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**K1A 0S5**

**Bid Fax: (819) 997-9776**

**Revision to a Request for a Standing Offer**

**Révision à une demande d'offre à commandes**

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

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**

Commercial Acquisitions & Fast Track Procurement  
Div/Div des Acquisitions commerciales et achats en  
régime accéléré  
L'Esplanade Laurier,  
East Tower 7th Floor  
140 O'Connor, Street,  
Ottawa  
Ontario  
K1A 0R5

<b>Title - Sujet</b> Office Paper/ Papier de bureau	
<b>Solicitation No. - N° de l'invitation</b> E60PD-19PAPR/B	<b>Date</b> 2019-09-09
<b>Client Reference No. - N° de référence du client</b> E60PD-19PAPR	<b>Amendment No. - N° modif.</b> 001
<b>File No. - N° de dossier</b> pd150.E60PD-19PAPR	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PD-150-77619	
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale 2019-08-23	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-10-07</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Fulham, Veronique	<b>Buyer Id - Id de l'acheteur</b> pd150
<b>Telephone No. - N° de téléphone</b> (343) 550-1625 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> 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**

<b>Acknowledgement copy required</b>	<b>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
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)		
<b>For the Minister - Pour le Ministre</b>		

Solicitation No. - N° Sollicitation E60PD-19PAPR/B	Amd/Amend 01	Buyer - Id de l'acheteur Pd150
File No. - N° du dossier E60PD-19PAPR		Client Ref. No. - N° de ref. du client

*This amendment is raised to answer questions raised by the Industry;*

1. *Answer questions raised by Industry;*
2. *Modify Part 7- Standing Offer and Resulting Contract Clauses, article A. Standing Offer, sub-article A7.9 Authorized Users, sub-article A7.9.2 Provincial/Territorial Identified Users;*
3. *Modify Part 3- Offer Preparation Instructions, article 3.1 Offer Preparation Instructions, sub-article 8) Quebec Region;*
4. *Modify Part 7- Standing Offer and Resulting Contract Clauses, article B. Resulting Contract Clauses, sub-article B7.3 Term of Contract, sub-article B7.3 Missed Deliveries, point b);*
5. *Modify Part 4- Evaluation Procedures and Basis of Selection, article 4.1 Evaluation Procedures, sub-article 4.1.1 Technical Evaluation, sub-article 4.1.1.1 Mandatory Technical Criteria.*

\*\*\*\*\*

**1. Answer questions raised by Industry**

**Question 001:**

Would Canada please provide a spend report broken by SKU and delivery type, by region, by general stream and PSAB stream?

**Answer 001:**

PSPC is currently compiling this information and will be available in an upcoming amendment.

**Question 002:**

Please clarify in A7.4 Official Languages Act. It lists Atlantic Canada as a designated bilingual region however section 3.1 indicates that only the Atlantic provinces of New Brunswick and PEI are bilingual.

**Answer 002:**

The regions of Canada prescribed under subsection 35(2) of the Official Languages Act are as follows:

- i. The National Capital Region;
- ii. The Province of New Brunswick;
- iii. The bilingual region of Montreal;
- iv. The bilingual regions of "other parts of Quebec";
- v. The bilingual region of Eastern Ontario; and
- vi. The bilingual region of Northern Ontario.

The link provided below demonstrates the regions mentioned above, in addition to sub-regions:  
<https://www.canada.ca/en/treasury-board-secretariat/services/values-ethics/official-languages/list-bilingual-regions-canada-language-of-work-purposes.html>

Canada may also add regions where bilingual services are required.

**Question 003:**

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In section A7.10.1, subsection 3 please clarify what is required in the second bullet point "statement that incorporates the terms and conditions of the Standing Offer".

**Answer 003:**

Below is an example of the information required which was taken from the 942 942 Call-up Against a Standing Offer Form.

**To the supplier:** The Standing Offer identified below is accepted as follows: You are required to supply the goods or services, or both, shown below at the prices or on the pricing basis stated and in accordance with the other conditions stated in the standing offer. Only goods or services, or both, included in the standing offer will be supplied in the call-up against the standing offer

**Question 004:**

Would Canada please confirm that the cost of delivery is to be incorporated into the price per pack on the EFOT and is not a separate line as in the current contract E60PD-17PAPR?

