



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. 1	RFP Amendment Date: April 2, 2020
Office of the Chief Electoral Officer File No. ECLP-RFP-19-0835	
Title: EC50160 – Polling Place Pennant	
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: Luc Potvin	Email: proposition-proposal@elections.ca

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal bearing number ECLP-RFP-19-0835 and dated March 17, 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. 1

Question:

Regarding wrapping and packing, do you require both or only one of the two operations? Also packing in corrugated boxes 50 per, the required weight of each box must be less than 35lbs. We want to bring to your attention that the weight of each Polling Place Pennant is 3.18lbs, so according to the restrictions we are allowed to pack only 11 Polling Place Pennants per box. Please clarify.

Answer:

The wrapping and packaging should be as per the specifications in sections 11 and 12.

2.2 Question No. 2

Question:

In ANNEX A – Statement of Work
7. PRODUCTION: Stock: - caliper: 4 millimeters
Please confirm should be 4mil, not 4 millimeters

Answer:

There is an error in Section 7 – Production Stock in the Statement of Work. It should read “The thickness of the high density polyethylene yellow base plastic is **4 mil or 101.6 microns.**”

2.3 Question No. 3

Question:

Would it be possible to get either a sample mailed to us or an actual picture of the front, back and sides to help us accurately quote?

Answer:

In response to the COVID-19 situation, Elections Canada is taking additional measures to ensure that employees and our suppliers are provided with a safe and healthy environment. As a result, until further notice, we have suspended the sharing of samples related to our solicitations. We regret any inconvenience this may cause and it is hoped that you will continue to respond to our solicitations.

The image in Section 8 accurately represents the front of the pennant. There is no printing on the back.

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)**.



EC50160 – Polling Place Pennant

ANNEX A

Statement of Work

Revised on April 2, 2020

1. **DESCRIPTION OF DELIVERABLE:** Printing of an outside pennant

2. **REFERENCE NUMBER:** **EC 50160 (07/2018)**

3. **TITLE:** Polling Place Pennant

4. **QUANTITY:** 49,000 pennants

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. **SIZE:** Finish size: 19" wide x 30" long

7. **PRODUCTION:** **Style:** Polyethylene yellow base plastic pennant

Stock:

- High density Polyethylene yellow base plastic
- Thickness/caliper: 4 mil or 101.6 microns
- the plastic film must be yellow as close as possible to Pantone 108

NOTE: No substitute will be accepted

Printing:

- The Elections Canada logo, the text, the outline of the circle and the arrow prints black.
- The maple leaf in the logo remains yellow.
- The reference number and date located at the bottom right prints black.
- No printing on the back.

Ink: Black

8. IMAGE:



9. COMPONENT:

One high-resolution PDF supplied to the winning supplier.
A sample of the pennant is available upon request.

10. PROOF:

One high resolution proof on the polyethylene is required for approval before production.

Please send to:

Elections Canada
Material Management, OFG Directorate
30 Victoria Street
Gatineau (QC) K1A 0M6
Attention: Project Authority

11. WRAPPING:

In packages of 50, wrapped in a heavy stock kraft paper complete with cardboard stiffener on bottom to avoid curling. Clearly identify each package in a minimum 20 pt type size as follows:

Label on packaging:

<p><i>EC 50160 (07/2018)</i> <i>Polling Place Pennant / Fanion pour lieu de scrutin</i> <i>Qty/Qté – 50</i></p>
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NOTE: Labeling of items going to the Distribution Centre must be exactly as indicated. If not, they will not be accepted.

12. PACKAGING:

In corrugated boxes. Each box not to weigh more than 35 lbs. Clearly identify each box as to content in a minimum 20 pt type size.

Label on boxes:

<p><i>EC 50160 (07/2018)</i> <i>Polling Place Pennant / Fanion pour lieu de scrutin</i> <i>Qty/Qté – XX packages of 50</i></p>

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

13. QUOTE SUBMISSION:

Your quotation must show unit cost and must include the cost of:

- printing plates (if applicable);
- skids; and
- transportation fee.

**14. MANDATORY
DELIVERY DATE:**

On or before, but no later than July 15, 2020.

Provided prior approval by the Project Authority, partial deliveries will be accepted but entire production must be delivered by **July 15, 2020.**

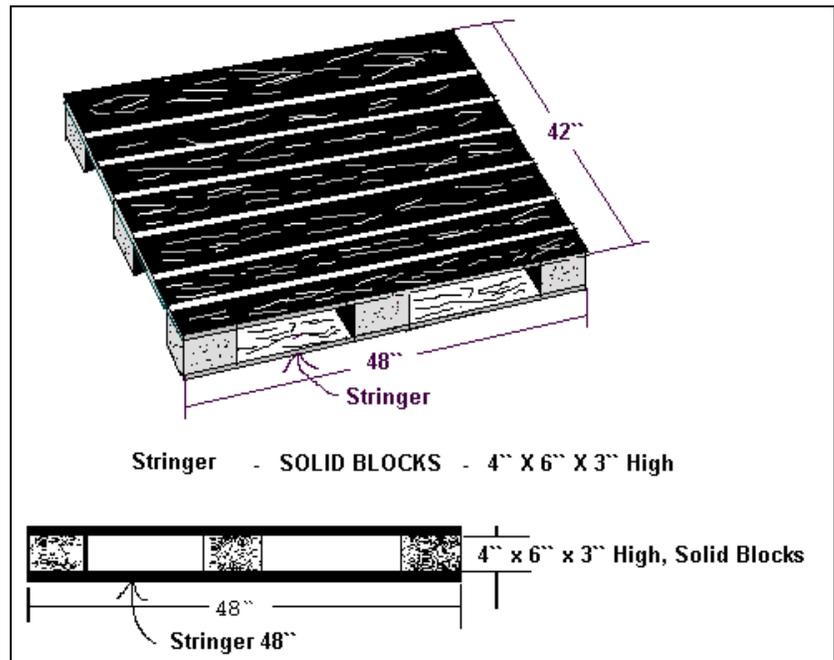
15. SHIPPING INSTRUCTIONS:

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.

16. 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.

**17. HOURS OF OPERATION:
(OTTAWA TIME)**

8 a.m. to 12:00 p.m. (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. DESTINATION:

Elections Canada Distribution Centre
100-440 Coventry Road, Ottawa (ON) K1K 2Y5

19. INVOICE:

Please send your invoice to the following address:

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

E-mail:

gestiondumatérielSGF-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.

20. 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.