



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

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

**SOLICITATION AMENDMENT  
MODIFICATION DE L'INVITATION**

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**

Communication Procurement Directorate/Direction de  
l'approvisionnement en communication  
360 Albert St./ 360, rue Albert  
12th Floor / 12ième étage  
Ottawa  
Ontario  
K1A 0S5

<b>Title - Sujet</b> File Folders - Printed & Fabricated	
<b>Solicitation No. - N° de l'invitation</b> 5X001-190189/A	<b>Amendment No. - N° modif.</b> 003
<b>Client Reference No. - N° de référence du client</b> 5X001-19-0189	<b>Date</b> 2020-02-19
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CW-010-78403	
<b>File No. - N° de dossier</b> cw010.5X001-190189	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-02-27</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Gagné, Kathleen	<b>Buyer Id - Id de l'acheteur</b> cw010
<b>Telephone No. - N° de téléphone</b> (613) 990-9189 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> See herein	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**The purpose of this amendment is to:**

**A) Extend the Request for Proposal closing date:**

**From: February 21, 2020 at 2:00 p.m. EST**  
**To: February 27, 2020 at 2:00 p.m. EST**

**B) Respond to Bidder's Questions**

**Question 1:**

The specification listed for items # 20 through # 27 inclusive is for White SBS 15 point stock. May we substitute standard 15 point white file folder stock in its place? All of the other requirements would be met, and in addition, the price on these items would be reduced.

**Response 1:**

White SBS 15 point stock or substitute standard white 15 point stock is good for items # 20 through # 27. **Both** could be used.

**Question 2:**

Are you able to share as to who the incumbent provider is?

**Response 2:**

There is currently no contract in place for this requirement. The previous contract notice (5X001-140787) is available publicly on the BuyandSell.gc.ca site. Please note that the requirements of the previous contract are not identical to the current Request for Proposal.

**Question 3:**

Are samples of these items available?

**Response 3:**

Physical samples are not currently available however, images of each style of folder will be included as an annex in a solicitation amendment.

**Question 4:**

M.1 CORPORATE EXPERIENCE M.1.1 "the bidder must demonstrate that it has been contractually bound to a minimum of two separate external clients with related folder experience."

Is this provision mandatory? We do print folders for many of our clients, just not under contract.

**Response 4:**

Proposals submitted by bidders must meet all the mandatory technical criteria of the Request for Proposal (RFP). No further consideration will be given to proposals not meeting all of the mandatory criteria.

For the purposes of this mandatory criterion, we indicate that the Bidder must have been "contractually bound" to a minimum of two separate external clients....". For the purposes of this mandatory criterion, contractually bound means that there is a legally enforceable agreement between two or more parties for the purchase of the stated services as specified in mandatory criterion M.1. It involves obligations on the part of the contractor which are normally expressed in writing. Contractual documents could include (but are not limited to) a call-up under a standing offer, a Purchase order, a contract, etc..

As indicated in the solicitation document, to meet the mandatory criteria, the experience of the Bidder must be work for which the Bidder was under contract to clients. In the case of a joint venture, the

Solicitation No. - N° de l'invitation  
5X001-190189/A  
Client Ref. No. - N° de réf. du client  
5X001-190189

Amd. No. - N° de la modif.  
003  
File No. - N° du dossier  
CW010. 5X001-190189

Buyer ID - Id de l'acheteur  
CW010  
CCC No./N° CCC - FMS No./N° VME

---

combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder. Failure by the Bidder to provide any of the required information in the proposal will be considered as not meeting the mandatory criterion.

**C) The ANNEX "B" BASIS OF PAYMENT – The MS Excel spreadsheet was previously replaced in its entirety.**

The revised Annex "B" Basis of Payment MS Excel spreadsheet **5X001-190189A-AnnexB-Eng-REV001** can be downloaded from the Buy and Sell website directly.

**The Bidder must ensure that it using the most up to date version of Annex “B” Basis of Payment.**

If your proposal has already been submitted it can be modified by submitting an amendment identified with file no. 5X001-190189/A to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the current amendment.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**