



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

Commercial Acquisitions & Fast Track Procurement
Div/Div des Acquisitions commerciales et achats en
régime accéléré

L'Esplanade Laurier,

East Tower 7th Floor

140 O'Connor, Street,

Ottawa

Ontario

K1A 0R5

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|---|---|
| Title - Sujet Office Supplies Kits | |
| Solicitation No. - N° de l'invitation 45045-190141/A | Amendment No. - N° modif. 004 |
| Client Reference No. - N° de référence du client 000011620 | Date 2020-05-25 |
| GETS Reference No. - N° de référence de SEAG PW-\$\$\$PD-150-78656 | |
| File No. - N° de dossier pd150.45045-190141 | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-06-09 | |
| Time Zone Fuseau horaire Eastern Daylight Saving Time EDT | |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/> | |
| Address Enquiries to: - Adresser toutes questions à: Fulham, Veronique | Buyer Id - Id de l'acheteur pd150 |
| Telephone No. - N° de téléphone (343) 550-1625 () | FAX No. - N° de FAX () - |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: | |

Instructions: See Herein

Instructions: Voir aux présentes

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

| | | |
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| Solicitation No. - N° de Sollicitation 45045-190141/A | Amd/Amend 04 | Buyer - Id de l'acheteur Pd150 |
| File No. - N° du dossier 45045-190141 | | Client Ref. No. - N° de ref. du client |

This solicitation amendment 004 is raised to make the following changes;

1. *Answer questions raised by the Industry;*
2. *Modify Annex A- Statement of Requirement, article 3. Requirements, sub-article 3.1 Contents of Crew Leader Office Supply Kits, Office Supplies Kit A;*
3. *Modify Annex A- Statement of Requirement, article 3. Requirements, sub-article 3.1 Contents of Crew Leader Office Supply Kits, Office Supplies Kits B;*
4. *Modify Annex A- Statement of Requirement, article 3. Requirements, sub-article 3.5 Shipping Procedures; and*
5. *Modify Part 6- Resulting Contract Clauses, article 6.4 Term of Contract, sub-article 6.4.2 Delivery Date.*

1. *Answer questions raised by the Industry;*

Question 001:

Would Canada please clarify or reconsider the quantity requirement:

Item 2 - White eraser 526 B20

These are sold in boxes of 20 erasers. Is the requirement for 18 boxes of 20 erasers (Kit A) and 26 boxes of 20 erasers (Kit B) or single erasers? If the requirement is for single erasers, would Canada change the requirement to full box lots to prevent any damages in shipping? Full box lots would also help reduce the labour costs of unpackaging and repackaging which would ultimately be a savings to Canada.

Item 3 - Yellow highlighter 25025

These are sold in boxes of 12 highlighters. Is the requirement for 2 boxes of highlighters or 2 single highlighters? If the requirement is for singles, would Canada change the requirement to full box lots to prevent any damages in shipping? Full box lots would also help reduce the labour costs of unpackaging and repackaging which would ultimately be a savings to Canada.

Item 4 - Permanent black marker 38201

These are sold in boxes of 12 markers. Is the requirement for 2 boxes of markers or 2 single markers? If the requirement is for singles, would Canada change the requirement to full box lots to prevent any damages in shipping? Full box lots would also help reduce the labour costs of unpackaging and repackaging which would ultimately be a savings to Canada.

Item 5 - Pen, ballpoint black 1959314

These are sold in boxes of 12 pens. Is the requirement for 42 boxes of pens (Kit A) and 60 boxes (Kit B) or single pens? If the requirement is for singles, would Canada change the requirement to full box lots to prevent any damages in shipping? Full box lots would also help reduce the labour costs of unpackaging and repackaging which would ultimately be a savings to Canada.

Item 6 - Ball point pen - red 22230

These are sold in boxes of 12 pens. Is the requirement for 3 boxes of pens or single pens? If the requirement is for singles, would Canada change the requirement to full box lots to prevent any damages in shipping? Full box lots would also help reduce the labour costs of unpackaging and repackaging which would ultimately be a savings to Canada.

Item 7 - Pencil sharpener - 51010

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These are sold in boxes of 20 pencil sharpeners. Is the requirement for 1 box of sharpeners or a single sharpener? If the requirement is for singles, would Canada change the requirement to full box lots to prevent any damages in shipping? Full box lots would also help reduce the labour costs of unpackaging and repackaging which would ultimately be a savings to Canada.

