



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Bid Receiving - PWGSC / Réception des soumissions -  
TPSGC

11 Laurier St./11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**SOLICITATION AMENDMENT  
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Communication Procurement Directorate/Direction de  
l'approvisionnement en communication  
360 Albert St./ 360, rue Albert  
12th Floor / 12ième étage  
Ottawa  
Ontario  
K1A 0S5

<b>Title - Sujet</b> File Folders - Printed	
<b>Solicitation No. - N° de l'invitation</b> 5X001-190189/C	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> 5X001-19-0189	<b>Date</b> 2020-05-07
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CW-010-78658	
<b>File No. - N° de dossier</b> cw010.5X001-190189	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-05-22</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Gagné, Kathleen	<b>Buyer Id - Id de l'acheteur</b> cw010
<b>Telephone No. - N° de téléphone</b> ( ) - ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> See herein	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation No. - N° de l'invitation  
5X001-190189/C  
Client Ref. No. - N° de réf. du client  
5X001-190189

Amd. No. - N° de la modif.  
001  
File No. - N° du dossier  
CW010. 5X001-190189

Buyer ID - Id de l'acheteur  
CW010  
CCC No./N° CCC - FMS No./N° VME

The purpose of this amendment is to extend the solicitation closing date and to respond to questions from offerors and to make the indicated revisions:

#### **PART A) EXTEND THE SOLICITATION CLOSING DATE**

From: May 12, 2020 at 2:00 p.m. EDT  
To: May 22, 2020 at 2:00 p.m. EDT

#### **PART B) RESPOND TO OFFEROR'S QUESTIONS:**

##### **Question 1:**

Can bidders request samples of Group 1 file folders?

##### **Response 1:**

Yes, samples of folders in Group #1 can be sent out to bidders at their own cost. All requests must be submitted in writing to the Contracting Authority (Kathleen.gagne@tpsgc-pwgsc.gc.ca and TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca) however, the end date of the solicitation will not be extended.

##### **Question 2:**

Regarding the Solicitation No. 5X001-190189/C, Annex B – Basis of Payment and financial proposal. Pricing is requested in quantities of:

100 to 500 units,  
501 to 1,000 units,  
1,001 to 5,000 units,  
5,001 to 10,000 units,  
10,001 units +

In all 8 tables for Group 1 and 8 tables for Group 2, at the top is specified: Various folder colours as specified in Annex "A" Statement of work.

Are the above quantities being priced per color? Or are the above quantities for a total of a mix of colors in one order?

For example: The three panel folders. If the order is for 1,000 (500 A.5.19 Warm Grey + 500 A.5.22 Salmon) would this be 2 X 500 price or the 1,000 price?

##### **Response 2:**

The pricing table is set up per item. For example the initial quantity required for Item 2 (Wallet style folder) is 4,000 and Item 5 (Wallet style folder) is 2,000. As such the pricing for both of these items would be derived in accordance with the 1,001 – 5,000 units price. However, the initial quantity for Item 6 (Wallet Style folder) is only 200 and as such the pricing would be in accordance with the unit pricing for the 100 – 500 units pricing.

This would be 2 x 500.

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### Question 3:

Can we submit our offers as hard copy (paper copy) to the PWGSC Bid Receiving Unit?

### Response 3:

Bid Receiving: Where possible, suppliers are encouraged to submit bids electronically using the Canada Post epost Connect application. This service allows suppliers to submit bids, offers and arrangements electronically to PSPC Bid Receiving Units. This online service enables the electronic transfer of large files up to Protected B level.

To use epost Connect, or to get more information on how to use it, please send an email to the national Bid Receiving Unit's generic address at:

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca).

**The physical location of the Bid Receiving Unit for the National Capital Region (NCR) remains open, but with very limited hours: Tuesday and Thursday from 2 to 3 pm (eastern time), and online Monday to Friday from 8 am to 4 pm (eastern time).** Suppliers can still leave their bids in the bid box outside the Bid Receiving Unit and complete the requested information on the sheet next to the bid box to obtain an electronic receipt.

References:

[https://www.tpsgc-pwgsc.gc.ca/comm/mc-cd/continue-continuity/index-eng.html#bid\\_receiving](https://www.tpsgc-pwgsc.gc.ca/comm/mc-cd/continue-continuity/index-eng.html#bid_receiving)

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2006/23#transmission-by-facsimile>

**ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION REMAIN UNCHANGED**