



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À :**

Office of the Superintendent of Financial Institutions Canada  
Procurement and Contracting  
255 Albert Street, 12<sup>th</sup> floor  
Ottawa, ON K1A 0H2  
Email : [Contracting@osfi-bsif.gc.ca](mailto:Contracting@osfi-bsif.gc.ca)

Bureau du surintendant des institutions financières Canada  
Achats et contrats  
255 rue Albert, 12<sup>e</sup> étage  
Ottawa, Ontario, K1A 0H2  
Courriel : [contracting@osfi-bsif.gc.ca](mailto:contracting@osfi-bsif.gc.ca)

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Comments - Commentaires**

**Proposal To: The Office of the Superintendent of Financial  
Institutions Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.

**Proposition au : Bureau du surintendant des institutions  
financières Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s).

En apposant ma signature ci-après, j'atteste, au nom du soumissionnaire, que j'ai lu la demande de propositions (DP) en entier, y compris les documents incorporés par renvoi dans la DP et que :

1. le soumissionnaire considère qu'il a les compétences et que ses produits sont en mesure de satisfaire les exigences obligatoires décrites dans la demande de soumissions;
2. cette soumission est valide pour la période exigée dans la demande de soumissions ;
3. tous les renseignements figurant dans la soumission sont complets, véridiques et exacts; et
4. si un contrat est attribué au soumissionnaire, ce dernier se conformera à toutes les modalités énoncées dans les clauses concernant le contrat subséquent et comprises dans la demande de soumissions.

<b>Title – Sujet</b>		<b>Amendment # - Modification no.</b>
Translation Services		001
<b>Solicitation No. – N° de l'invitation</b>		<b>Date</b>
20200150		2020-06-24
<b>Client Reference No. – N° référence du client</b>		
20200150		
<b>GETS Reference No. – N° de référence de SEAG</b>		
20200150		
<b>Solicitation Closes L'invitation prend fin</b>		<b>Time Zone Fuseau horaire</b>
<b>at – à</b>	<b>02 :00 PM – 14h00</b>	Eastern Daylight time (EDT)
<b>on – le</b>	July 21, 2020	Heure avancée de l'Est (HAE)
<b>D.D.P – Delivery Duty Paid</b>		
<b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address inquiries to – Adresser toute demande de renseignements à :</b>		
<b>Jade Bedard, Senior Contracting Officer</b>		
<b>Area code and Telephone No. Code régional et N° de téléphone</b>		<b>Facsimile No. / e-mail N° de télécopieur / courriel</b>
613-990-8557		contracting@osfi-bsif.gc.ca
<b>Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :</b>		

**Instructions:** See Herein  
**Instructions:** Voir aux présentes

<b>Delivery required -Livraison exigée</b>	<b>Delivery offered -Livraison proposée</b>
See Herein – Voir aux présentes	
<b>Jurisdiction of Contract:</b> Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
<b>Compétence du contrat :</b> Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)	
<b>Vendor/firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b>	
e-mail - courriel	
<b>Name and title of person authorized to sign on behalf of Vendor/firm (type or print)</b>	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur ( taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



Amendment one (1) is raised to the evaluation criteria, as follows:

**At page 13, Attachment 1 to Part 4 – Technical Evaluation:**

**DELETE:**

Mandatory Requirements		Complies Yes / No	Cross Reference to Proposal
<b>M3</b>	<p>The Bidder must provide one (1) sample of previous translation achievements, using the business areas in <b>M1</b>, for each proposed resource submitted under <b>M1</b>.</p> <p>The Bidder must provide all of the following information for each sample:</p> <ul style="list-style-type: none"> <li>a. A copy of the document in the language of origin</li> <li>b. A brief description of the proposed individual(s) contribution</li> <li>c. The intended audience</li> <li>d. When the work was carried out</li> <li>e. The client and the client’s telephone number for whom the work was performed.</li> </ul> <p>Each sample submitted will be further evaluated under <b>R3</b> and <b>R4</b>.</p>		
<b>M4</b>	<p>The Bidder must provide one (1) sample of previous translation achievements, using the business areas in <b>M2</b>, for <b>one (1)</b> of the proposed resources submitted under <b>M2</b>.</p> <p>The Bidder must provide the following information on each sample:</p> <ul style="list-style-type: none"> <li>a. A copy of the document in the language of origin</li> <li>b. A brief description of the proposed individual(s) contribution</li> <li>c. The intended audience</li> <li>d. When the work was carried out</li> <li>e. The client and the client’s telephone number for whom the work was performed.</li> </ul> <p>Each sample submitted will be further evaluated under <b>R3</b> and <b>R4</b>.</p>		

**INSERT:**

Mandatory Requirements		Complies Yes / No	Cross Reference to Proposal
<b>M3</b>	<p>The Bidder must provide one (1) sample of previous translation achievements, using the business areas in <b>M1</b>, for each proposed resource submitted under <b>M1</b>.</p> <p>Each sample provided must be a minimum of 400 words in length, to a maximum of 800 words in length.</p> <p>The Bidder must provide all of the following information for each sample:</p>		



	<p>a. A copy of the document in the language of origin b. A brief description of the proposed individual(s) contribution c. The intended audience d. When the work was carried out e. The client and the client's telephone number for whom the work was performed.</p> <p>Each sample submitted will be further evaluated under <b>R3</b> and <b>R4</b>.</p>		
<b>M4</b>	<p>The Bidder must provide one (1) sample of previous translation achievements, using the business areas in <b>M2</b>, for <b>one (1)</b> of the proposed resources submitted under <b>M2</b>.</p> <p>Each sample provided must be a minimum of 400 words in length, to a maximum of 800 words in length.</p> <p>The Bidder must provide the following information on each sample:</p> <p>a. A copy of the document in the language of origin b. A brief description of the proposed individual(s) contribution c. The intended audience d. When the work was carried out e. The client and the client's telephone number for whom the work was performed.</p> <p>Each sample submitted will be further evaluated under <b>R3</b> and <b>R4</b>.</p>		

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**