



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. 6	RFP Amendment Date: August 21, 2020
Office of the Chief Electoral Officer File No. ECCS-RFP-20-0122	
Title: EC50253 Transport Bag	
Request for Proposal Closing Date: August 25, 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: Chantal Sabourin	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 ECCS-RFP-20-0122 and dated July 16, 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:

From the sheet, it is clear that the total weight of a box should be 35lbs. I need to know what would be the dimension of the box?

Answer:

The shipping boxes must remain under 35 lbs, but the size is at the discretion of the supplier. We do ask that all boxes be neatly packed on the skids to prevent shifting during transport which could cause crushing or tearing of the material.

2.2 QUESTION No. 8

QUESTION:

How many units of bags should be in one box?

Answer:

The shipping boxes can have as many bags as they can hold as long as they do not exceed the 35 lb threshold. We do ask that each box is labelled appropriately, showing the quantity of bags in each box.

2.3 QUESTION No. 9

QUESTION:

How will it would be packed in the box; it can be folded or it should not be folded just in a flat way?

Answer:

We do ask that the bags be shipped flat in the boxes to prevent creases.

2.4 QUESTION No. 10

Question:

Corrugated box should be how many plies, 3,5 or 7, please specify.

Answer:

For the shipping boxes, they must be strong enough to hold up to the 35 lbs threshold without damaging the contents. A standard shipping box thickness will be sufficient.

2.5 QUESTION No. 11

QUESTION:

Do you need any inner cartoon or just the box itself will be a master cartoon, please confirm

Answer:

Only one shipping box will be sufficient to transport the bags. If the cartons will shipped from overseas, the boxes need to be packaged appropriately to ensure that the contents will not be damaged in any way.

2.6 QUESTION No. 12

QUESTION:

Label on Boxes is clear but do you have any size that would be attached on the cartoon, it might be 5% or 10% or others of the box, it might be left side or right side, needs to confirm.

Answer:

We do not have any preferences on the location or the size of the labels on the shipping boxes. We do ask that the font of the writing on the labels be 20pts, so the label must be big enough to include all the wording. As for the position of the labels, we would appreciate if the labels are placed in a fashion that is visible (i.e. not at the bottom of the boxes).

2.7 QUESTION No. 13

QUESTION:

Regarding Barcode, what type of barcode needs a sample or picture and it would be applied for each and every pcs or just in one box.

Answer:

There is no barcode on the bags or the boxes. There is the Elections Canada logo which will be sent to the winning bidder in PDF format after the contract is awarded.

2.8 QUESTION No. 14

QUESTION:

Would it be possible to get an extension of one week on the close date of this RFP so we can finalise some shipping costs.

Answer:

Due to operational requirements, the due date for quote submissions as well as the delivery date is mandatory and cannot be changed.