**Answer 004:**

The cost of delivery is to be incorporated into the price per pack on the EFOT and will not be a separate line as in the current Standing Offer E60PD-17PAPR.

**Question 005:**

If the cost of delivery is now incorporated into the price per pack on the EFOT, how would we determine the additional charge that may be applied as described in Missed Deliveries section B7.3.4 item b?

**Answer 005:**

PSPC has made modifications to this clause and will be reflected in point 4. of this solicitation amendment.

**Question 006:**

Referring to paragraph 1.21 which identifies 7 provincial governments and their institutions as authorized users

- 1) Has Canada considered the medium and long term impacts of concentrating all the business from this contract under a single vendor in each region?
- 2) Will Canada reflect on awarding the contract to more than one qualified supplier per region, and ranking qualified suppliers?

**Answer 006:**

- 1) This question has been considered for this iteration of the Standing Offer.
- 2) For this iteration of the Paper Standing Offer, the Standing Offers are awarded on a single region basis based on the postal codes. Canada will continue to consider on the best approach on the way forward for the next iteration of the Standing Offer.

**Question 007:**

<b>Solicitation No. - N° Sollicitation</b> E60PD-19PAPR/B	<b>Amd/Amend</b> 01	<b>Buyer - Id de l'acheteur</b> Pd150
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On page 11 of the RFSO: "Offerors should state in their technical offer which region(s) they are submitting an offer: Québec Region: All localities within the province of Quebec with postal codes beginning with the letters G, H and J excluding those identified as being part of the National Capital Area – NCA". Can you please tell me the number of delivery addresses in Quebec and if possible, the number of monthly deliveries?

**Answer 007:**

As part of the quarterly reporting, PSPC only asks for the client's postal code where the goods were delivered. PSPC is currently compiling this information and will be available in an upcoming amendment.

**Question 008:**

On page 24/25 of the RFSO:" The following Provincial/Territorial Identified Users are the only entities authorized to make Call-ups against this Standing Offer". The province of Quebec is not listed. Could you provide clarification?

**Answer 008:**

The requirement includes the supply and delivery of bond office paper to Federal Identified Users, Provincial/Territorial Identified Users, and MASH entities (Optional Users). Federal Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown Corporation listed in schedules I, I.1, II, III of the Financial Administration Act R.S., 1985, c. F-11. As these Federal Identified Users are located across Canada, pricing is requested for all regions. The entities mentioned on page 24/25 are the Provincial/Territorial and MASH entities that have expressed their interest in using the Standing Offer.

The remaining provincial/territorial governments have advised that they show no interest in PSPC's Standing Offer at this time, including the province of Quebec.

Under the terms of our agreement with the provinces, in order for a MASH (Municipal, Academic, School, or Hospital) entity to participate to the Standing Offer as an Authorized User, the Provincial government must grant authorization to the entity. The provincial Government of Quebec has not, at this time, expressed its interest in using the Standing Offer.

**Question 009:**

Would you be able to supply us volumes for each product by location and if you can also let us know the split of 30% recycled and 100%.

**Answer 009:**

PSPC is currently compiling this information and will be available in an upcoming amendment.

**Question 010:**

Are you able to send us a list of delivery locations for each Region?

**Answer 010:**

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All delivery locations included within the quarterly reports provided by the Standing Offer Holders are listed only by postal codes. Canada cannot provide a list of specific delivery locations for each region. PSPC is currently working on compiling information which can address your question and will be available in an upcoming amendment.

**Question 011:**

Can you share who the current supplier is for the current tender?

**Answer 011:**

The current Standing Offer Holders for Office Paper E60PD-17PAPR are:

- Grand & Toy
- Staples Business Advantage

**Question 012:**

I was hoping you could provide data showing usage quantities by region for all paper types listed in bid E60PD-19PAPR/A.

**Answer 012:**

PSPC is currently compiling this information and will be available in an upcoming amendment.

**Question 013:**

I am requesting clarification, I need to know if strictly on white paper or coloured paper too. Also can you confirm the quantities required?

**Answer 013:**

As per the electronic attachment at Annex C- Electronic Financial Offer Template, line items 7, 8 and 9 are coloured paper.

