



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.

RFP Amendment No. 2	RFP Amendment Date: June 25, 2020
Office of the Chief Electoral Officer File No. ECCAD-RFP-20-0027	
Title: EC 50260 – Blue Ballpoint Pen	
Request for Proposal Closing Date: June 30, 2020 at 1:00 p.m. (Gatineau time)	
ENQUIRIES – address enquiries to the Contracting Authority: Office of the Chief Electoral Officer of Canada Procurement and Contracting Services 30 Victoria Street Gatineau, Quebec K1A 0M6 proposition-proposal@elections.ca	
Attention: Charles Antoine Duquette	Email: proposition-proposal@elections.ca

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal bearing number ECCAD-RFP-20-0027 and dated May 20, 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:

Could we bid via email? Is it one-time delivery? When do you need the sample?

Answer:

Bids can be submitted using epost Connect, please follow the instructions in section 2.6 of the RFP.

The initial contract is for the acquisition of 350,000 pens to be delivered on or before September 11, 2020. The contract also allows Elections Canada the option to purchase additional pens up until the end of the contract date of March 31, 2022. If an order for additional pens is required during the contract period, the quantity could range between 50,000 and 350,000. Elections Canada may also choose to activate the renewal clause for additional orders between April 1, 2022 to March 31, 2024, as stipulated in Annex B – Pricing Table.

The sample will be required by the winning bidder upon contract award, it is up to the winning supplier to provide a sample as quickly as possible to minimize production delays.

2.2 Question No. 8

Question:

While going through the contract to submit my bid I noticed that in section 2.4.4 that proposals will remain open for a period of not less than 60 business days from the RFP

closing date. I have sourced this bid offshore and it seems that getting the goods to your warehouse by September 11, 2020 looks to be a little tricky given the limited timeframe. I was wondering if you could provide me some clarification on this matter.

Answer:

The September 11, 2020 delivery date is mandatory due to operational requirements. Section 2.4.4 - refers to the bid validity - Elections Canada requests that the bid remain valid for 60 days. We do the evaluation and contract award as soon as possible following the closing of a Request for Proposal. A timeline cannot be guaranteed as it all depends on the number of proposals received.