



Travaux publics et  
Services gouvernementaux  
Canada

Public Works and  
Government Services  
Canada

**TRANSLATION AND COMPARATIVE BILINGUAL REVISION SERVICES**

Request for Information (RFI)

January 2020

Letter of Interest: 40003-182196/A

**Amendment 001**

This document **is not** a request for proposal, request for quotation or call for tender notice. This document should not be considered as a formal commitment by Canada to issue a contract in the future.

**Canada**

Letter of Interest: 40003-182196/A

This amendment is being raised to clarify and modify some elements of the RFI.

In the attachment: [request for information 40003-182196\\_a - 24 december 2019 - english.docx](#)

DELETE SECTION 9 and Replace with:

#### **9. Response Closing Date**

Responses to this RFI must be submitted on or before **January 17, 2020 14:00 EST**.

DELETE SECTION 10 and Replace with:

#### **10. Industry one-on-one meetings**

**Only suppliers who respond to this RFI process in writing may also register to participate in a one-on-one meeting to present their response to the ATSSC and PWGSC representatives.**

These one-on-one meetings will be for a maximum duration of an hour and will be held on the date and at the time indicated by the Contracting Authority following respondent registration. We expect to hold these one-on-one meetings between **January 21, 2020 and January 24, 2020**. The one-on-one meeting times and date will be set for each registered respondent on a first come, first served basis. To register, please send an email to the Contracting Authority in that regards.

Respondents are responsible for confirming the date and time of their meeting and to confirm their attendance with the Contracting Authority. Respondents are asked to kindly refrain from using one-on-one meetings as a forum for marketing purposes.

All substantive questions and answers that are discussed during these meetings could be documented and made available to the respondents participating in the Engagement process.

**Please note that one-on-one meetings will be conducted via teleconference.**

It is not required to participate in the one-on-one meeting in order to present a response to this RFI, nor any other resulting request for proposals.

In the attachment: [sow english annex b.docx](#)

DELETE SECTION 7.3 and replace with:

#### **7.3 Unsatisfactory documents (Translation or Comparative Bilingual Revision)**

All deliverables and services rendered under this requirement are subject to inspection by the Business Unit's Project Authority or designated representative. Should any deliverable not be to the satisfaction of the Project Authority or designated representative as submitted, said Project Authority or representative has the right to request correction before payment is authorized.

If the Contractor submits unsatisfactory translations or CBRs that contain more errors than described in 7.2, ATSSC may at its sole discretion exercise its rights, including, but not limited to the following:

- a. Returning the submitted work to the Contractor to be redone at no additional cost to the Business Unit. The work to be redone must be performed within the timeframe stipulated by the Business Unit and the Contractor will be responsible for meeting the deadline;
- b. Requiring the submitted work to be redone, at no additional cost to the Business Unit, by another translator of the Contractor in the case of unsatisfactory translations or by another reviser of the Contractor in the case of unsatisfactory CBRs. The Business Unit will inform the Contractor that the work submitted was unacceptable and that payment will not be authorized until the work is redone to the satisfaction of the Business unit's Project Authority or designated representative;
- c. Requesting subsequent translation services from the second Contractor for a period of ninety (90) calendar days
- d. Terminating the contract for default.

The submitted work will be sent back to the Contractor for adjustment at no additional cost to the Business Unit if the Contractor:

- delivers a text that was created with a different software than was used for the source text
- fails to respect the format, the style and the layout of the source document
- fails to protect the accessibility features for the visually impaired that were included in the original document by not working on the original text in the "overwrite" mode in the word processing software.

The adjustment must be performed within the timeframe stipulated by the Business Unit and the Contractor will be responsible for meeting the deadline.

**All other terms and conditions remain unchanged**