

Supplier Questions and Answers

- 1) The final packaged goods dimension is smaller than the product being packaged: Finished Package: 3.5" W x 8.5" L Surgical Mask Dimension: 3.74" W x 6.89" L. Packaging problems can arise as a result of both the mask and insert curling and not laying flat in the plastic bag. Masks can not be inserted between the folds of the letter so it can lay flat and be protected during packaging process. Potential damage to the goods could occur rendering them unsalvageable. There is also risk to packaging machines if product gets lodged in system causing costly schedule delays in production of finished goods. Can the finished packing dimensions be quoted as 4.0" W x 9.0" L?

No, the dimensions listed in the RFP are currently being used and Canada does not wish to update the dimensions.

- 2) Where is the delivery scheduled and who bears the costs associated with the delivery of complete orders? (Annexe A 3.5)

Canada will bear the costs associated with delivery of the completed kits to various locations across Canada.

- 3) Is it possible to have a photo of the final packaging?

Yes, please see Supplier Questions and Answers #1.

- 4) Is it possible to have a sample of the final packaging?

No, but a photo of one of the current final packaging has been provided. Please see Supplier Questions and Answers #1.

- 5) Is it possible to have the description of the tasks in more detail?

See section 3 of Annex A for all details of the required tasks.

- 6) The dimension of the mailing boxes is missing one side in the measurement; 20 x 20 in but the height? length (L) x width (w) x height (h)? (Annexe A 3.5)

20 x 20 x 20

- 7) Do you want the shipping boxes or each individually wrapped mask to be marked with a lot number? Do you want to have a traceability system?

No to both.

- 8) Are there any special requirements for surgical masks versus non-surgical masks? Local sanitize? (Annexe A 3.2)

Canada will provide the masks. Masks do not need to be sanitized, only handled using sanitary methods.

- 9) My understanding is that once the contract awarded, we have up to 3 weeks to setup production (MT1) and we have up to 3 additional weeks to produce and ship a minimum of 100,000 mask kit (MT2). Is this correct?

Yes.

- 10) How many mask kits do you need in total? Is there a number of mask kit where we need to stop producing, and resume when the number threshold is below a certain number? If so, what is the minimum order quantity for each batch of delivery?

There may be a need of up to 1 million mask kits. There will not be a minimum order quantity per delivery batch. Quantities required will be determined by Canada as needed.

- 11) Will the contractor be responsible for the shipping costs to return the finished goods? If so what is the shipping address?

Canada will be responsible for shipping costs to deliver the finished goods. The addresses will be various locations across Canada.

- 12) Regarding ANNEX "A" SOW, point 2.2 (objectives of the requirement)".....Non-medical masks already purchased by PHAC will be supplied to the contractor, along with the electronic PDF of artwork and inserted as part of the packaging process.....", Can we download the electronic .pdf artwork (to be supplied by PHAC) before the AWARD notice from the PHAC website, or from any other source that has this artwork already on it OR The artwork will only be forwarded to the award winning PARTY's only?

Yes, a pdf version of the artwork has been provided. Please see Supplier Questions and Answers #1.

- 13) Can the items be packaged in a Polyolefin Film instead of a Polypropylene or Polyethylene film?

No, the requirement listed in the RFP is 1 mil polypropylene or polyethylene film.

- 14) How do the masks arrive? In bulk? In boxes of 50 or other? Individually wrapped? Etc.?

The typical quantity per container of masks is 6 boxes of 50 masks in each box (not individually wrapped), but this can vary depending on the source available.

- 15) Point 3.3 says to wrap each mask in a letter folded paper. Will these papers arrive to us already printed and pre-folded? What do we do with the mask exactly, insert it between one of the folds?

No, printing and folding is to be completed by the contractor. Yes, wrap the mask in a letter folded paper.

16) For the plastic, what type of solution are you looking for? Shrink wrap will be too light for this product. We could place them in a clear bag and seal the top with a band-sealer, or put them in transparent bags with a self-adhesive seal. Please let me know if you or your client have a preference.

We have no preference as to how each package is sealed, so long as it is sealed, clearly displays handout/insert text, and does not cause damage to the enclosed masks. Ideally whichever method is most cost-effective.

17) Are both the mask AND the folded 8.5 x11 instruction sheet inserted into the film envelope OR is the mask inserted into the film envelope and then placed in the folded instruction sheet?

Both the mask AND the folded 8.5 x11 instruction sheet need to be inserted into the film envelope.