



## 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

## Revision to a Request for a Standing Offer

## Révision à une demande d'offre à commandes

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

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

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre 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> Standing Offer - envelopes	
<b>Solicitation No. - N° de l'invitation</b> EN578-201500/A	<b>Date</b> 2020-05-11
<b>Client Reference No. - N° de référence du client</b> EN578-201500	<b>Amendment No. - N° modif.</b> 004
<b>File No. - N° de dossier</b> cw001.EN578-201500	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CW-001-78629	
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale 2020-04-03	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-05-28</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> MPACE(CW), MIACE	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Telephone No. - N° de téléphone</b> (613) - ( )	<b>Buyer Id - Id de l'acheteur</b> cw001
<b>FAX No. - N° de FAX</b> ( ) -	
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> See herein	
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Acknowledgement copy required</b> <b>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

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

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

### **Question 1:**

Reference: Mandatory evaluation criteria in Annex G, Annex H, and Annex I

I would like to quote on the standing offer but I cannot make large size envelopes (Categories 4, 5 and 6).

I am concerned because the mandatory evaluation criteria included in Annex G indicate: "CATEGORIES 1, 4, AND 7"

- a) Does this mean that I must submit an offer for all 3 categories (categories 1, 4 and 7)?
- b) If I do not produce large envelopes (category 4) does this mean that I cannot submit an offer for any of the 3 listed categories?
- c) Does this mean that the only category that I can quote on is Annex I (categories 8 and 9) since annex G and Annex H have the larger size envelope within the grouping?

### **Response 1:**

- a) Offerors are to submit their offer in response to the Category or the Categories of their choice (1 – 9). Offers will be evaluated in accordance with the Category specific mandatory technical criteria for the category or categories for which the Offeror has submitted its Offer.

**In their offers, Offerors must clearly indicate the category or categories for which they are submitting an offer**

Each category will be evaluated individually. Offers must meet the mandatory technical criteria specified for the category or categories for which the Offeror submitted its Offer. No further consideration will be given to offers not meeting all of the mandatory criteria for which it has submitted its offer.

*For example:*

- **Annex G** includes the mandatory criteria that Offerors must meet if they are submitting an offer for any one (1) or more of the categories 1, 4 or 7. This means that the same evaluation criteria will be used to evaluate the Offeror's submission whether it is submitted for Category 1 only, or for Category 1 and Category 4 only, or for Category 1, 4 and 7, etc....

*The Offeror's response to the mandatory criteria M.1 and M.2 in Annex G can be the same for any one (1) or for all of categories 1, 4 or 7, however Offerors must clearly indicate the categories for which they are submitting an offer.*

- **Annex H** includes the mandatory criteria that Offerors must meet if they are submitting an offer for any one (1) or more of the categories 2, 3, 5 or 6. This means that the same evaluation criteria will be used to evaluate the Offeror's submission whether it is submitted for Category 2 only, or for Category 2 and Category 3 only, or for Category 5 only, or for Category 5 and Category 6 only, etc....

*The Offeror's response to the mandatory criteria in Annex H can be the same for any one (1) or for all of categories 2, 3, 5 or 6. Offerors must clearly indicate the categories for which they are submitting an offer.*

- **Annex I** includes the mandatory criteria that Offerors must meet if they are submitting an offer for Category 8 only, or for Category 9 only, or for Category 8 and 9.

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*The Offeror's response to the mandatory criteria in Annex I can be the same for any one (1) or for both of categories 8 or 9. Offerors must clearly indicate the categories for which they are submitting an offer.*

- b) Offerors may submit their offer for any one or more of the Category or the Categories of their choice (1 – 9).
- c) The evaluation criteria in Annex G and Annex H and Annex I are for any one (1) or more of the categories as identified for the Evaluation Grid included in each of the annexes (G, H or I).

