



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. 4	RFP Amendment Date: April 16, 2020
Office of the Chief Electoral Officer File No. ECCS-RFP-19-0828	
Title: EC50295 – Masking Tape	
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-19-0828 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. 5

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 see Part 3- Amendments – Section 3.1 – Amendments to the closing date of the Request for Proposal

2.2 Question No. 6

Question:

Can we ship the complete quantities by July 6 2020 and get paid 30 days from time of delivery?

Answer:

Please refer to section 6.02 – Payment Period of Annex C – General Conditions – Services.

2.3 Question No. 7

Question:

Is the yellow highlighted for us to fill or is this for your office?

Answer:

The Bidder must fill out Part 7- Mandatory Technical Evaluation Criteria, Part 8 –

Financial Evaluation Criteria and Part 9 – Certificates.

2.4 Question No. 8

Question:

Do we need to supply our overseas supplier (subcontractor)? As you know this is privilege information.

Answer:

We would only require this information if your company was in Joint Venture with a subcontractor otherwise that information is not necessary.

2.5 Question No. 9

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 18, 2020.

2.6 Question No. 10

Question:

Thickness of tape 4.4 mil. Is this the thickness of the tape when it is rolled up not including the thickness of the cone?

Answer:

No, this refers to the thickness of the tape itself not the diameter of the roll.

2.7 Question No. 11

Question:

Is it possible to have price/unit of previous awarded contract based on same requirements?

Answer:

Elections Canada is not in a position to provide this kind of information.

2.8 Question No. 12

Question:

I am preparing to send it in and I am wondering how exactly you want this bound

Do you want each section bound separately or do you want each section as required (eg. technical for 4) bound together for 3 different bound booklets

Answer:

Only one copy is necessary for the Technical. Each section is to be sealed separately in different envelopes as identified in Section 3.01 Proposal Preparation Instructions.

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).



EC50295 Masking Tape

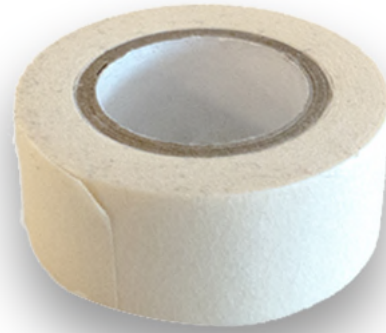
ANNEX A – SPECIFICATIONS

(Revised on April 16, 2020)

SPECIFICATIONS

- 1. DESCRIPTION OF DELIVERABLE:** Custom manufacture of masking tape rolls
- 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. WEIGHT:** 6 PT. (Cal. Tape)
- 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 August 18, 2020**

Provided prior approval by the Project Authority, partial deliveries will be accepted but entire production must be delivered by **August 18, 2020.**

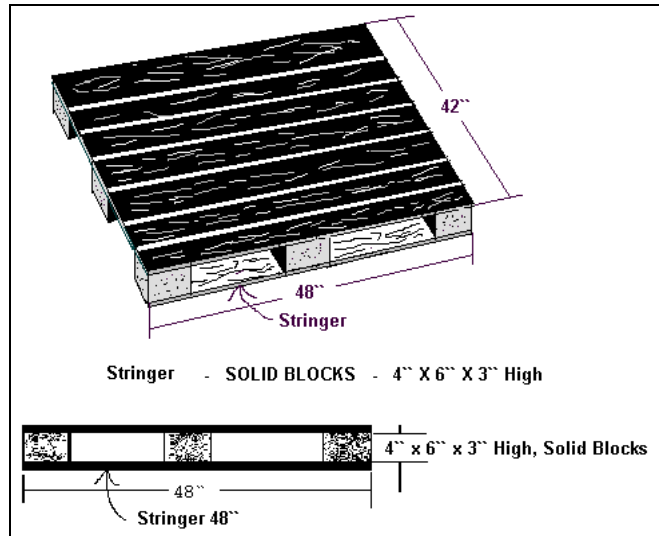
14. SHIPPING INSTRUCTIONS:

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.