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**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 a Standing Offer

Révision à une demande d'offre à commandes

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Industrial Vehicles & Machinery Products Division
LEFTD - HS Division
140, O'Connor Street/
140, rue O'Connor,
East Tower, 4th Floor/
Tour Est, 4e étage
Ottawa
Ontario
K1A 0S5

Title - Sujet Long Service and Instant Awards		
Solicitation No. - N° de l'invitation E60HS-19AWRD/A		Date 2019-07-11
Client Reference No. - N° de référence du client E60HS-19AWRD		Amendment No. - N° modif. 003
File No. - N° de dossier hs651.E60HS-19AWRD	CCC No./N° CCC - FMS No./N° VME	
GETS Reference No. - N° de référence de SEAG PW-\$SHS-651-77311		
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale		2019-06-17
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-07-29		Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Address Enquiries to: - Adresser toutes questions à: Vallejo, Veronica		Buyer Id - Id de l'acheteur hs651
Telephone No. - N° de téléphone (613) 297-3978 ()	FAX No. - N° de FAX () -	
Delivery Required - Livraison exigée		
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: SEE HEREIN		
Security - Sécurité This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.		

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required Accusé de réception requis	Yes - Oui <input type="checkbox"/>	No - Non <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		

REVISION 003

This revision is to publish Appendix A5 – Detailed Allocation of Points of Point Rated Technical Criteria – Long Service and Retirement Awards Program, Appendix B3 - Detailed Allocation of Points of Point Rated Technical Criteria – Instant Awards Program and to modify the Request for Standing Offers (RFSO) as follows:

1. PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION, section 4.2 Basis of Selection, 4.2.1 Highest Combined Rating of Technical Merit and Price, For the Long Service and Retirement Awards Program

DELETE: C. obtain the required minimum of 497 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 710 points; and

INSERT: C. obtain the required minimum of 422.10 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 603 points; and

2. PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION, section 4.2 Basis of Selection, 4.2.1 Highest Combined Rating of Technical Merit and Price, For the Instant Awards Program

DELETE: C. obtain the required minimum of 442.40 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 632 points; and

INSERT: C. obtain the required minimum of 456.40 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 652 points; and

3. ANNEX A – STATEMENT OF WORK – LONG SERVICE AND RETIREMENT AWARDS PROGRAM, Section 5.2.4 Long Service - Certificates

DELETE: in its entirety.

INSERT: All recipients at career milestones from 5 to 20 years of service must have the choice of the following:

- a permanent plaque, and/or
- a certificate paper, and/or
- an electronic certificate.

All recipients for whom the career milestone is 25 years or greater must have the choice of the following:

- an addition to the permanent plaque, and/or
- a framed certificate, and/or
- an electronic certificate.

Certificate paper, framing design and materials must be approved by OCHRO. The electronic version of the certificate must use the same design as the paper certificate and be provided in high resolution as well as in the most popular, easily and freely accessible formats.

The certificate must:

- be 8½ inches by 11 inches in size;
- be printed on paper that is of high quality and ecologically friendly;
- be framed with a sustainable wood, including a glass pane and have a minimum MSRP of \$45.00 for 25 years and 30 years of service and a MSRP of \$75.00 for 35 years or more years of service;
- bear the name of the recipient, the number of years;
- include the signatures of the Prime Minister and the deputy head;
- include the Canada wordmark and corporate signature, in accordance with clause 4.1;
- provide a different design element for each career milestone representing the number of years of service;
- be personalized for each recipient;
- be available in equivalent formats in both official languages; and,
- be provided in the official language selected by the recipient.

Sample signatures of the Prime Minister and the deputy head will be provided to the contractor, who will be responsible for keeping the signatures in a secure location.

On request, the contractor must provide a Braille version of the certificate.

In the event that a recipient is eligible to receive a framed certificate, it will be framed without glass, if a Braille version of the certificate is requested as per above.

In the event that the Government of Canada wishes to recognize a special event or celebration, upon request, the contractor must provide the additional logo in physical and electronic versions so that it can be added to the permanent plaques or certificates, at no additional cost to Canada.

