



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.

<b>RFP Amendment No.</b>  4	<b>RFP Amendment Date:</b>  November 13, 2020
<b>Office of the Chief Electoral Officer File No.</b>  ECCS-RFP-20-0454	
<b>Title:</b>  EC78645 Signature Guide Card	
<b>Request for Proposal Closing Date:</b>  December 4, 2020 at 1:00 p.m. (Gatineau time)	
<b>ENQUIRIES – address enquiries to the Contracting Authority:</b>  <b>Office of the Chief Electoral Officer of Canada</b> Procurement and Contracting Services 30 Victoria Street Gatineau, Quebec K1A 0M6  proposition-proposal@elections.ca	
<b>Attention:</b>  Chantal Sabourin	<b>Email:</b>  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-20-0454 and dated October 23, 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. 16**

Question:

I have a question for you concerning the elastic string that ties up on the top of the aluminum plate. Would you accept plates if the elastic was firmly secured in another way (without a knot or any sharp edges) ? This question also corrects Question No.10 of the RFP Amendment #3.

Answer:

The elastic string can be affixed using a knot or another method that ensures the string is secured. If another method is used besides the knot, the bidder must send a picture example with the bid submission. The cards themselves must absolutely have no sharp edges.

### **2.2 Question No. 17**

Question:

Is imported products from China acceptable?

Answer:

Products from overseas will not be refused, but the delivery date cannot be extended and suppliers from overseas must make arrangements to deliver all requirements on time.

### 2.3 Question No. 18

Question:

Could you provide the budget or the last award unit price?

Answer:

We cannot provide the financial details of the first production of these cards as it was a pilot project for a much smaller quantity. The original unit price would not be comparable to this requirement.

### 2.4 Question No. 19

Question:

I have one question for you I see that in the request you state no other size will be accepted, but if the product is the same size but has square corners instead of rounded ones will that be acceptable to you?

Answer:

The statement of work does not specify that the corners are to be rounded. As long as the dimensions specified are respected (i.e. length, height, and thickness), the corners can be rounded or squared. However, the cards must absolutely have no sharp edges.

## Part 3. Amendments

### 3.1 Amendment to Annex A – Statement of Work of the Request for Proposal

The Request for Proposal is hereby amended by deleting in its entirety **Annex A – Statement of Work** and replacing it with the attached **Annex A – Statement of Work** (Revised November 13, 2020).



**EC78645 – Signature Guide Cards**

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**ANNEX A**

**Statement of Work**

**(Revised November 13, 2020)**

## SPECIFICATIONS SHEET

### 1. EC 78645

#### 1.1. DESCRIPTION OF DELIVERABLE

- 1.1.1. Aluminum Signature Guide Cards with rubber backing for the visually impaired

#### 1.2. REFERENCE NUMBER

- 1.2.1. EC 78645 (03/2019)

#### 1.3. TITLE

- 1.3.1. Signature Guide Cards

#### 1.4. QUANTITIES

- 1.4.1. 35,000 aluminum guides

#### 1.5. OVERS

- 1.5.1. **No over / No under**

- 1.5.2. Elections Canada will not pay an invoice for items received in excess of the quantity stipulated in this specification, nor will it pay the full amount when items are sent in lower quantities than requested. It is the supplier's responsibility to ensure that items are shipped in the correct quantities.

#### 1.6. PRODUCT DETAILS

- 1.6.1. Material: Aluminum with a rubber backing to prevent slipping on the paper.
- 1.6.2. Size of the card: 2.25" (57.15mm) high x 4.25" (107.95mm) long
- 1.6.3. Thickness of the aluminum: 0.07874" (2 mm)

Thickness of the rubber backing: 0.03937" (1 mm)

**NOTE: NO OTHER SIZE WILL BE ACCEPTED.**

1.6.4. Size of the slot: 1" (25.4mm) high x 3.5" (88.9 mm) long slot with an elastic guidance string attached on each side. The string can be attached with knots as in the picture below, or it can be affixed by other methods that ensure the string will be secured properly. If a method other than the knots is used, the bidder must send a picture example of the method used to secure the string.

1.6.5. The aluminum must not have any sharp edges of any kind.

## 1.7. IMAGE



BACK



PROFILE 1



PROFILE 2

## 1.8. MANDATORY SAMPLE

1.8.1. The winning bidder **MUST** provide to Elections Canada a sample for approval before production.

## 1.9. COMPONENT

1.9.1. A sample is available upon request.

## 1.10. PACKAGING

1.10.1. The supplier will be responsible for providing the corrugated shipping boxes.

1.10.2. Package in corrugated boxes. Each box not to weigh more than 35 lbs.

- 1.10.3. **Packaging labels:** Clearly identify each box as to the content in a minimum 20 pts type size as follows:

<p style="text-align: center;"><b>EC 78645 (03/2019)</b> <i>Signature Guides / Guides de signature</i> <i>Qty/Qté – XX Signature Guides</i></p>
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**NOTE:** Labeling of items going to the Distribution Centre must be exactly as indicated, otherwise, they will not be accepted upon delivery.

## 1.11. SHIPPING INSTRUCTIONS

### 1.11.1. Skids

- a) Ship on non-returnable shipping skids measuring 48" wide by 42" deep, have three stringers with three blocks, each 48" in length; the size of skids is mandatory to be compatible with our warehouse racking system;
- b) Each skid **must not** be higher than 54", including the skid;
- c) Each skid **must** have bottom boards and **must** be a brewery-type skid (four-way entry);
- d) Each skid **must** be shrink-wrapped;
- e) The material **must** be accessible by hand-held hydraulic pallet movers;
- f) Items shipped to 100-440 Coventry that are not on requested skids will not be accepted upon delivery; and
- g) Refer to **APPENDIX A** for a diagram and specifications of a brewery-type skid.

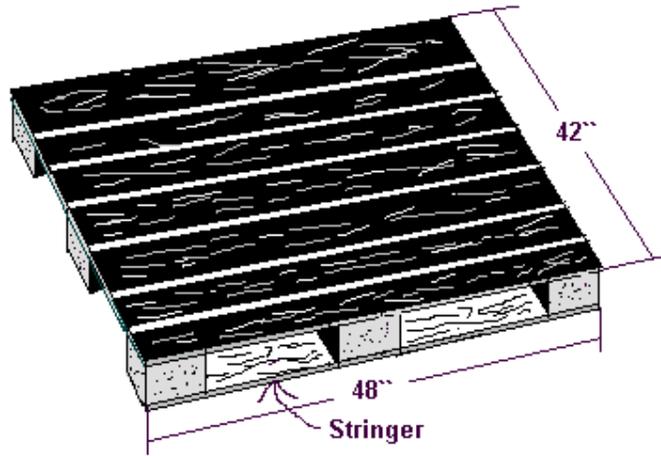
### 1.11.2. Delivery

- a) Address of EC warehouse:  
Elections Canada, Distribution Centre,  
100-440 Coventry Road, Ottawa (ON) K1K 2Y5; and
- b) Delivery hours are 8:00 am to 12:00 (noon) and 1:00 pm to 4:00 pm (Ottawa time), Monday to Friday, excluding statutory holidays.

## 1.12. MANDATORY DELIVERY DATE

- 1.12.1. **On or before, but no later than February 25<sup>th</sup>, 2021.**

**APPENDIX A – Diagram and specifications of a brewery-type skid**



**Stringer - SOLID BLOCKS - 4" X 6" X 3" High**

