

Questions and Answers – # 2

QUESTION 5

In call for tenders CIC-153063, Annex E, tables A to D ask for a sum total of the proposed rates. However, the rates have different denominators: some rates are by the word, and others by the hour. Are we really supposed to add them up?

(This is an important question because the call for tenders also indicates that the total of these amounts is the “total evaluated price,” which is crucial for the awarding of a contract.)

ANSWER 5

Yes, that is correct. The “Total Evaluated Price” for the sum of TABLE A,B,D and D will be used to help determine contract award.

QUESTION 6

I would be interested in responding to the abovementioned call for tenders for translation services. Before proceeding, I would like to ask a few questions, if I may:

- The number of words to be translated annually is estimated at 80,000 words, is that correct?
- Since I am planning to do the work myself, there will be periods during the 4 years when I am not available (for example, 2 weeks of vacation in July). Would this be a problem if I notify you in advance of my lack of availability?

ANSWER 6

No, that is not correct. As stated in the Statement of Work, the estimated number of words per contract is 20,000 per year, for a total of 80,000 words per contract if all options are exercised.

No, this is not an issue. If you're unable to respond to a request, the request will be sent to one of the other suppliers who were issued a contract for these services. It is helpful if you are able to let IRCC know in advance if you expect to be absent and unable to provide services.

QUESTION 7

Could you confirm that proposal documents should indeed be sent to this email address?

IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca

ANSWER 7

Please see RFP cover page for bid submission e-mail address.