4. APPENDIX A2 – POINT RATED TECHNICAL CRITERIA

DELETE: LONG SERVICE AND RETIREMENT AWARDS (Maximum 710 points / Minimum 497 points)
a) GIFTS: Long Service Awards (Maximum 513 points / Minimum 359.10 points)

INSERT: LONG SERVICE AND RETIREMENT AWARDS (Maximum 603 points / Minimum 422.10 points)
a) GIFTS: Long Service Awards (Maximum 411 points / Minimum 287.70 points)

5. APPENDIX A2 – POINT RATED TECHNICAL CRITERIA, Section e) CERTIFICATES: Long Service Awards

DELETE: in its entirety.

INSERT: e) CERTIFICATES: Long Service Awards (Maximum 25 points / Minimum 17.50 points)

One (1) sample of the certificate for each of the long service milestone identified as per Section 5.2.4 of Annex A – Statement of Work - Long Service and Retirement Awards Program must be provided. For the 25 and 35 years of service, the certificate must be framed with a sustainable wood (NOTE: Final choice to be approved by OCHRO should the offer be successful).

The total number of certificate that will be evaluated is seven (7): four (4) must be in English and three (3) must be in French.

The total number of frames that will be evaluated is two (2): one (1) for 25 years of service in English and one (1) for 35 years or more years of service in French.

An example of the electronic version of the certificate must be provided as a written description which details the resolution(s) and formats to be used.

NOTE: Where the sample is identified to have a MSRP value, a letter (on letterhead) (one (1) hard copy and one (1) soft copy) must be submitted with the sample which certifies the MSRP value of the item.

The sample certificates for the long service milestones will be assessed based on the following criteria:

Certificate:

- Appearance (A): overall appearance and presentation (Maximum of 1 point)
- Quality of the paper (Q) (Maximum of 1 point)
- Type of paper (T) (Maximum of 1 point)

Frame:

- Type of the framing (F) (Maximum of 1 point)
- Quality of the framing material (M) (Maximum of 1 point)

Point Scale: 1- Excellent; .75-Good; .50-Fair; .25-Weak; 0 = Not met.

(Excellent = Meets or exceeds all expectations; Good = Meets most expectations; Fair = Meets some expectations; Weak = Barely meets expectations; Not met = Did not meet expectations).

6. APPENDIX A2 – POINT RATED TECHNICAL CRITERIA, Section f) CERTIFICATES: Retirement Awards

DELETE: in its entirety.

INSERT: f) CERTIFICATES: Retirement Awards (Maximum 24 points / Minimum 16.80 points)

Three (3) samples of the certificate for each retirement grouping (with and without frame) as per section 6.2 of Annex A – Statement of Work - Long Service and Retirement Awards Program must be provided in English, French and Braille.

The total number of certificates that will be evaluated is six (6): two (2) must be in English, two (2) must be in French and two (2) must be in braille (either English or French).

The total number of frames that will be evaluated is three (3): one (1) must be in English, one (1) must be in French and one (1) must be in braille (either English or French).

NOTE: Where the sample is identified to have a MSRP value, a letter (on letterhead) (one (1) hard copy and one (1) soft copy) must be submitted with the sample which certifies the MSRP value of the item. The sample certificates for each retirement grouping will be assessed based on the following criteria:

Certificate:

- Appearance (A): overall appearance and presentation (Maximum of 1 point)
- Quality of the paper (Q) (Maximum of 1 point)
- Type of paper (T) (Maximum of 1 point)

Frame:

- Type of the framing (F) (Maximum of 1 point)
- Quality of the framing material (M) (Maximum of 1 point)

Point Scale: 1- Excellent; .75-Good; .50-Fair; .25-Weak; 0 = Not met. (Excellent = Meets or exceeds all expectations; Good = Meets most expectations; Fair = Meets some expectations; Weak = Barely meets expectations; Not met = Did not meet expectations).

7. APPENDIX A2 – POINT RATED TECHNICAL CRITERIA, Section i) PACKAGING:

DELETE: in its entirety.

INSERT: **i) PACKAGING: (Maximum 31 points / Minimum 21.70 points)**

One (1) sample presentation packaging will be assessed by component elements as they would be assembled into award packages as a “kit.” The Long Service Award package must consist of: a gift; a boxed plaque; a box framed certificate; a boxed pin; a letter of congratulations; and, a reusable presentation bag.

The following criteria will form the basis of assessment:

Gift/Plaque/Pin/Certificate/Letter:

- Appearance (A): (Maximum of 1 point);
- Protection (P): (Maximum of 1 point);

- Recycled material (R): (Maximum of 1 point);
- Quality of materials (Q) (Maximum of 1 point);
- Minimizes waste (W) (Maximum of 1 point).

