



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 3, 2020
Office of the Chief Electoral Officer File No. ECLP-RFP-19-0819	
Title: EC10391 – Carbonless Paper (2 part – white/yellow Letter Format) and EC10396 – Carbonless Paper (3 part – white/yellow/ pink Legal Format)	
Request for Proposal Closing Date: April 28, 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	
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-19-0819 and dated March 12, 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:

For item 1 – 2 part Carbonless Letter size, can you confirm from previous tenders how many packages of paper were put per box? A standard box of NCR is approx. 50lb and a package is approx. 5lb

Answer:

The packaging of previous productions consisted of inserting 6 packages per box. The weight per box was approximately 30 lbs.

For this order, this represents 108 boxes of 6 packages, plus a small box containing the remaining 2 packages, for a total of 650 packages.

2.2 Question No. 2

Question:

For the duration of the contract, do you accept price increases? There are no manufacturers that hold prices for a period of 2 years with no increases. Will you accept increases during the period of the contract (i.e. March 31st 2022 with the other year options), if we supply a letter from the manufacturer that confirms any changes?

Answer:

There will be a price change mechanism that will be added to the resulting contract clauses.