*For example,*

*If the Offeror is submitting an offer for categories 1, 2, and 3 only, they must meet the mandatory criteria included in **both** Annex G and Annex H.*

*If the Offeror is submitting an offer for categories 7, 8 and 9, they must meet the mandatory criteria included in **both** Annex G and Annex I.*

*If the Offeror is submitting an offer for categories 2, 3, 5 and 6 they must meet the mandatory criteria included in Annex H.*

No further consideration will be given to offers not meeting all of the mandatory criteria for the category or categories for which the Offeror is submitting its offer.

#### **Question 2:**

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

#### **Response 2:**

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>

If the Offeror is submitting its offer as a paper copy, Offerors are responsible for entering their prices on the MS Excel spreadsheet, Annex B Basis of Payment and Pricing Schedule, distributed as an electronic attachment on the government electronic tendering site ([www.buyandsell.gc.ca](http://www.buyandsell.gc.ca)) and returning an electronic version of the completed spreadsheet, along with their offer in Excel and as a PDF file.

**Question 3:**

Annex B: We would like to submit pricing up to 100,000 on only some of the items. Will these prices be accepted if we do not complete the entire high quantity grid?

**Response 3:**

As stated in Part 4, section 4.1.2 *Financial Evaluation*, sub-section 4.1.2.1 *Mandatory Financial Criteria*: Offerors must offer prices for all items included in the Categories of their choice (1-9). Each Category (1-9) will be evaluated individually. **By not providing a price for a component in a Category, the Offeror agrees that they will not be considered for issuance of a Standing Offer for that Category.**

**Please note:** The Annex B Basis of Payment has been revised, refer to Part B of this amendment document.

**Question 4:**

Annex B: For any quantities over 1,000 will the pricing begin at the first 1,000 price then add the appropriate per add'l 1,000 based on requested quantity? (see below). Example: Would pricing for 4,000 envelopes be \$100 (1st 1,000) + \$25 x 3= \$75 (add'l 3,000) = \$175.00 before taxes and delivery.

**Response 4:**

In each Group (Small envelopes, Large envelopes and Double window envelopes) there are various quantity ranges in each category. The prices in these ranges are calculated according to the quantity ordered in the Call-up.

*For example:*

- *If the quantity specified in the Call-up is 500 envelopes, then the Offeror's price for 500 envelopes would be applied to calculate the total price.*
- *If the quantity specified in the Call-up is between 1,001 envelopes and up to 5,000 envelopes, then the Offeror's price per 1,000 envelopes included in the 1,001 – 5,000 quantity range would be applied to calculate the total price. ( Example: if 4,000 envelopes are ordered, then the price would be established by multiplying the price per 1,000 envelopes indicated in the 1,001 – 5,000 quantity range by 4.)*

**Question 5:**

Is this paper adjustment sheet attached too or do I have to pull it from somewhere?

**Response 5:**

The Paper Adjustment clauses are included as separate tabs on the Annex B excel sheet.

**Question 6:**

I was wondering if this Tender is limited to Aboriginal businesses only?

**Response 6:**

Canada expects to issue Standing Offers with all aboriginal and non-aboriginal suppliers that are deemed responsive to this Request for Standing Offers.

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**Question 7:**

Reference: Annex A, section A.2.6.1.6 Construction.

The RFSO states that all envelopes except Item 11 (13" x 17") are Open Side and that all envelopes must be either cross-back, inside or outside side seams.

Not all of the specified envelope types would be priced the same for cross back and side seam. How should Offerors address this?

**Response 7:**

The Annex A Statement of Work and the Annex B Basis of Payment have been revised, refer to Part B of this amendment document.

**PART B) REVISIONS:**

**B.1) In the *Annex A Statement of Work*,**

**DELETE** section **A.2.5 PROOFS** in its entirety **AND REPLACE WITH** the following:

**A.2.5 PROOFS**

For each call-up, the Offeror must provide proofs to the Project Authority identified in the Call-up prior to production as follows:

**A.2.5.1: All envelopes:**

An electronic proof by e-mail as a PDF file. PDF proofs must reflect the final printed image of the envelopes at 100% of actual size. The PDF proofs must indicate the position and outline of the windows. The PDF proofs must indicate all crop marks and score lines. All dimensions must be 100% of actual size.