Item 8 - Pencils HB 132 46CB12

These are sold in boxes of 12 pencils. Is the requirement for 42 boxes of pencils (Kit A) and 60 boxes (Kit B) or a single pencils? If the requirement is for singles, would Canada change the requirement to full box lots to prevent any damages in shipping? Full box lots would also help reduce the labour costs of unpackaging and repackaging which would ultimately be a savings to Canada.

Item 9 - Post-it Notes R330-6SSCY-C

These are sold in packages of 6 post it note pads. The requirement is shown as 5 pads. Would Canada change the requirement to a package of 6 pads to prevent any damages in shipping? Full package lots would also help reduce the labour costs of unpackaging and repackaging which would ultimately be a savings to Canada.

Item 13 - Red file folders 65161

These are sold in boxes of 100 folders. Please update the total items required to 100 items/1 box for both kits.

Item 14 - Clear packing tape 3710-6PK

These are sold in packages of 6 rolls of tape. Would Canada change the requirement to a package of 6 rolls to prevent any damages in shipping? Full package lots would also help reduce the labour costs of unpackaging and repackaging which would ultimately be a savings to Canada.

Item 15 - Paper clips 5050572380

These are sold in packages of 10 box of 100 clips. Would Canada change the requirement to a package of 10 boxes to prevent any damages in shipping? Full package lots would also help reduce the labour costs of unpackaging and repackaging which would ultimately be a savings to Canada.

Answer 001:

Item 2- White eraser 526 B20

The quantities required are in single units. The requirement for Kit A has been changed to a full box lot (20 erasers). However, Kit B will remain the current quantity of 26 (e.g. 1 box + 6 individual erasers).

Item 3- Yellow highlighter 25025

The quantities required are individual units (i.e. 2 highlighters, not 2 boxes). This quantity will not change.

Item 4- Permanent black marker 38201

The quantities required are individual units (i.e. 2 markers, not 2 boxes). This quantity will not change.

Item 5- Pen, ballpoint black 1959314

The quantities required are individual units (42 and 60 pens, not boxes) (e.g. 3 boxes + 6 individual pens (42) and 5 boxes of pens (60). This quantity will not change.

Item 6- Ballpoint pen - red 22230

The quantities required are individual units (i.e. 3 pens, not 3 boxes). This quantity will not change.

Item 7 - Pencil sharpener – 51010

The quantities required are individual units (i.e. 1 sharpener, not 1 box). This quantity will not change.

Item 8 - Pencils HB 132 46CB12

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The quantities required are individual units (42 and 60 pencils, not boxes) (e.g. 3 boxes + 6 individual pencils (42) and 5 boxes of pencils (60). These quantities will not change.

Item 9 - Post-it Notes R330-6SSCY-C

The requirements have been changed to a packages of 6.

Item 13 - Red file folders 65161

Canada requires 25 items/1 box. If the file folders don't come in boxes of 25, we only want 25 units per kit. The boxes of 100 must be divided into units of 25.

Item 14 - Clear packing tape 3710-6PK

Requirements to remain the same – 2 rolls per kit.

Item 15 - Paper clips 5050572380

Requirements to remain the same – 1 box per kit.

Question 002:

For item 9 Post-It notes, Canada has selected the pop-up style product which should be used in a post it note dispenser. Would Canada consider adding a dispenser to the kit list?

This image demonstrates the fan-fold style used for dispensers.



Alternatively we would suggest replacing the pop-up style note with product 654-5SST-C which is a package of 5 super sticky Bora Bora Post-It notes 3" X 3" with 30% post-consumer waste, or 654-12SSCY-C which is a package of 12 yellow super sticky 3" X 3" Post-It notes.



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Answer 002:

Canada does not require a dispenser for the Post-it notes. Canada will stay with the current brand of Post-it notes. As stated in the response for Item 9, Canada will accept 6 packs of notes.

Question 003:

Is there a "do not ship before mm-dd" date?

Answer 003:

Yes, do not ship before September 1, 2020.

Question 004:

Can the December kits be shipped at the same time as the September kits?

Answer 004:

Yes, the December kits can be shipped at the same time as the September kits.

