



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: August 21, 2020
Office of the Chief Electoral Officer File No. ECCS-RFP-20-0033	
Title: Voter Information Card (VIC) Printing Services	
Request for Proposal Closing Date: September 1, 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	
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-2033 and dated August 7, 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

2.1 Question No. 3

Question:

But kindly note that due to exceptional circumstances of COVID-19 and to make our best competitive offer we need few more times and we are requested to extend the due date of the bid submission by at least 18 days, since there is a lot of technical information in the documents and it takes time to review them.

Answer:

Please refer to RFP amendment #2 Question No. 1.

2.2 Question No. 4

Question:

Our mail expert has just questioned the two items below as they don't follow standard CPC requirements.

#1. On pg 74, they mention that trays that are not full must be banded or packed with paper.

#2. On pg 75, they reference that wooded skids must be used for shipping.

As per standard CPC requirements they do not typically require banding or paper for incomplete trays and if using Mono's there should be no need for skids.

Answer:

Section 2.9.2.4 of the S.O.W. requires that the VICs must be bundled or braced in containers not filled to capacity. However, the Contractor may choose to contact their local CPC representative and confirm CPC shipping requirements in this regard. If their local CPC representative informs them that bundling or bracing of VICs in partially-filled containers is not necessary, the Contractor may follow whatever alternate instructions

CPC provides, provided that the Contractor forwards the CPC's answer to EC and indicates that they are following it instead of section 2.9.2.4. For clarity: Contractors are not required to contact CPC to inquire about this and may simply follow section 2.9.2.4.

Skids are not required if shipping is done in monotainers.