



RETURN BIDS TO : - RETOURNER LES SOUMISSION À:

Canada Revenue Agency
Agence du revenu du Canada
See herein / Voir dans ce document

Proposal to: Canada Revenue Agency
We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein and/or attached hereto, the goods and/or services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à : l'Agence du revenu du Canada
Nous offrons par la présente de vendre à Sa Majesté la Reine du Chef du Canada, en conformité avec les conditions énoncées dans la présente incluses par référence dans la présente et/ou incluses par référence aux annexes jointes à la présente et ci-jointes, les biens et/ou services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Bidder's Legal Name and Address - (ensure the Bidder's complete legal name is properly set out)
Raison sociale et adresse du Soumissionnaire - (s'assurer que le nom légal au complet du soumissionnaire est correctement indiqué)

Blank lines for bidder information

Bidder is required to identify below the name and title of the individual authorized to sign on behalf of the Bidder - Soumissionnaire doit identifier ci-bas le nom et le titre de la personne autorisée à signer au nom du soumissionnaire

Name /Nom

Title/Titre

Signature

Date (yyyy-mm-dd)/(aaaa-mm-jj)

Telephone No. - No de téléphone

Fax No. - No de télécopieur

E-mail address - Adresse de courriel

AMENDMENT TO REQUEST FOR PROPOSAL / MODIFICATION DE DEMANDE DE PROPOSITION

Form containing fields: Title - Sujet, Solicitation No. - No de l'invitation, Amendment No. - N° modif., Solicitation closes - L'invitation prend fin, Contracting Authority - Autorité contractante, Telephone No. - No de téléphone, Fax No. - No de télécopieur, Destination - Destination, and a security requirement notice.



SOLICITATION AMENDMENT # 003

This solicitation amendment is raised to:

1. Address the following questions submitted during the solicitation period as per RFP; and
2. Amend the RFP.

1. QUESTIONS AND ANSWERS

Q1. At ANNEX G - Table G1A Program Pricing: A3.a Unit Sets.

Cells J42 to J60 and cells K42 to J60 are all protected from adding a value. Can a password be issued to unlock these cells be provided?

A1. No, the password will not be shared, an amended *Annex G - Financial Proposal* will be posted.

Q2. Pg. 30 of 76: R3. PROGRAM DELIVERY CAPACITY AND CAPABILITY
v. **Dependencies**

Define what CRA means by Dependencies?

A2. Dependencies are defined as any *Sister companies/subcontractors/paper mills/other plants availability, etc.*

Q3. Pg. 39 of 76: 7.3.1. Period of Contract

The period of the Contract is from **contract award to October 31, 2021 inclusive**. ...plus...

Pg. 66 of 76 B2. Price Escalation/De-escalation for Option Years

B2. Prices for **optional periods of service**, if exercised at CRA's discretion, will be adjusted (i.e. either increased or decreased) in accordance with the following, as published by Statistics Canada when the option is exercised:

The prices of the previous contract year will be multiplied by the “% change” published for the twelve month period preceding the month in which the **Option** is exercised.

The initial contract period ending October 31, 2021 is a period of min. 24 months should the program begin in September 2019, (as stated in the RFP on page 56). After the first 12 months (1st year) of the Program's commencement, will prices of the initial contract year (1st year) be multiplied by the “% change” published, for the next twelve-month period (2nd year) and prior to the 1st option year, if the option is exercised?

A3. Yes, an increase will apply to each contract year, including the second year of the firm contract period. See RFP amendment below for changes.

Q4. Table G1D KIOSKS (DISPLAY BOXES), TEARAWAY PADS, ASSOCIATED PRODUCTS & KITTING

In Table G1D, while the title states KITTING, there is no section to provide pricing for kitting services. Nor are there any specifications in the “Attachments to Annex A”, that describes the kitting services. Will any details be forthcoming from CRA on KITTING?

A4. The word **Kitting** in the title will be removed in the listed table (G1D), and no pricing should be provided. An amended *Annex G - Financial Proposal* will be posted.



Q5. If all the insurance requirements are not in a bidders Commercial General Liability policy at bid closing, would the bidders submission then be considered non-compliant, and be disqualified?

A5. No, a Bidder's proposal would still be accepted. The Bidder has 10 days after a contract is awarded to ensure they have the proper insurance in place as per Annex D – Insurance Requirements, and as stated in 7.24 Insurance Requirements: "The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force."

Q6. For M.1.c and R.7.e of the mandatory and technical evaluation criteria's, can a bidder submit a project/contract without providing a primary and secondary contact for that project/contract?

A6. No, a contact has to be provided to verify the submitted information in a Bidder's proposal. Any referenced project/contract without the mandatory client references will not be considered during evaluations of the bids. If the CRA decides to contact the references, this would be conducted by the contracting authority, via email.



2. AMENDMENTS TO THE RFP

M1. **At Annex B – Basis of Payment:**

Delete: B2. Price Escalation/De-escalation for Option Years in its entirety.

Insert:

B2. Price Escalation/De-escalation

Prices for the second year of the initial contract period and optional periods of service, if exercised at CRA's discretion, will be adjusted (i.e. either increased or decreased) in accordance with the following, as published by Statistics Canada:

For printed T1 products: *Table 1 Industrial Product Price Index - Not seasonally adjusted for Pulp and Paper.*

For services: *Table 1 Consumer Price Index and major components, Canada - Not seasonally adjusted for Services.*

For transportation costs: *Table 1 Consumer Price Index and major components, Canada - Not seasonally adjusted for Transportation.*

The prices of the previous contract year will be multiplied by the “% change” published for the twelve month period preceding the month in which the second year of the initial contract period begins, or an Option is exercised.

Release dates for major economic indicators can be accessed via <https://www150.statcan.gc.ca/n1/dai-quo/cal1-eng.htm>

M2. **Annex G - Financial Proposal_June2019 will be amended to:**

1. Remove the protection mode from Cells J42 to J60 and cells K42 to J60; and
2. Delete all reference to Kitting in Table G1D

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED