.

Option for Additional Quantities during Initial Period (from Contract Award to March 31, 2020):

	A	B	C	D
Item #	Item Description	Unit of measure	Quantity	Firm Unit Price
1.	EC50121 – Accessibility Feedback Box (English Text First)	Each box	1 to 5,000 boxes	\$ [insert at contract award]
2.	EC50121-1 – Accessibility Feedback Box (French Text First)	Each box	1 to 2,000 boxes	\$ [insert at contract award]

Option for Additional Quantities during Option Period (April 1, 2020 to March 31, 2021):

	A	B	C	D
Item #	Item Description	Unit of measure	Quantity	Firm Unit Price
1.	EC50121 – Accessibility Feedback Box (English Text First)	Each box	1 to 5,000 boxes	\$ [insert at contract award]
1.	EC50121 – Accessibility Feedback Box (English Text First)	Each box	5,001 to 20,000 boxes	\$ [insert at contract award]
1.	EC50121 – Accessibility Feedback Box (English Text First)	Each box	20,001 to 33,000 boxes	\$ [insert at contract award]

	A	B	C	D
Item #	Item Description	Unit of measure	Quantity	Firm Unit Price
2.	EC50121-1 – Accessibility Feedback Box (French Text First)	Each box	1 to 5,000 boxes	\$ [insert at contract award]
2.	EC50121-1 – Accessibility Feedback Box (French Text First)	Each box	5,001 to 10,000 boxes	\$ [insert at contract award]



Accessibility Feedback Box

Part 8 – Financial Evaluation Criteria

Revised March 27, 2019



Part 8 – Financial Evaluation Criteria

In the tables below the Bidder must quote a firm unit price for the completion of all the services as defined in the Annex A – Statement of Work. The firm unit prices quoted by the Bidder must be in Canadian dollars and exclude all Applicable Sales Tax.

Part 8 must be completed in its entirety. Please indicate the price for each item below according to the quantities requested.

The Firm price must include the cost of skids and transportation fee.

For Financial Evaluation purposes only, the Total Evaluated Price will be calculated as the sum of the Unit Price of all quantities and all periods (initial period and option period, initial quantities and options for additional quantities).

Initial Period: from Contract Award to March 31, 2020

Item #	A Item Description	B Unit of measure	C Quantity	D Firm Unit Price	E Firm Extended Price
1.	EC50121 – Accessibility Feedback Box (English Text First)	Each box	33,000	\$Bidder to insert per box	\$Bidder to insert
2.	EC50121-1 – Accessibility Feedback Box (French Text First)	Each box	10,000	\$Bidder to insert per box	\$Bidder to insert
Total Price:					\$Bidder to insert

Option for Additional Quantities during Initial Period (from Contract Award to March 31, 2020):

Item #	A Item Description	B Unit of measure	C Quantity	D Firm Unit Price
1.	EC50121 – Accessibility Feedback Box (English Text First)	Each box	1 to 5,000 boxes	\$Bidder to insert per box
2.	EC50121-1 – Accessibility Feedback Box (French Text First)	Each box	1 to 2,000 boxes	\$Bidder to insert per box

Option for Additional Quantities during Option Period (April 1, 2020 to March 31, 2021):

	A	B	C	D
Item #	Item Description	Unit of measure	Quantity	Firm Unit Price
1.	EC50121 – Accessibility Feedback Box (English Text First)	Each box	1 to 5,000 boxes	\$Bidder to insert per box
1.	EC50121 – Accessibility Feedback Box (English Text First)	Each box	5,001 to 20,000 boxes	\$Bidder to insert per box
1.	EC50121 – Accessibility Feedback Box (English Text First)	Each box	20,001 to 33,000 boxes	\$Bidder to insert per box

	A	B	C	D
Item #	Item Description	Unit of measure	Quantity	Firm Unit Price
2.	EC50121-1 – Accessibility Feedback Box (French Text First)	Each box	1 to 5,000 boxes	\$Bidder to insert per box
2.	EC50121-1 – Accessibility Feedback Box (French Text First)	Each box	5,001 to 10,000 boxes	\$Bidder to insert per box

For Financial Evaluation purposes only, the Total Evaluated Price will be calculated as the sum of the Unit Price of all quantities and all periods (initial period and option period, initial quantities and options for additional quantities).

No Overs / No Unders

Elections Canada will not pay an invoice for items received in excess of the quantity stipulated in Annex A – Statement of Work, 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.