Point Scale: 1- Excellent; .75-Good; .50-Fair; .25-Weak; 0 = Not met.

(Excellent = Meets or exceeds all expectations; Good = Meets most expectations; Fair = Meets some expectations; Weak = Barely meets expectations; Not met = Did not meet expectations).

Reusable presentation bag:

- Appearance (A) size, colour, dimensions (Maximum of 2 points)
- Design (D) graphic treatment and functionality (Maximum of 2 points)
- Quality (Q) material proposed for use (Maximum of 2 points)

Point Scale: 2- Excellent; 1.5-Good; .1-Fair; .50-Weak; 0 = Not met.

(Excellent = Meets or exceeds all expectations; Good = Meets most expectations; Fair = Meets some expectations; Weak = Barely meets expectations; Not met = Did not meet expectations).

8. APPENDIX B2 – POINT RATED TECHNICAL CRITERIA

DELETE: INSTANT AWARDS (Maximum: 596 points / Minimum: 417.20 points)
a) GIFTS: (Maximum: 540 points / Minimum 378 points)

INSERT: INSTANT AWARDS (Maximum: 652 points / Minimum: 456.40 points)
a) GIFTS: (Maximum 576 points / Minimum 403.20 points)

9. APPENDIX B2 – POINT RATED TECHNICAL CRITERIA, Section b) DONATIONS

DELETE: b) DONATIONS: (Maximum 30 points / Minimum 21 points)

INSERT: b) DONATIONS: (Maximum 60 points / Minimum 42 points)

10. APPENDIX B2 – POINT RATED TECHNICAL CRITERIA, Section c) PACKAGING:

DELETE: in its entirety.

INSERT: **c) PACKAGING: (Maximum 16 points / Minimum 11.20 points)**

One (1) sample presentation packaging will be assessed by component elements as they would be assembled into award packages as a “kit.” The Instant Award package must consist of: a gift, and a reusable presentation bag.

The following criteria will form the basis of assessment:

Gift:

- Appearance (A): (Maximum of 2 points);
- Protection (P): (Maximum of 2 points);
- Recycled material (R): (Maximum of 2 points);
- Quality of materials (Q) (Maximum of 2 points);
- Minimizes waste (W) (Maximum of 2 points);

Reusable presentation bag:

- Appearance (A) size, colour, dimensions (Maximum of 2 points);
- Design (D) graphic treatment and functionality (Maximum of 2 points);
- Quality (Q) material proposed for use (Maximum of 2 points);

Point Scale: 2- Excellent; 1.5-Good; .1-Fair; .50-Weak; 0 = Not met.

(Excellent = Meets or exceeds all expectations; Good = Meets most expectations; Fair = Meets some expectations; Weak = Barely meets expectations; Not met = Did not meet expectations.

11. ANNEX C1 – PRICING – LONG SERVICE AND RETIREMENT AWARDS PROGRAM

DELETE: Excel file: annex_c1-pricing-long_service_and_retirement.xlsx

INSERT: Excel file: annex_c1-pricing-long_service_and_retirement-rev001.xlsx

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPENDIX A5 – DETAILED ALLOCATION OF POINTS OF POINT RATED TECHNICAL CRITERIA - LONG SERVICE AND RETIREMENT AWARDS PROGRAM

TOTAL MAXIMUM POINTS:	603
TOTAL MINIMUM POINTS:	422.10

POINTS ALLOCATION OF POINT RATED TECHNICAL CRITERIA - LONG SERVICE														
Section in Appendix A2	Gifts	Points	YEARS OF SERVICE											
			5		10		15		20		25		30	
			Qty of samples	Total points per years of service	Qty of samples	Total points per years of service	Qty of samples	Total points per years of service	Qty of samples	Total points per years of service	Qty of samples	Total points per years of service	Qty of samples	Total points per years of service
a	Category 1	3	2	6	2	6	2	6	2	6	3	9	3	9
	Category 2	2	2	4	2	4	2	4	2	4	3	6	3	6
	Category 3	3	2	6	2	6	2	6	2	6	3	9	3	9
	Category 4	2	2	4	2	4	2	4	2	4	3	6	3	6
	Category 5	2	2	4	2	4	2	4	2	4	3	6	3	6
	Category 6	2	2	4	2	4	2	4	2	4	3	6	3	6
	Category 7	2	2	4	2	4	2	4	2	4	3	6	3	6
	Category 8	2	2	4	2	4	2	4	2	4	3	6	3	6
	Green option	2	2	4	2	4	2	4	2	4	3	6	3	6
	Subtotal points	3	5	15	5	15	5	15	5	15	5	15	5	15
	Maximum points			51		51		51		51		69		69
	Minimum points (70%)													411
														287.70