2. Modify Annex A- Statement of Requirement, article 3. Requirements, sub-article 3.1 Contents of Crew Leader Office Supply Kits, Office Supplies Kit A;

Annex A- Statement of Requirement, article 3. Requirements, sub-article 3.1 contents of Crew Leader Office Supply Kits, Office Supplies Kit A is hereby modified as follows:

Delete:

| | Office Supplies Kit A | Total items required in the Office Supplies Kit | Required Brand | Product Number |
|-----|--------------------------|---|--|----------------|
| 2. | Eraser, White | 18 items | STAEDTLER RASOPLAST ERASER | 526 B20 |
| 9. | Post-it, Notes (3" x 3") | 5 pads | POST-IT® SUPER STICKY POP-UP NOTES 3" X 3" PLAIN PADS 90-SHEETS X 6, CANARY YELLOW | R330-6SSCY-C |
| 13. | Red, Legal, File Folders | 25 items/ 1 box | HILROY FILE FOLDERS REVERSIBLE 1/2 CUT TAB 10.5 | 65161 |

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| | | | POINT LEGAL 9" X 14-7/8", RED | |
|--|--|--|-------------------------------|--|

Insert:

| | Office Supplies Kit A | Total items required in the Office Supplies Kit | Required Brand | Product Number |
|-----|--------------------------|---|--|----------------|
| 2. | Eraser, White | 20 items | STAEDTLER RASOPLAST ERASER | 526 B20 |
| 9. | Post-it, Notes (3" x 3") | 6 pads | POST-IT® SUPER STICKY POP-UP NOTES 3" X 3" PLAIN PADS 90-SHEETS X 6, CANARY YELLOW | R330-6SSCY-C |
| 13. | Red, Legal, File Folders | 25 items | HILROY FILE FOLDERS REVERSIBLE 1/2 CUT TAB 10.5 POINT LEGAL 9" X 14-7/8", RED | 65161 |

3. Modify Annex A- Statement of Requirement, article 3. Requirements, sub-article 3.1 Contents of Crew Leader Office Supply Kits, Office Supplies Kits B;

Annex A- Statement of Requirement, article 3. Requirements, sub-article 3.1 contents of Crew Leader Office Supply Kits, Office Supplies Kit B is hereby modified as follows:

Delete:

| | Office Supplies Kit B | Total items required in the Office Supplies Kit | Requested Brand | Product Number |
|-----|--------------------------|---|--|----------------|
| 9. | Post-it, Notes (3" x 3") | 5 pads | POST-IT® SUPER STICKY POP-UP NOTES 3" X 3" PLAIN PADS 90-SHEETS X 6, CANARY YELLOW | R330-6SSCY-C |
| 13. | Red, Legal, File Folders | 25 items/ 1 box | HILROY FILE FOLDERS REVERSIBLE 1/2 CUT TAB 10.5 POINT LEGAL 9" X 14-7/8", RED | 65161 |

Insert:

| | Office Supplies Kit B | Total items required in the Office Supplies Kit | Requested Brand | Product Number |
|-----|--------------------------|---|--|----------------|
| 9. | Post-it, Notes (3" x 3") | 6 pads | POST-IT® SUPER STICKY POP-UP NOTES 3" X 3" PLAIN PADS 90-SHEETS X 6, CANARY YELLOW | R330-6SSCY-C |
| 13. | Red, Legal, File Folders | 25 items | HILROY FILE FOLDERS REVERSIBLE 1/2 CUT TAB 10.5 POINT LEGAL 9" X 14-7/8", RED | 65161 |

4. Modify Annex A- Statement of Requirement, article 3. Requirements, sub-article 3.5 Shipping Procedures;

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Annex A- Statement of Requirement, article 3. Requirements, sub-article 3.5 Shipping Procedures is hereby modified as follows:

Delete:

- b. Phased delivery is accepted, however the Contractor must be able to assemble and deliver 300 Office Supplies Kit A's and 200 Office Supplies Kit B's, to the Mississauga Census warehouse no later than September 30th, 2020.

The remaining Office Supplies Kits must be assembled and delivered to the Census warehouse no later than December 30st, 2020.

Insert:

- b. Phased delivery is accepted, however the Contractor must be able to assemble and deliver 300 Office Supplies Kit A's and 200 Office Supplies Kit B's, to the Mississauga Census warehouse no later than November 30th, 2020.

The remaining Office Supplies Kits must be assembled and delivered to the Census warehouse no later than December 30st, 2020.

The kits must not be delivered before September 1, 2020.

5. *Modify Part 6- Resulting Contract Clauses, article 6.4 Term of Contract, sub-article 6.4.2 Delivery Date;*

Part 6- Resulting Contract Clauses, article 6.4 Term of Contract, sub-article 6.4.2 Delivery Date is hereby deleted in its entirety and replaced with the following:

Insert:

6.4.2 Delivery Date

All the deliverables must be received on or before the dates in stated in the Statement of Requirement, article 3.5 Shipping Procedures.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.