



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. 4	RFP Amendment Date: June 25, 2020
Office of the Chief Electoral Officer File No. ECCAD-RFP-20-0029	
Title: EC 50290 – Wooden Ruler with Election Canada Logo	
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-20-0029 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. 12

Question:

Is it one-time delivery? If not, could you please advise how many times during the contract period?

Answer:

The initial contract is for the production of 100,000 wooden rulers to be delivered on or before September 11, 2020. The contract also allows the option to purchase additional rulers up until the end of the contract date of March 31, 2022. If an order for additional rulers is required during the contract period, the quantity could range between 5,000 and 100,000 rulers.

2.2 Question No. 13

Question:

What is the meaning of "Ruler to be elastic banded in 50's" ? Could you please advise the detailed wrapping method?

Answer:

Please refer to the Wrapping and Packaging sections of the statement of work for required wrapping method. Elections Canada wishes the rulers to be wrapped in bundles of 50 with an elastic band or the supplier's preferred wrapping method. Bundles of 50 are then packaged in boxes, each box is not to weigh more than 35 lbs, and each box must be labelled as per the Packaging section of the statement of work.

2.3 Question No. 14

Question:

Could you please provide the electronic file of Elections Canada Logo?

Answer:

The PDF file showing the logo will be sent to the winning bidder after the contract award. An image showing the logo centered on a ruler is shown in the Statement of Work.

2.4 Question No. 15

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.