POINTS ALLOCATION OF POINT RATED TECHNICAL CRITERIA - RETIREMENT

Section in Appendix A2	Gifts	Points	YEARS OF SERVICE		
			10 - 20		25 +
			Qty of samples	Total points per grouping of years of service	Total points per grouping of years of service
b	Gifts	2	10	20	20
	Subtotal points			20	20
	Maximum points				40
	Minimum points (70%)				28

POINTS ALLOCATION OF POINT RATED TECHNICAL CRITERIA - RETIREMENT

Section in Appendix A2	Certificate	Points	YEARS OF SERVICE		
			10 - 20		25 +
			Qty of samples	Total points	Total points
f	Certificate (English)	3	1	3	1
	Certificate (French)	3	1	3	1
	Certificate - Braille (EN or FR)	3	1	3	1
	Framed certificate	2	1	2	1
	Framed certificate - Braille (EN or FR)	2	1	2	0
	Subtotal points		13		11
	Maximum points				24
	Minimum points (70%)				16.80

POINTS ALLOCATION OF POINT RATED TECHNICAL CRITERIA - LONG SERVICE AND RETIREMENT

Section in Appendix A2	Letter of Congratulations	Points	Qty of samples	Total points
g	Letter (EN - LS)	2	1	2
	Letter (FR - LS)	2	1	2
	Letter (EN - Ret.)	2	1	2
	Letter (FR - Ret.)	2	1	2
	Maximum points		8	
	Minimum points (70%)		5.60	

POINTS ALLOCATION OF POINT RATED TECHNICAL CRITERIA - LONG SERVICE AND RETIREMENT

Section in Appendix A2	Pin	Points	Qty of samples	Total points
h	Pin - LS	4	1	4
	Pin - Ret.	4	1	4
	Pin design - LS	2	6	12
	Pin design - Ret.	2	1	2
	Maximum points		22	
		Minimum points (70%)		15.40

POINTS ALLOCATION OF POINT RATED TECHNICAL CRITERIA - LONG SERVICE AND RETIREMENT

Section in Appendix A2	Packaging	Points	Qty of samples	Total points
i	Gift	5	1	5
	Permanent Paque	5	1	5
	Pin	5	1	5
	Framed certificate	5	1	5
	Letter of congratulations	5	1	5
	Reusable presentation bag	6	1	6
	Maximum points			31
Minimum points (70%)			21.70	

APPENDIX B3 – DETAILED ALLOCATION OF POINTS OF POINT RATED TECHNICAL CRITERIA - INSTANT AWARDS PROGRAM

TOTAL MAXIMUM POINTS:	652
TOTAL MINIMUM POINTS:	456.40

Section in Appendix B2	Gifts	Points	POINTS ALLOCATION OF POINT RATED TECHNICAL CRITERIA																				
			LEVEL																				
			1		2		3		4		5		6		7		8		9				
		Qty of samples	Total points per level	Qty of samples	Total points per level	Qty of samples	Total points per level	Qty of samples	Total points per level	Qty of samples	Total points per level	Qty of samples	Total points per level	Qty of samples	Total points per level	Qty of samples	Total points per level	Qty of samples	Total points per level				
a	Gift	4	11	44	11	44	10	40	10	40	10	40	10	40	10	40	10	40	10	40			
	Green option	2	2	4	2	4	2	4	2	4	2	4	2	4	2	4	2	4	2	4			
	Gift-cards	4	4	16	4	16	5	20	5	20	5	20	5	20	5	20	5	20	5	20			
	Subtotal points			64		64		64		64		64		64		64		64		64			
Maximum points			64															64		64		576	
Minimum points (70%)																				403.20			

Section in Appendix B2	Donation	Points	Qty of samples	Total points
b	Donation-certificate in English	30	1	30
	Donation-certificate in French	30	1	30
	Maximum points	60		
	Minimum points (70%)	42		

Section in Appendix B2	Packaging	Points	Qty of samples	Total points
c	Gift	10	1	10
	Reusable presentation bag	6	1	6
	Maximum points			16
	Minimum points (70%)			11.20