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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

**Revision to a Request for Supply
Arrangement - Révision à une demande
pour un arrangement en matière
d'approvisionnement**

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

Title - Sujet DAMA-RFSA	
Solicitation No. - N° de l'invitation EN966-140305/K	Date 2019-05-15
Client Reference No. - N° de référence du client 20140305	Amendment No. - N° modif. 003
File No. - N° de dossier 504zf.EN966-140305	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$ZF-504-35565	
Date of Original Request for Supply Arrangement 2019-04-17 Date de demande pour un arrangement en matière d'app. originale	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-05-27	
Address Enquiries to: - Adresser toutes questions à: Henry, Yves	Buyer Id - Id de l'acheteur 504zf
Telephone No. - N° de téléphone (613) 720-9513 ()	FAX No. - N° de FAX (819) 956-8303
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Procurement Centre Translation Bureau 70 Cremazie Gatineau, Quebec, K1A 0S5	
Security - Sécurité This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required	Yes - Oui	No - Non
Accusé de réception requis	<input type="checkbox"/>	<input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

This amendment to the Request for Supply Arrangement (RFSA) is raised to provide answers to questions from suppliers.

1. Questions and answers

Question 1

I want to register as a translator to offer my services to the Translation Bureau. I am self-employed, no business, so no business number. Is it possible to register without NE? If yes, how to proceed?

Answer 1

The business number is mandatory. Suppliers must have a Procurement Business Number (PBN) before a Supply Arrangement is awarded. Here is the link where you will find the relevant information.

<https://srisupplier.contractsCanada.gc.ca/index-eng.cfm?af=ZnVzZWJldGlvbj1yZWdpc3Rlci5pbmRybyZpZD0y&lang=eng>

You may also contact the **InfoLine at 1-800-811-1148** to obtain the telephone number of the nearest Supplier Registration Agent.

I want to register as a translator to offer my services to the Translation Bureau. I am independent, no business, so no business number. Is it possible to register without NE? If so, how?

Question 2

Regarding "subdomains" or "current domains" at Tiers 2 and 3:

As I understand it, a vendor that was originally approved at the main domain was automatically qualified for the subdomains. Under this RFSA, if a supplier wants to qualify for a new domain, must they qualify for each subdomain individually?

Answer 2

Yes.

Question 3

Concerning the resources proposed at the Tiers 2 and 3:

If a supplier wants to qualify for new domains, and believes that the resources already approved on their own account will be able to meet the expectations and the volume, does it still have to propose new resources?

Answer 3

No.

Question 4

With regards to Attachment 5 of Part 3 - References confirmation, it is unclear to us if we simply have to confirm the number of words translated per field and the language combination or if we actually have to present details from a client reference for each and every field we want to apply for and actually have them sign this form?

As a publicly listed company, stating client names and obtaining signatures from them is usually not allowed.

Answer 4

As stated in the RFSA, the supplier must forward to the person named in reference the RFSA Reference Confirmation Form - Attachment 5 to Part 3 provided for this purpose, duly completed, and signed by the persons named in reference to corroborate the information submitted in the RFSA Response Form - Attachments 1 to 3 in Part 3.

So yes, the person named in reference must actually confirm the number of words translated by field and language combination, as well as sign the form.

Question 5

I just saw on the Buy and Sell site the RFQ "Translation Services-BT (EN966-140305 / K)" which appears to be a RFSA. If we already have a SA without wishing to add specialty or tier, should we submit the documents?

Answer 5

No.

Question 6

In fact, I see the order of precedence for submitting documents at number 12 on page 21. However, I wonder: where do I include Word documents (attachments)?

Answer 6

Please refer to Section 1 - Technical Arrangement of Part 3.

Question 7

- a) I want to clarify my request for information. In fact, I just want to know what the documents to include in the technical bid are.
- b) I would also like to know what is the precise order of presentation of the tender documents.

Answer 7

- a) Please refer to Section 1 of Part 3 - Technical Arrangement.

- b)** Canada requests that documents be identified, grouped and presented in separate sections as follows:

Section I: Technical Arrangement

Section II: Certifications and Additional Information

Question 8

- a)** As a self-employed person meeting the Tier 1 criteria, what documents do I have to complete? Do I have to fill out only the attachments for the RFSA or BLUE parts in the PDF Appendices titled ABES.PROD.PW__ZF.B504.F35565.EBSU000.PDF?
- b)** If I forget to complete a section, will my submission be rejected outright or will I be contacted to ask me to provide the missing information?

Answer 8

- a)** Please refer to Section 1 of Part 3 - Technical Arrangement.
No, only the forms must be completed.
- b)** We may contact a supplier to clarify information that is already part of the RFSA, however, we are not allowed to inform a supplier if there is missing information in its arrangement.

Question 9

In the registration options, there was no particular identity or individual.
The closest is a "sole proprietorship". How to get a NEA, if one is an individual?
This is the number given by the Canada Revenue Agency.

Answer 9

An individual is considered a sole proprietorship.
The instructions for obtaining a PBN are indicated in the answer to question 1.

Question 10

I am an individual, already registered under my business name.
I now want to register under my individual name.
I downloaded the submission documents - A very large number of pages.
I want to register at level 1
I would like to confirm the elements that must be part of the bid.
For the moment, I deduce the following:
Cover page
Certificate of Proficiency (University Degree)
Attachment 1 to Part 3

Attachment 5 to Part 3
Attachment 4 to Part 3
Do I miss something?

Answer 10

Please refer to Attachment 1 to Part 4 and ensure that you complete all the forms required in Part 3.

Question 11

This is my first experience responding to a call for tenders from PWGSC.
I am honestly rather lost.

- a) Is there a guide, a seminar, a model, something to help us get the file right?
- b) For the moment, I understand that I must indicate to which name I submit my application, indicate the fields of experience and the number of words for the indicated years, and references (which must confirm?) and if this reference also responds to the call for tenders?).
- c) I am wondering if there is an introduction and a conclusion, some passages to insert ... or simply send the forms as an attachment - technical evaluation criteria, the landing form, the resources, the part attached 5, and the financial stuff?

Réponse 11

- a) No. You must refer to the requirements cited in the RFSA.
- b) Anyone who can corroborate information related to the requested experience.
- c) No, you don't have to include an introduction and a conclusion, or specific passages.

Question 12

The National standard CAN/CGSB-131.10-2008, Translation Services that is required to bid on Tier 3 is a modified adoption of the European Committee for Standardization (CEN) standard EN 15038 Translation Services. EN 15038 has now been replaced with ISO 17100 and SDL holds ISO 17100 certification globally. Since SDL holds ISO 17100 certification globally, does that put us in a situation to submit a bid for Tier 3?

Answer 12

The supplier must demonstrate that it holds the Canadian standard **CAN/CGSB-131.10-2008, Translation Services** and provide the supporting document.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.