All finishing to final format of the envelopes produced for call-ups must match the approved quality, and construction proofs.

The creation, the delivery of proofs, and the approval process must be accounted for within the call-up schedule.

The Project Authority identified in the Call-up will provide written approval or request for corrections of the PDF proof and the construction proof to the Offeror by e-mail within two (2) business days of receipt of proofs at the Proofs address.

**A.2.5.2. Correction to proofs resulting from the Offeror's error**

When corrections resulting from an error by the Offeror error are required, the Offeror must provide a complete set of corrected proofs to the Project Authority for approval in accordance with the schedule. The final delivery date at destination will not be changed.

**B.2) In the *Annex A Statement of Work*,**

**DELETE** section **A.2.6 DESCRIPTION** in its entirety **AND REPLACE WITH** the following:

**A.2.6 DESCRIPTION**

**A.2.6.1 STANDARD ENVELOPES**

**A.2.6.1.1 ENVELOPE SIZES AND CONSTRUCTION:**

Envelopes must be provided according to the specifications included in each individual Call-up.

SMALL ENVELOPES			
1	3-7/8" x 8-7/8" Number 9 Business	Open Side	Side seam - Inside Side seams
2	3-7/8" x 8-7/8" Number 9 Business with standard size window or special size window	Open Side	Side seam - Inside Side seams
3	4-1/8" x 9-1/2" Number 10 Business	Open Side	Side seam - Inside and Outside Side seams
4	4-1/8" X 9 1/2" Number 10 Business with standard size window or special size window	Open Side	Side seam - Inside and Outside Side seams
LARGE ENVELOPES			
5	7-1/2" x 10-1/2"	Open Side	Side seam - Inside Side seams
6	9" x 12"	Open Side	Side seam - Inside Side seams
7	9 1/2" x 12"	Open Side	Side seam - Inside Side seams
8	9 1/2" x 12" with window	Open Side	Side seam - Inside Side seams
9	9 1/2" x 14-3/4"	Open End	Center seam
10	9 1/2" x 15"	Open Side	Side seam - Inside Side seams
11	10" x 13"	Open Side	Side seam - Inside Side seams
12	13" x 17"	Open End	Center seam
DOUBLE WINDOW ENVELOPES			
13	3-7/8" x 8-7/8" Number 9 Business with standard size windows or special size windows	Open Side	Side seam - Inside Side seams
14	4-1/8" X 9 1/2" Number 10 Business with standard size windows or special size windows	Open Side	Side seam - Inside or Outside Side seams

#### A.2.6.1.2 WINDOW SIZE:

<b><u>For quantities below 50,001:</u></b>	
<b>Window Envelope - 3-7/8" x 8-7/8"</b>	<b>Double Window Envelope - 3-7/8" x 8-7/8"</b>
<b>Standard Size:</b>	<b>Standard Sizes:</b>
1 1/8" x 4 1/2"	Window #1: 1-1/4" height x 3-1/2" width
	Window #2: 1" height x 4" width
<b>Standard Position:</b>	<b>Standard Position:</b>
From Left: 5/8". From Bottom: 3/4"	Window #1: At 5/8" from left edge and 2-3/16" from bottom edge
	Window #2: At 5/8" from left edge and 3/4" from bottom edge
<b>Window Envelope - 4-1/8" X 9 1/2"</b>	<b>Double Window Envelope - 4-1/8" X 9 1/2"</b>
<b>Standard Size:</b>	<b>Standard Sizes:</b>
1 1/8" x 4 1/2"	Window #1: 1" height x 3-1/2" width
	Window #2: 1-1/8" height x 4" width
<b>Standard Position:</b>	<b>Standard Position:</b>
From Left: 5/8". From Bottom: 3/4"	Window #1: At 1/2" from left edge and 2-1/2" from bottom edge
	Window #2: At 1/2" from left edge and 3/4" from bottom edge
<b><u>For quantities of 50,001 or more- 3-7/8" x 8-7/8" and 4-1/8" X 9 1/2":</u></b>	
<b>Window Envelope</b>	<b>Double Window Envelope</b>
A special window sizes may be requested. The special window sizes will be less or equal to 10 square inches at any position.	A special window sizes may be requested. The special window sizes will be less or equal to 10 square inches at any position.
<b><u>For quantities of 50,001 or more- 9 1/2" x 12":</u></b>	
<b>Window Envelope</b>	
A special window sizes may be requested. The special window sizes will be less or equal to 10 square inches at any position.	

