



**RETURN BIDS TO:**

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11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Gatineau

Core 0B2 / Noyau 0B2

K1A0S5

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**

Charter and Transportation Services Division/Division  
de services d'affrètement et transport

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Gatineau

Quebec

K1A0S5

<b>Title - Sujet</b> Document Management Gestion des documents	
<b>Solicitation No. - N° de l'invitation</b> EN578-211918/B	<b>Date</b> 2021-05-19
<b>Client Reference No. - N° de référence du client</b> 20211918	<b>Amendment No. - N° modif.</b> 002
<b>File No. - N° de dossier</b> ls105.EN578-211918	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$LS-105-79981	
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale 2021-04-23	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2026-03-31</b> Heure Avancée de l'Est HAE	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Segla, Anita L.	<b>Buyer Id - Id de l'acheteur</b> ls105
<b>Telephone No. - N° de téléphone</b> (873) 354-0731 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<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>		

## Amendement 002

This amendment is raised to add the security clauses of Request for Standing Offer (RFSO), add the information regarding Call-up comprising of multiple regions; and to update the Call-Up Duration and Rates Validity as well as the Duration limit sections of the RFSO:

### 1. RFSO section 2A.2 Security Requirements

#### **Delete:**

#### 2A.2 Security Requirements

2A.2.1 The following security requirements (SRCL) and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

#### **2A.2.2 Offeror's Sites or Premises Requiring Safeguarding**

2A.2.2.1 Where safeguarding measures are required in the performance of the Work, the Offeror must diligently maintain up-to-date the information related to the Offeror's and proposed individuals' sites or premises as indicated in Annexes G1 to G6 as applicable.

2A.2.2.2 The Company Security Officer must ensure through the Contract Security Program that the Offeror and individual(s) hold a valid security clearance at the required level.

#### **Insert:**

#### 2A.2 Security Requirements

2A.2.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No EN578-211918**

- The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED B, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
- The Contractor/Offeror personnel requiring access to PROTECTED information, assets or site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.

- The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED B.
- Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
- The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex "C1";
  - (b) Contract Security Manual (Latest Edition)

#### **2A.2.2 Offeror's Sites or Premises Requiring Safeguarding**

2A.2.2.1 Where safeguarding measures are required in the performance of the Work, the Offeror must diligently maintain up-to-date the information related to the Offeror's and proposed individuals' sites or premises as indicated in Annexes G1 to G6 as applicable.

2A.2.2.2 The Company Security Officer must ensure through the Contract Security Program that the Offeror and individual(s) hold a valid security clearance at the required level.

#### **2. RFSO section 2A.8.3 Call-Up Duration and Rates Validity**

##### **Delete:**

#### **2A.8.3 Call-Up Duration and Rates Validity**

Any call-ups issued under this standing offer is valid for a maximum of 24 months.  
The rates applicable at time of invoice, are those covering the period of services rendered and subject to the consumer price index methodology.

##### **Insert:**

#### **2A.8.3 Call-Up Duration and Rates Validity**

The validity period of any call-ups issued under this standing offer cannot exceed the end of the next fiscal year period.  
The rates applicable at time of call-up, are those included in the Standing Offer, revised bi-annually.  
Once call-up is raised, the rates applicable are now subject to the annual CPI escalation rates. The annual CPI rates of previous calendar year (January 1 to December 31), are applied to call-up rates, starting April 1.

3. RFSO section 2A.8.4 Call-up comprising of multiple regions

**Insert:**

Only the offeror capable of providing services in all identified regions within the call-up will be considered for any resulting contract. Notwithstanding statement above, call-up authority may raise one call-up per region.

4- RFSO section 2A.10.2- Duration limit:

**Delete:**

**2A.10.2- Duration limit**

Call-up period limit is no longer than the following supply period.

Ex: Call-up issued on June 15 has a maximum duration period of November 30.

Only for exceptional circumstances will an increase in the above limits be approved by the PSPC standing offer authority. Additional limits and/or conditions may be added.

**Insert:**

**2A.10.2- Duration limit**

Call-up period limit can not exceed the end of the next fiscal year period.

Ex: Call-up issued on June 15 2021 has a maximum duration period of March 31, 2023.

Only for exceptional circumstances will an increase in the above limits be approved by the PSPC standing offer authority. Additional limits and/or conditions may be added.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**