As stated in article 1.2.1 Requirement of Part 1 this is a Request for Standing Offer, no firm quantities are requested. Standing Offers will be awarded on a region by region basis where Authorized Users can order office paper on an "as and when requested" basis.

**2. *Modify Part 7- Standing Offer and Resulting Contract Clauses, article A. Standing Offer, sub-article A7.9 Authorized Users, sub-article A7.9.2 Provincial/Territorial Identified Users.***

Part 7- Standing Offer and Resulting Contract Clauses, article A. Standing Offer, sub-article A7.9 Authorized Users, sub-article A7.9.2 Provincial/Territorial Identified Users is hereby modified as follow:

**Delete:**

- Province of Manitoba, including Manitoba Hydro crown corporation as well as the following users:
  - Frontier School Division
  - Louis Riel School Division
  - St. James - Assiniboine School Division
  - River East School Division
  - Sunrise School Division

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- Winnipeg School Division
- Rural Municipality of Mountain
- Rural Municipality of Rockwood

**Insert:**

- Province of Manitoba, including Manitoba Hydro crown corporation as well as the following users:
  - Frontier School Division
  - Louis Riel School Division
  - St. James - Assiniboine School Division
  - River East School Division
  - Sunrise School Division
  - Winnipeg School Division
  - Rural Municipality of Mountain
  - Rural Municipality of Rockwood
  - Lakeshore School Division
  - Red River Community College
  - Seven Oaks School Division

**3. Modify Part 3- Offer Preparation Instructions, article 3.1 Offer Preparation Instructions, sub-article 8) Quebec Region;**

Part 3- Offer Preparation Instructions, article 3.1 Offer Preparation Instructions, sub-article 8) Quebec Region is hereby deleted in its entirety and replaced with the following:

**Insert:**

- 8) Québec Region (Bilingual):** All localities within the province of Quebec with postal codes beginning with the letters G, H and J excluding those identified as being part of the National Capital Area – NCA.

**4. Modify Part 7- Standing Offer and Resulting Contract Clauses, article B. Resulting Contract Clauses, sub-article B7.3 Term of Contract, sub-article B7.3 Missed Deliveries, point b);**

Part 7- Standing Offer and Resulting Contract Clauses, article B. Resulting Contract Clauses, sub-article B7.3 Term of Contract, sub-article B7.3 Missed Deliveries, point b) is hereby deleted in its entirety and replaced with the following:

**Insert:**

- b) An additional delivery charge may be applied by the Contractor (ceiling price), which can be found in Annex C- Electronic Financial Template (EFOT), under tab “Missed Delivery Charges”.

**5. Modify Part 4- Evaluation Procedures and Basis of Selection, article 4.1 Evaluation Procedures, sub-article 4.1.1 Technical Evaluation, sub-article 4.1.1.1 Mandatory Technical Criteria:**

**Insert:**

- h. The Offeror must submit a ceiling price for Missed Deliveries for Delivery Option 2 and Delivery Option 3, for each tier and, for each region the Offeror submits an offer. Pricing must be in Canadian dollars and be rounded to two decimals.

At the time of evaluation, Canada reserves the right to ensure that pricing is fair and reasonable. Upon request, the Offeror must provide proof which substantiates that the prices are fair and reasonable.

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The Offeror may use the table below to submit their Missed Delivery ceiling prices.

<b>Missed Delivery- Delivery Option 2 and Delivery Option 3</b>				
<b>Regions</b>	<b>Ceiling Price for Open Box</b>	<b>Ceiling Price for 1-39 boxes</b>	<b>Ceiling Price for 40-79 boxes</b>	<b>Ceiling Price for 80 + boxes</b>
National	\$	\$	\$	\$
Region 1	\$	\$	\$	\$
Region 2	\$	\$	\$	\$
Region 3	\$	\$	\$	\$
Region 4	\$	\$	\$	\$
Region 5	\$	\$	\$	\$
Region 6	\$	\$	\$	\$
Region 7	\$	\$	\$	\$
Region 8	\$	\$	\$	\$
Region 9	\$	\$	\$	\$
Region 10	\$	\$	\$	\$
Region 11	\$	\$	\$	\$
Region 12	\$	\$	\$	\$

**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.**