



Procurement and Contracting Services
30 Victoria Street
Gatineau, Quebec K1A 0M6

REQUEST FOR PROPOSAL AMENDMENT

The Request for Proposal is hereby amended; unless otherwise indicated, all other terms and conditions of the Request for Proposal remain the same.

RFP Amendment No.	RFP Amendment Date:
2	April 2, 2020
Office of the Chief Electoral Officer File No.	
ECCS-RFP-19-0828	
Title:	
EC50295 – Masking Tape	
Request for Proposal Closing Date:	
April 29, 2020 at 2:00 p.m. (Gatineau time)	
ENQUIRIES – address enquiries to the Contracting Authority:	
Office of the Chief Electoral Officer of Canada Procurement and Contracting Services 30 Victoria Street Gatineau, Quebec K1A 0M6 proposition-proposal@elections.ca	
Attention:	Email:
Chantal Sabourin	proposition-proposal@elections.ca

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal bearing number ECCS-RFP-19-0828 and dated March 30, 2020 (the “RFP”). This amendment hereby forms part of the RFP.
- 1.2** Unless defined herein or unless the context otherwise requires, all of the words and phrases defined in the RFP and used in this amendment shall have the same meanings assigned to them in the RFP.

Part 2. Questions and Answers

The following question(s) have been asked in response to the Request for Proposal and Elections Canada hereby answers as follows:

2.1 Question No. 3

Question:

Page 2 of 5 of ANNEX A – SPECIFICATIONS : 9. WEIGHT: 6 PT. (Cal. Tape)

Please clarify PT. is the abbreviation of which word;

Please clarify Cal. is the abbreviation of which word.

Answer:

There is an error in Section 9 of Specifications. It should read: “9. THICKNESS OF TAPE: 4.4 mil”.

Part 3. Amendments

3.1 Amendment to Annex A – Statement of Work of the Request for Proposal

The Request for Proposal is hereby amended by deleting in its entirety **Annex A – Statement of Work** and replacing it with the attached **Annex A – Statement of Work** (Revised April 2, 2020).



EC50295 Masking Tape

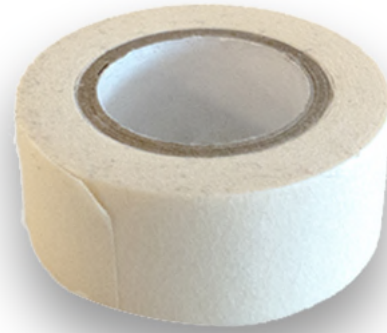
ANNEX A – SPECIFICATIONS

Revised April 2, 2020

SPECIFICATIONS

- 1. DESCRIPTION OF DELIVERABLE:** Custom manufacture of masking tape rolls to be used for general office use and to affix posters on various surfaces.
- 2. REFERENCE NUMBER:** EC 50295 (06/2018)
- 3. TITLE:** Masking Tape
- 4. QUANTITY:** 69,000 rolls
- 5. OVER:** *No over / No under*
Elections Canada will not pay an invoice for items received in excess of the quantity stipulated in this specification, nor will it pay the full amount when items are sent in lower quantities than requested. It is the supplier's responsibility to ensure that items are shipped in the correct quantities
- 6. TYPE:** Masking Tape – beige colour
- 7. SIZE OF TAPE:** 0.75" wide x 10 yards / 18mm x 9.144 m
Core: 1.5" or 1" acceptable
- 8. STOCK:** Masking Tape with environment friendly removable adhesive OR equivalent.
- 9. THICKNESS OF TAPE:** 4.4 mil
- 10. SAMPLE:** The supplier must provide a sample for approval before production.
- Please send to:
Elections Canada
Material Management, OFG,
30 Victoria St., Gatineau, QC, K1A 0M6.
Attention: Project Authority

11. IMAGE:



12. PACKAGING:

Put together in corrugated box with appropriate packaging to avoid crushing. Each box must be identically packaged and completely filled, i.e. they must all have the same number of rolls. Each box not to weigh more than 35lbs.

Clearly identify each box as to content in a minimum 20pt type size as indicated

Packaging Label:

<p>EC 50295 (06/2018) Masking Tape / Ruban adhésif Qty: XX rolls</p>

NOTE: Labeling of items going to the Distribution Centre must be exactly as indicated if not, they will not be accepted.

13. MANDATORY DELIVERY DATE: On or before but no later than July 6, 2020

Provided prior approval by the Project Authority, partial deliveries will be accepted but entire production must be delivered by **July 6, 2020**.

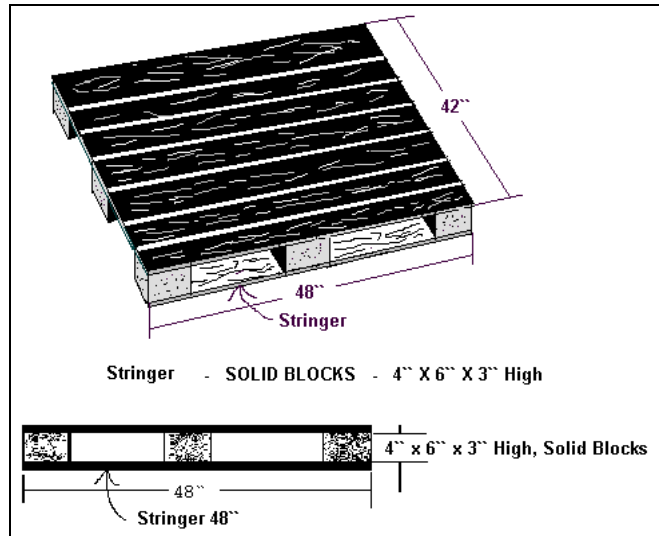
14. SHIPPING INSTRUCTIONS:

Ship on non-returnable shipping skids 48" wide by 42" deep not to exceed 54" high stacking height. The material must be accessible by hand-held hydraulic pallet movers.

15. SKIDS:

Brewery type skid – 4 way entry type, 48” wide by 42” deep, 3 stringers with three blocks, each running 48” long

NOTE: Items shipped to the Distribution Centre not on requested skids will not be accepted upon delivery.



16. DESTINATION:

Election Canada, Distribution Centre
100-440 Coventry Road, Ottawa Ontario K1K 2Y5

17. HOURS OF OPERATION :
(Ottawa time)

8 a.m. to 12:00 noon / 1:00 p.m. to 4:00 p.m.

A written notice that a load is coming is appreciated. Please send to:
DistributionCentre-Centrededistribution@elections.ca

18. INVOICE:

Please send your invoice to the following address:

Fawn-Dell Flanagan
Material Management, OFG
Elections Canada
30 Victoria Street
Gatineau, Quebec K1A 0M6

Or by e-mail:

gestiondumaterielSGF-materialmanagementSMS@elections.ca

It is the responsibility of the supplier to provide a valid tax registration number for: HST, GST and QST, as applicable. Elections Canada will not validate tax registration numbers. If applicable taxes are invoiced without a tax registration number(s), Elections Canada will not pay the applicable tax(es).

Invoices must indicate the Purchase Order number, if applicable, the Reference Number, the revision date and show any correction cost breakdown whenever it is applicable.

19. ADDITIONAL INFORMATION:

No change in these specifications will be accepted unless approved by the project authority.

Elections Canada must be informed of the cost of any author's alterations as soon as possible. A contract amendment must be made as soon as any changes affecting cost occur.

The printer is to return to Elections Canada a final electronic file properly identified with all or any corrections made at the proofing stage before invoices are approved for payment.

Wrapping and shipping instructions must be followed to the letter or the Distribution Centre may refuse to accept the shipment.