



**Return Bids to :**  
Natural Resources Canada

[nrcan.ontariobid-  
soumissionontario.rncan@canada.ca](mailto:nrcan.ontariobid-soumissionontario.rncan@canada.ca)

**Retourner Les Soumissions à :**  
Ressources Naturelles Canada

[nrcan.ontariobid-  
soumissionontario.rncan@canada.ca](mailto:nrcan.ontariobid-soumissionontario.rncan@canada.ca)

**Request for Standing Offer  
Demande d'offre à commandes**

Canada, as represented by the Minister of Natural Resources Canada, hereby requests a Standing Offer on behalf of the client identified herein.

Le Canada, représenté par le ministre des Ressources naturelles Canada, autorise par la présente, une offre à commandes au nom de client identifié ci-après

**Comments – Commentaires**

**Issuing Office – Bureau de distribution**

Finance and Procurement Branch/  
Services liés aux finances et à  
l'approvisionnement  
Natural Resources Canada/  
Ressources Naturelles Canada  
183 Longwood Road South,  
Hamilton, Ontario  
L8P 0A5

<b>Title – Sujet</b> Request for Standing Offers (RFSO's) for NRCan's Translation and Comparative editing Services	
<b>Solicitation No. – No de l'invitation</b> NRCan-5000056254 AMD 5	<b>Date</b> January 18, 2020
<b>Client Reference No. - N° de reference du client</b> 158347	
<b>Requisition Reference No. - N° de la demande</b> 5000056254	
<b>Solicitation Closes – L'invitation prend fin</b> at – à January 25, 2021 on – le 03 00 PM EST	
<b>Address Enquiries to: - Adresse toutes questions à:</b> Len Pizzi <a href="mailto:Len.Pizzi@Canada.ca">Len.Pizzi@Canada.ca</a>	<b>Buyer ID – Id de l'acheteur</b> A79
<b>Telephone No. – No de telephone</b> (905) 645-0676	<b>Fax No. – No. de Fax</b> (905) 645-0831
<b>Security – Sécurité</b> This Standing Offer has a security requirement Cette d'offre à commandes comporte une exigence de sécurité	
<b>Destination – of Goods, Services and Construction:</b> <b>Destination – des biens, services et construction:</b>  Ressources Naturelles Canada/ Natural Resources Canada 555 rue Booth Street Ottawa, ON K1A 0G1	
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>     <b>Telephone No.:- No. de téléphone:</b> _____ <b>Facsimile No.:- No. de télécopieur:</b> _____ <b>Email :- Courriel :</b> _____	
<b>Name and Title of person authorized to sign on behalf of Vendor/Firm (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
_____ <b>Signature</b>	_____ <b>Date</b>



**In 4.1.1.1 Mandatory Technical Criteria**

**Delete:**

	Description	Proposal Page #
<b>M1</b>	<p><b>Firm:</b> The Offeror must clearly identify each stream to which it is applying for below.</p> <p><b>M1.2 Streams:</b></p> <p><input type="checkbox"/> <b>M1.2.1 General</b></p> <p><input type="checkbox"/> <b>M1.2.2 Technical</b></p> <p><input type="checkbox"/> <b>M1.2.3 Specialized</b></p> <p><input type="checkbox"/> <b>M1.2.4 Indigenous Translations</b></p>	
<b>M2</b>	<p>The Offeror <b>MUST</b> provide two (2) client references. The references <b>MUST</b> be current, within the last five (5) years and <b>MUST</b> include up to date contact information.</p>	
<b>M3</b>	<p><b>FOR STREAMS 1 through 3 only</b></p> <p><b>Accreditation 1:</b></p> <p>The Offeror <b>MUST</b> have ISO 17100 accreditation at the time of bid closing.</p> <p>This accreditation must be maintained throughout the duration of the RFSO or the Offer risks being removed from the Standing Offer listing.</p> <p>The Offeror will submit a link or proof in the form of documentation to verify ISO 17100 accreditation</p>	
<b>M4</b>	<p><b>Offerors Electronic Procurement Capabilities:</b></p> <p>3.1 The Offeror must demonstrate its level of technical ability to all of the following:</p> <ul style="list-style-type: none"> <li>▪ Accept electronic orders</li> <li>▪ Send electronic confirmations</li> <li>▪ Provide electronic status updates</li> <li>▪ Provide electronic account statements</li> <li>▪ Work in a variety of electronic formats as described in section SW4.7 in the Statement of Work.</li> </ul> <p>3.2 The Offeror must provide the e-mail address of its single point e-mail ordering process. If the Offer has an electronic website describing its company and services, it must provide its URL address as well.</p>	
<b>M5</b>	<p><b>Certifications 1:</b></p> <p>The Offeror <b>MUST</b> complete, sign and date Page 1 of the RFSO.</p> <p>It is requested that all of the following be included: the name of the submitting organization, the name of the authorized signing person, appropriate</p>	



