



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Bid Receiving - PWGSC / Réception des soumissions -  
TPSGC

11 Laurier St./11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**Revision to a Request for a Standing Offer**

**Révision à une demande d'offre à commandes**

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

The referenced document is hereby revised; unless  
otherwise indicated, all other terms and conditions of  
the Offer remain the same.

Ce document est par la présente révisé; sauf  
indication contraire, les modalités de l'offre demeurent  
les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Communication Procurement Directorate/Direction de  
l'approvisionnement en communication  
360 Albert St./ 360, rue Albert  
12th Floor / 12ième étage  
Ottawa  
Ontario  
K1A 0S5

<b>Title - Sujet</b> Printing of forms and booklets Printing of forms and booklets	
<b>Solicitation No. - N° de l'invitation</b> 47419-212612/A	<b>Date</b> 2020-11-20
<b>Client Reference No. - N° de référence du client</b> 47419-21-2612	<b>Amendment No. - N° modif.</b> 001
<b>File No. - N° de dossier</b> cw035.47419-212612	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CW-035-79289	
<b>Date of Original Request for Standing Offer</b> 2020-11-09 <b>Date de la demande de l'offre à commandes originale</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Standard Time EST <b>on - le 2020-12-16</b> Heure Normale du l'Est HNE	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Keyserlingk (cw035), Andrea	<b>Buyer Id - Id de l'acheteur</b> cw035
<b>Telephone No. - N° de téléphone</b> (343) 551-1720 ( )	<b>FAX No. - N° de FAX</b> (613) 991-5870
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b> <b>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

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## AMENDMENT 001

The purpose of this amendment is to respond to questions from bidders and to amend the solicitation document in consequence.

### **Question 1:**

**Can it (the bid) not be emailed, as I didn't see that?**

Answer 1: As per article 08 of the Standard Instructions, there is a way to bid electronically.  
[2003 Standard Instructions, Article 08](#)

For further clarification, Part 2, OFFEROR INSTRUCTIONS, Section 2.2 Submission of Offers will be amended to include the following.

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSO.

Note: For offerors choosing to submit using epost Connect for offers closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

Note: Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2006, or to send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect

### **Questions 2:**

**Will more than one standing offer be awarded for this requirement?**

Answer 2: Part 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION, Section 4.2. Basis of Section indicates the following:

The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

As such, a maximum of one Standing Offer will be issued.

### **Question 3:**

**Do suppliers have to bid the entire document or can you provide pricing on the products they can provide?**

Answer 3: As per Annex B – Basis of Payment, Instructions: If pricing is not provided for a component, a price of zero will be assigned for the component and the offeror will be provided an opportunity to agree with the zero amount. If the offeror agrees then the Basis of Payment

will be considered compliant. However if the offeror disagrees then the offer will be found non-compliant and no further evaluation will be done.

**Question 4:**

**In the Basis of payment it also indicates that freight charges must be separate and supporting documents to be supplied. This will not be required if the freight is part of the form price. Please confirm that the price of freight is included in the grid form price?**

Answer 4: For further clarification, Annex B - Basis of Payment, Instructions, will be amended.

**In Annex B - Basis of Payment, Instructions DELETE the following text denoted by the strikethrough font:**

~~All shipping costs reasonably and properly incurred in the delivery of items to destination(s) that are specified in the individual Call-ups against this Standing Offer, will be reimbursed at cost with no allowance for profit or overhead and upon receipt of proper cost support documentation. All payments are subject to government audit.~~

**Question 5:**

**On page 34 you indicate that the freight would be included in the price of the forms. On page 38 you mention the freight would be reimbursed to supplier. Can you confirm that the cost of freight is to be included in the price of the forms?**

Answer 5: See answer to question 4.

**Question 6:**

**On pages 18 to 23 you have asked for escalation breakdown of many stocks. Many of these stocks will be used multiple times in different items being priced. Are we to supply the percentages on all the items? This may be a huge task to supply all this info.**

Answer 6: We need this information for each item so we can establish a cost baseline. This will allow us to implement price increases accordingly. The percentage will need to be included.

**Question 7:**

**We would like an extension to answer this tender if possible.**

Answer 7: We accept to extend this tender by 2 weeks. Closing bid date will be December 16, 2020.

**Question 8:**

**Are all categories given to a single offeror or we can present our offer for a single category?**

Answer 8: As per Annex B Basis of Payment– Instructions: If pricing is not provided for a component, a price of zero will be assigned for the component and the offeror will be provided

Contract No. - N° du contrat

47419-212612

Client Ref. No. - N° de réf. du client

47419-212612

Amd. No. - N° de la modif.

001

File No. - N° du dossier

CW035. 47419-212612

Buyer ID - Id de l'acheteur

cw035

CCC No./N° CCC - FMS No./N° VME

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an opportunity to agree with the zero amount. If the offeror agrees then the Basis of Payment will be considered compliant. However if the offeror disagrees then the offer will be found non-compliant and no further evaluation will be done

**Question 9:**

**Can we submit an offer for the year 2021 (first year only)?**

Answer 9: See answer to question 8.

**ALL OTHER TERMS AND CONDITIONS FOR THE REQUEST FOR STANDING OFFER  
REMAIN UNCHANGED.**