#### A.2.6.1.3 ENVELOPE STOCK:

All envelopes use 24 lb Recycled Envelope Natural Kraft Paper, minimum 30% recycled content

#### A.2.6.1.4 WINDOW MATERIAL:

- Window Envelope:**

The window material must be glued around the edges of the windows in a manner that will not interfere with automated insertion of inserts into the envelopes.

- **Double Window Envelope:**

Only one piece of avpexine material must be used to cover both windows. The avpexine material must be glued around the edges of each of the windows and must also be glued around the outer edges of the one (1) piece of the avpexine material.

The Offeror must ensure that the avpexine material goes up to, but not over, the score of the flap fold.

The edge of the avpexine material should end approximately 1/16" from the flap fold.

- **Standard Window Material:** Avpexine

- **Optional Window material:** made of Biodegradable material

- Window material must meet or exceed Canada Post's standards as described in the "Postal Standards for Lettermail and Incentive Lettermail" publication available on their website at:  
[https://www.canadapost.ca/tools/pg/1\\_Customer\\_Guide/COM\\_Guide-e.pdf](https://www.canadapost.ca/tools/pg/1_Customer_Guide/COM_Guide-e.pdf)  
<https://www.canadapost.ca/tools/pg/manual/PGletterml-e.asp>

**Haze:** Measured according to ASTM International D1003. Haze must not exceed 75%.

**Gloss:** ASTM International D 2457 - 60- degree Procedure – Standard Method of Test for Specular Gloss of Plastic Films. Gloss reading must be of 159 or less.

#### **A.2.6.1.5 INK:**

Printing with black Ink. Vegetable-based is preferred, although other environmentally preferable inks are acceptable.

**The usage of the Canada Wordmark must be as follows:**

1. for #9 Business envelopes use 24 pt. wordmark;
2. for #10 Business envelopes use 28 pt. wordmark;
3. for any envelope larger than size #10 Business, use:
  - a) 42 pt. wordmark for up to and including size 9-1/2" x 12" (where 10 pt. and 8 pt. type is used for the signature text);

**or**

  - b) 48 pt. wordmark for sizes larger than 9-1/2" x 12" (where 12 pt. and 10 pt. type is used for the signature text).
4. The Canada wordmark must be positioned so as to be centered vertically and horizontally on the flap in all cases, regardless of type of envelope construction or size.

<https://www.canada.ca/en/treasury-board-secretariat/services/government-communications/federal-identity-program/technical-specifications/stationery/envelopes-letter-kraft-flag-symbol.html>

#### **A.2.6.1.6 FLAP:**

Full glue



Solicitation No. - N° de l'invitation  
EN578-201500/A  
Client Ref. No. - N° de réf. du client  
EN578-201500

Amd. No. - N° de la modif.  
004  
File No. - N° du dossier  
cw001 EN578-201500

Buyer ID - Id de l'acheteur  
CW001  
CCC No./N° CCC - FMS No./N° VME

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**B.3) In the Annex B Basis of Payment,**

**The ANNEX B BASIS OF PAYMENT – The MS Excel spreadsheet has been replaced in its entirety.**

The revised Annex B Basis of Payment MS Excel spreadsheet (**EN578-201500-A-Annex B Eng-rev001**) can be downloaded from the Buy and Sell website directly.

**The Offeror must ensure that it using the most up to date version (EN578-201500-A-Annex B Eng-rev001) of Annex B Basis of Payment.**

**ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR STANDING OFFER REMAIN UNCHANGED**