	addresses, telephone and facsimile numbers, and the business contact.	
<b>M6</b>	<p><b>FOR STREAMS 1 through 3 only</b></p> <p><b>Accreditation 2:</b></p> <p>The Offeror <b>MUST</b> have ISO 18587 accreditation at the time of bid closing.</p> <p>This accreditation must be maintained throughout the duration of the RFSO or the Offer risks being removed from the Standing Offer listing.</p> <p>The Offeror will submit a link or proof in the form of documentation to verify ISO 18587 accreditation</p>	
<b>M7</b>	<p><b>FOR STREAMS 1 through 3 only</b></p> <p><b>Certification 2:</b></p> <p>The Offeror <b>MUST</b> have CGSB 131.10 <a href="https://www.scc.ca/en/standardsdb/standards/28935">https://www.scc.ca/en/standardsdb/standards/28935</a> certification at the time of bid closing.</p> <p>This certification must be maintained throughout the duration of the RFSO or the Offer risks being removed from the Standing Offer listing.</p> <p>The Offeror will submit a link or proof in the form of documentation to verify CGSB 131.10</p>	
<b>M8</b>	<p>The Offeror must propose two (2) resources for evaluation per stream. Each of the proposed resources must have a minimum of 5 years of experience within the last 10 years of the date of closing of the RFSO. In the event the bidder proposes more than two resources, Canada will only evaluate the first two (2) in the order they are presented in the Offeror's offer.</p>	

**Insert:**

	Description	Proposal Page #
<b>M1</b>	<p><b>Firm:</b></p> <p>The Offeror must clearly identify each stream to which it is applying for below.</p> <p><b>M1.2 Streams:</b></p> <p><input type="checkbox"/> <b>M1.2.1 General</b></p> <p><input type="checkbox"/> <b>M1.2.2 Technical</b></p> <p><input type="checkbox"/> <b>M.1.2.3 Specialized</b></p> <p><input type="checkbox"/> <b>M.1.2.4 Indigenous Translations</b></p>	



<b>M2</b>	The Offeror <b>MUST</b> provide two (2) client references. The references <b>MUST</b> be current, within the last five (5) years and <b>MUST</b> include up to date contact information.	
<b>M3</b>	<b>FOR STREAMS 1 through 3 only</b> <b>Accreditation 1:</b>  The Offeror <b>MUST</b> have ISO 17100 accreditation at the time of bid closing.  This accreditation must be maintained throughout the duration of the RFSO or the Offer risks being removed from the Standing Offer listing.  The Offeror will submit a link or proof in the form of documentation to verify ISO 17100 accreditation	
<b>M4</b>	<b>Offerors Electronic Procurement Capabilities:</b> 3.3 The Offeror must demonstrate its level of technical ability to all of the following: <ul style="list-style-type: none"><li>▪ Accept electronic orders</li><li>▪ Send electronic confirmations</li><li>▪ Provide electronic status updates</li><li>▪ Provide electronic account statements</li><li>▪ Work in a variety of electronic formats as described in section SW4.7 in the Statement of Work.</li></ul> 3.4 The Offeror must provide the e-mail address of its single point e-mail ordering process. If the Offer has an electronic website describing its company and services, it must provide its URL address as well.	
<b>M5</b>	<b>Certifications 1:</b> The Offeror <b>MUST</b> complete, sign and date Page 1 of the RFSO. It is requested that all of the following be included: the name of the submitting organization, the name of the authorized signing person, appropriate addresses, telephone and facsimile numbers, and the business contact.	
<b>M6</b>	For Streams 3 & 4, the Offeror must have a minimum of 5 years of experience within the last 10 years of the date of closing of the RFSO in providing translation services of non-English to French or non-French to English.	
<b>M7</b>	<b>FOR STREAMS 1 through 3 only</b> <b>Certification 2:</b>  The Offeror <b>MUST</b> have CGSB 131.10 <a href="https://www.scc.ca/en/standardsdb/standards/28935">https://www.scc.ca/en/standardsdb/standards/28935</a> certification at the time of bid closing.  This certification must be maintained throughout the duration of the RFSO or the Offer risks being removed from the Standing Offer listing.  The Offeror will submit a link or proof in the form of documentation to verify CGSB 131.10	
<b>M8</b>	For streams 1 and 2, the Offeror must propose two (2) resources for evaluation per stream. Each of the proposed resources must have a minimum of 5 years	



---

	of experience within the last 10 years of the date of closing of the RFSO. In the event the bidder proposes more than two resources, Canada will only evaluate the first two (2) in the order they are presented in the Offeror's offer.	
--	--	--

**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME**