



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 16, 2020
Office of the Chief Electoral Officer File No. ECCS-RFP-19-0810	
Title: EC50256 VIC Collection Bag	
Request for Proposal Closing Date: May 20, 2020 at 1:00 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: Chantal Sabourin	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 ECCS-RFP-19-0810 and dated March 18, 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:

We would respectfully request an extension on these 2 solicitations due to the fact that we are following Government guidelines for Covid-19.

Answer:

Please refer to Part 3. Amendments, Section 3.1 – Amendment to the closing date of the Request for Proposal.

2.2 Question No. 2

Question:

Is that possible to extend the delivery from July 6, 2020 to August 31, 2020? Due to exceptional circumstances of COVID-19, there are lots of global shipping/transportation issues.

Answer:

The delivery date has been extended to August 28, 2020.

Part 3. Amendments

3.1 Amendment to the closing date of the Request for Proposal

The Request for Proposal is hereby amended as follows:

On Page 1 of the RFP:

(A) Request for Proposal Closing Date:

Delete: April 29, 2020 at 2:00 p.m. (Gatineau time)

Insert: May 20, 2020 at 1:00 p.m. (Gatineau time)

(B) Elections Canada Proposal Receiving Unit:

New Temporary Business Hours:

Tuesday, Wednesday and Thursday from 9:00 a.m. to 1:00 p.m. only.

3.2 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 16, 2020).



EC 50256 – VIC Collection Bag

ANNEX A

Statement of Work

(Revised on April 16, 2020)

1. **DESCRIPTION OF DELIVERABLE** Paper bag with rectangular bottom and reinforced die-cut handles for ease of carrying.
2. **REFERENCE NUMBER:** **EC 50256 (08/2018)**
3. **TITLE:** VIC Collection Bag
4. **QUANTITY:** 65,000 bags
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. **PRODUCTION DETAILS:**
 - a) Stock: SAPPI, FLO Matte Cover, 80 lb / 9 pt or equivalent. Up to 25% post-consumer waste (PCW)
 - b) Stock colour: White
 - c) Dimensions: 12 ¾" high + 1" interior fold x 10 ¼" wide + 5" gusset (on each side and bottom)
 - d) Gusset: 5" gusset at the bottom and on each side
 - e) Insert: Bottom reinforced card, white or Kraft
 - f) Folding: 1" inside fold over top for reinforcement
 - g) Handle: Die-cut oval handles measuring 4" wide x 1 5/16" high. Reinforcement around the die-cut handle is not required.
 - h) Printing: Print black, on both sides (see image below for sample)
 - i) Ink: Black
7. **COMPONENT:** A high resolution PDF file of the die will be supplied. A sample of the bag is available upon request.

Refer to **Appendix A** for a visual of the die.

8. PROOF:

One proof/prototype is required using the specified material for approval before production. Please send to Elections Canada, OFG Directorate, 30 Victoria Street, Gatineau QC. K1A 0M6. Attention: **Project Authority**

9. IMAGE:



10. PACKAGING:

The supplier will be responsible for providing the corrugated shipping boxes.

Package in corrugated boxes. Each box not to weigh more than 35 lbs.

Packaging label: Clearly identify each box as to the content in a minimum 20 pt type size as follows:

EC 50256 (08/2018)
VIC Collection Bag / Sac pour la cueillette des CIÉ
Qty / Qté — XX bags / XX sacs

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

11. MANDATORY DELIVERY DATE:

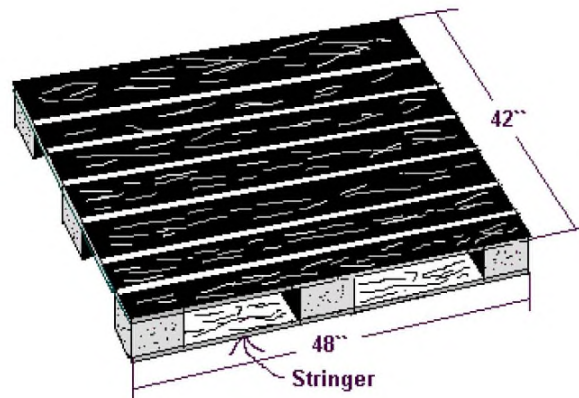
On or before, but no later than August 28th, 2020

Provided prior approval by the Project Authority, partial deliveries will be accepted, but entire production must be delivered by **August 28th, 2020.**

12. SHIPPING INSTRUCTIONS:

Skids

- a) Ship on non-returnable shipping skids measuring 48" wide by 42" deep, have three stringers with three blocks, each 48" in length;
- b) Each skid **must not** be higher than 54", including the skid;
- c) Each skid **must** have bottom boards and **must** be a brewery-type skid (four-way entry);
- d) Each skid **must** be shrink-wrapped;
- e) The material **must** be accessible by hand-held hydraulic pallet movers;
- f) Items shipped to 100-440 Coventry that are not on requested skids will not be accepted upon delivery.



Stringer - SOLID BLOCKS - 4" X 6" X 3" High



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

8 a.m. to 12:00 noon / 1:00 p.m. to 4:00 p.m.
Monday to Friday, excluding statutory holidays.

A written notice that a load is coming is appreciated. Please send to:

DistributionCentre-Centrededistribution@elections.ca

14. DESTINATION:

Elections Canada Distribution Centre

100-440 Coventry Road, Ottawa, Ontario K1K 2Y5

15. 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:

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.

16. 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.

APPENDIX A

Visual of the die

