



**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.

<b>RFP Amendment No.</b>  5	<b>RFP Amendment Date:</b>  May 22, 2020
<b>Office of the Chief Electoral Officer File No.</b>  ECLP-RFP-19-0829	
<b>Title:</b>  EC10930 – Box for the Return of Election Material and EC40190 – Box for the Revision Form	
<b>Request for Proposal Closing Date:</b>  May 27, 2020 at 1:00 p.m. (Gatineau time)	
<b>ENQUIRIES – address enquiries to the Contracting Authority:</b>  <b>Office of the Chief Electoral Officer of Canada</b> Procurement and Contracting Services 30 Victoria Street Gatineau, Quebec K1A 0M6  proposition-proposal@elections.ca	
<b>Attention:</b>  Luc Potvin	<b>Email:</b>  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-19-0829 and dated March 17, 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. 7**

Question:

As we are submitting the proposal online, do we need to sign fill out and sign the first page of the document? If so, do we attach to the Technical Proposal or send as a separate file?

Answer:

Yes, please fill out page 1 and sign it and attach it to Part 7 Mandatory Technical Evaluation.

### **2.2 Question No. 8**

Question:

In the pricing table, I did not see the pricing for 2,000 shipping box. Should the cost of this particular item embedded in the second item?

Answer:

Exact. The price of the 2,000 pizza-style shipping boxes required for this item must be included/embedded in the unit price of item EC 40190.

### **2.3 Question No. 9**

Question:

Typically boxes are not delivered in assembled condition. Are we expected to assemble the boxes?

Answer:

- a) **Item 1 – EC 10930:** As prescribed in section 1.13 of Annex A – Statement of Work, the boxes are **shipped flat**, strapped in bundles of 25's.
- b) **Item 2 – EC 40190:** These boxes are shipped using master pizza-style shipping boxes provided by the winning supplier. The winning supplier **must insert flat**, 5 bases and 5 lids in each shipping box. Refer to sections 2.16 and 2.17 of Annex A – Statement of Work for more details.

**2.4 Question No. 10**

Question:

The size of the shipping box is not specified in the RFP. Will shipping box be used to carry the boxes with lids (10,000 unit)? So, should we assume that 2,000 shipping boxes are needed to carry 10,000 boxes and lids? Are we expected to assemble those boxes?

Answer:

The size of the shipping box will be determined by the winning supplier. The shipping box must be designed to fit tightly 5 bases and 5 lids to prevent the contents from moving around or crushed during shipping.

- Refer to **Questions 8 and 9** above for details about the 2,000 shipping boxes and assembly requirements.