

RETURN RESPONSE TO:
RETOURNER LE RÉPONSE À:

Canada Revenue Agency
Agence du revenu du Canada

**AMENDMENT TO INVITATION TO QUALIFY (ITQ) /
MODIFICATION D'INVITATION À SE QUALIFIER (IQ)**

Title – Sujet	
CRA Records Management and Storage Services (RMASS)	
ITQ No. – No de IQ	Date
1000353414A	April 6, 2021 le 6 avril 2021
ITQ closes – L'invitation prend fin	Time zone – Fuseau horaire
April 23, 2021 le 23 avril 2021 at 2:00 PM à 14 h	EDT/HAE Eastern Daylight Time / Heure Avancée de l'Est
Contracting Authority – Autorité contractante	
Name – Nom : Arkadiusz Tchorzewski	
Email address – Adresse de courriel : arkadiusz.tchorzewski@cra-arc.gc.ca	
Telephone No. – No de téléphone	
(613) 291-5318	
RESPONSES MUST BE SUBMITTED TO :	
See section 3.2 of the ITQ	
<u>ENQUIRES:</u>	
All enquires regarding this ITQ must be submitted via e-mail to: arkadiusz.tchorzewski@cra-arc.gc.ca	



SOLICITATION AMENDMENT # 001

1. The closing date of this Invitation to Qualify number 1000353414A is amended to April 23, 2021 at 2:00 PM.
2. At Part 3 Respondent Instructions, section 3.1.4:

DELETE:

Section 08 Transmission by facsimile or by epost Connect is deleted in its entirety.

INSERT:

Section 08 Transmission by facsimile or by epost Connect is deleted in its entirety and replaced with the following:

08 Transmission by facsimile or using an electronic/online fax service

1. Facsimile
 - a. Unless otherwise specified in the ITQ, responses may be submitted by facsimile. The only acceptable facsimile number for responses to solicitations issued by the CRA is **1-418-556-1811**, or, if applicable, the facsimile number identified in the solicitation.
 - b. For responses transmitted by facsimile, the CRA will not be responsible for any failure attributable to the transmission or receipt of the faxed response including, but not limited to, the following:
 - i. receipt of garbled, corrupted or incomplete response;
 - ii. availability or condition of the receiving facsimile equipment;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the response;
 - v. failure of the Respondent to properly identify the response;
 - vi. illegibility of the response; or
 - vii. security of response data.
 - c. A response transmitted by facsimile constitutes the formal response of the Respondent and must be submitted in accordance with section 05.
 - d. The ITQ number should be identified in the cover page of all faxed transmissions.
 - e. Respondents must ensure that they are using the correct facsimile number.
 - f. Respondents are discouraged from using colours and shades in their response documents as transmittal process may render the information non readable.
2. Electronic/Online Fax Service
 - a. Unless otherwise specified in the solicitation, responses may be submitted by using an electronic/online fax service (for example eFax, Metrofax, Myfax, Hellofax, Ring Central Fax etc.). The only acceptable facsimile number for responses to solicitations issued by



the CRA is **1-418-556-1811**, or, if applicable, the facsimile number identified in the solicitation.

- b. To submit a response using an electronic/online fax service, the Respondent must send its response directly only to the specified facsimile number provided using its own software or licensing agreement for electronic/online fax services.
- c. The ITQ number should be identified in the cover page of all electronic/online fax service transmissions.
- d. For responses transmitted by electronic/online fax service, Canada will not be responsible for any failure attributable to the transmission or receipt of the response including, but not limited to, the following:
 - i. receipt of a garbled, corrupted or incomplete response;
 - ii. availability or condition of the electronic/online fax service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the response;
 - v. failure of the Respondent to properly identify the response;
 - vi. illegibility of the response;
 - vii. security of response data; or,
 - viii. inability to transmit through the electronic/online fax service.
- e. When the transmission using the electronic/online fax service is complete a time stamp will be applied and the file saved.
- f. Respondents must ensure that that they are using the correct facsimile number for the Bid Receiving Unit when submitting their response using an electronic/online fax service.
- g. A response transmitted using an electronic/online fax service constitutes the formal response of the Respondent and must be submitted in accordance with article 05.

3. At Part 3 Respondent Instructions, section 3.2 Submission of Responses:

DELETE:

ELECTRONIC RESPONONSES WILL NOT BE ACCEPTED. Due to the nature of this solicitation, electronic transmissions of a response by such means as electronic mail or facsimile is not considered to be practical and therefore will not be accepted.

ADD:

Alternatively, Responses may be sent by fax or using an electronic/online fax service to **1-418-556-1811**

Respondents should keep a copy of their fax transmission report for record keeping purposes.

Canada reserves the right to request a copy of the response documentation in native format (example: MS Word, MS Excel, Portable Document Format) after ITQ closing for use in the evaluation phase. Respondents may be asked by the Contracting Authority to provide this documentation via email with a specified timeframe. If there is a



discrepancy between the wording of the electronic copy submitted in response to the Contracting Authority's request and the original faxed copy submitted by fax or using an electronic/online fax service, the wording of the original faxed copy will have priority over the wording of the electronic copy.

4. At Part 4 Responses Preparation Instructions, section 4.1 Response Preparation Instructions:

DELETE:

4.1.1 Canada requests that Respondents provide their responses in an electronic format on a USB flash drive.

INSERT

4.1.1 For Responses submitted to the Bid Receiving Unit, Canada requests that Respondents provide their responses in an electronic format on a USB flash drive.