



Transport  
Canada

Transports  
Canada

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OTTAWA, ONTARIO  
K1A 0N5

**April 10, 2019**

**ADDENDUM NO. 1**

Subject: Request for Proposal No. T8080-180760  
**Translation Services for the Transportation Dangerous Goods**

Further to the above-mentioned Request for Proposal, this Addendum (#1) is to advise potential bidders of the question(s) received during this tender call to date. Both the question(s) and the response(s) are indicated in the attached Annex A-1.

All other terms and conditions remain unchanged.

**Tenderers are to acknowledge this Addendum by signing in the space provided below and enclosing a copy of this document with their tender submission.**

Yours truly,

**Jenny O'Neil**  
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**RECEIPT ACKNOWLEDGED**

Name of Company \_\_\_\_\_

Signature \_\_\_\_\_

**Canada**

## **Annex A-1.**

### **Question 1:**

Can a company based outside Canada bid for this?

### **Answer 1:**

Yes.

### **Question 2:**

Is it necessary to have a GST and PBN number?

### **Answer 2:**

GST is something the vendor has to determine based on the nature of their organization and their status with CRA. This would not be something that the solicitation mandates.

A PBN is not required at bid closing but mandatory by contract award.

### **Question 3:**

We notice the following statement regarding contract security which says "If specified in the Invitation to Tender, the successful tenderer will provide contract security, at the tenderer's own cost, within 14 days of contract award in accordance with the document entitled "Contract Security Requirements". Is there any contract security which has to be provided?

### **Answer 3:**

No, there is no contract security required.

### **Question 4:**

We notice the following statement regarding contract insurance which says "If specified in the Invitation to Tender, the successful tenderer will be required to provide contract insurance, at the tenderer's own cost, within 14 days of contract award in accordance with the document entitled "Insurance Conditions". Is there any minimum insurance thresholds which we need to meet?

### **Answer 4:**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

### **Question 5:**

Whether companies from Outside Canada can apply for this? (like, from India or USA)

### **Answer 5:**

Yes.

### **Question 6:**

Whether we need to come over there for meetings?

**Answer 6:**

No meetings are necessary.

**Question 7:**

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

**Answer 7 :**

Yes.

**Question 8:**

Can we submit the proposals via email?

**Answer 8:**

No.

**Question 9:**

We have a question about MTC 6: is this 2 samples per resource and therefore 4 in total.

The bidder must provide two (2) samples of translation produced by each proposed resource. One (1) sample must be French to English and one (1) sample must be English to French. The sample texts must be attached to the Technical Proposal and must be accompanied by their English and French source documents.

**Answer 9:**

Yes, 2 samples per resource so 4 in total.

**Question 10:**

The team asked me to clarify because some people thought that you were asking for one sample toward English and one toward French. Can you confirm how many samples are expected per resource and in which language combination?

**Answer 10:**

One (1) sample must be French to English and one (1) sample must be English to French. The sample texts must be attached to the Technical Proposal and must be accompanied by their English and French source documents.

**Question 11:**

Under the section Mandatory Technical Criteria, number MT6 is supposed to provide 2 samples of translations produced by each proposed resource. All our resources sign a NDA (Non-Disclosure Agreement) with the client's which prevents them from sharing the samples or source documents to a third party as it would be a breach of the NDA's. Can you please suggest a workaround?

**Answer 11:**

The bidder must produce source documentation in order for TC to verify the translation quality. Public documentation is a good work around.

**Question 12:**

We notice the following statement under point no 7 of Tender Security - If specified in the Invitation to Tender, the tenderer will provide tender security, at the tenderer's own cost, in accordance with the document entitled "Tender Security Requirements". What are the Tender security which has to be provided?

**Answer 12:**

No, there is no contract security required.