



RETURN BIDS TO :

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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

AMENDMENT #2

Proposal To: Citizenship and Immigration Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

Proposition aux: Citoyenneté et Immigration Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s).

Instructions : See Herein

Comments - Commentaires

**Vendor/Firm Name and address
Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office – Bureau de distribution
Citizenship and Immigration Canada
Contracting and Procurement Section
70 Cremazie Street
Gatineau, Qc, K1A 1L1**

Title – Sujet Statements of account for Citizenship and Immigration Canada's immigration loans.	
Solicitation No. – N° de l'invitation CIC-153152 Amendment #2	Date 2021-05-28
Client Reference No. – N° référence du client	
GETS Reference No. – N° de reference de SEAG	
File No. – N° de dossier CIC-151992	CCC No. / N° CCC - FMS No. / N° VME
Solicitation Closes – L'invitation prend fin at – à 02 :00 PM on – le June 07, 2021	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à: ircc.bidsreceiving-receptiondessoumissions.ircc@cic.gc.ca	Buyer Id – Id de l'acheteur
Telephone No. – N° de téléphone :	FAX No. – N° de FAX
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :	

Instructions: Voir aux présentes

Delivery required - Livraison exigée	Delivered Offered – Livraison proposée
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print)- Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



CITIZENSHIP AND IMMIGRATION CANADA

SOLICITATION: CIC-153152

AMENDMENT #2

1. BASIS OF PAYMENT

The Appendix E – Basis of Payment is deleted in its entirety and replace by;

APPENDIX “E”, BASIS OF PAYMENT

During the period of the contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included and applicable taxes are extra.

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with this Basis of Payment, Appendix “E”.

Canada's total liability to the Contractor under the Contract shall not exceed **\$618,252.00**, including all options, travel expenses and all applicable taxes.

1. The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted firm unit price and monthly price (in Cdn \$).
2. The prices or rates specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:
 - a) all travel and living expenses for work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the [Justice Website](#);
 - b) any travel expenses for travel between the Contractor's place of business and the NCR; and
 - c) any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.
3. The volumetric data included in the pricing schedule detailed in Appendix “E”, Basis of Payment is provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.



Table # 1					
Hard copy - Firm all-inclusive Rates for a volume <u>under 10,000</u> units per month (unit price = \$ per statement of account)					
	Contract period (2 years) Date of contract Award to August 31, 2023 (A)	Option Period 1 September 1, 2023 to August 31, 2024 (B)	Option Period 2 September 1, 2024 to August 31, 2025 (C)	Option Period 3 September 1, 2025 to August 31, 2026 (D)	Option Period 4 September 1, 2026 to August 31, 2027 (E)
Generating (Print Run Set Up) (i)	\$/month \$	\$/month \$	\$/month \$	\$/month \$	\$/month \$
Printing (SOA & envelopes) (ii)	\$/unit \$	\$/unit \$	\$/unit \$	\$/unit \$	\$/unit \$
Mailing (iii)	\$/unit \$	\$/unit \$	\$/unit \$	\$/unit \$	\$/unit \$
*Total dollar value: (F)	\$ Sum of (Ai + (Aii * 9,000) + (Aiii * 9,000))	\$ Sum of (Bi + (Bii * 9,000) + (Biii * 9,000))	\$ Sum of (Ci + (Cii * 9,000) + (Ciii * 9,000))	\$ Sum of (Di + (Dii * 9,000) + (Diii * 9,000))	\$ Sum of (Ei + (Eii * 9,000) + (Eiii * 9,000))
Total of table # 1 including all options:					\$
Sum of row (F)					

All section in red as to be completed by the bidder

*The quantity in row (F) is for evaluation purposes only



Table # 2					
Hard copy - Firm all-inclusive Rates for a volume of <u>10,000 units and over</u> per month (unit price = \$ per statement of account)					
	Contract period (2years) Date of contract Award to August 31, 2023 (A)	Option Period 1 September 1, 2023 to August 31, 2024 (B)	Option Period 2 September 1, 2024 to August 31, 2025 (C)	Option Period 3 September 1, 2025 to August 31, 2026 (D)	Option Period 4 September 1, 2026 to August 31, 2027 (E)
Generating (Print Run Set Up) (i)	\$/month \$	\$/month \$	\$/month \$	\$/month \$	\$/month \$
Printing (SOA & envelopes) (ii)	\$/unit \$	\$/unit \$	\$/unit \$	\$/unit \$	\$/unit \$
Mailing (iii)	\$/unit \$	\$/unit \$	\$/unit \$	\$/unit \$	\$/unit \$
*Total dollar value: (F)	\$ Sum of (Ai + (Aii * 20,000) + (Aiii * 20,000))	\$ Sum of (Bi + (Bii * 20,000) + (Biii * 20,000))	\$ Sum of (Ci + (Cii * 20,000) + (Ciii * 20,000))	\$ Sum of (Di + (Dii * 20,000) + (Diii * 20,000))	\$ Sum of (Ei + (Eii * 20,000) + (Eiii * 20,000))
Total of table # 2 including all options:				\$	
Sum of row (F)					

All section in red as to be completed by the bidder

*The quantity in row (F) is for evaluation purposes only



Table # 3					
Soft copy - Firm all-inclusive Rates per units per month (unit price = \$ per statement of account)					
	Contract period (2 years) Date of contract Award to August 31, 2023 (A)	Option Period 1 September 1, 2023 to August 31, 2024 (B)	Option Period 2 September 1, 2024 to August 31, 2025 (C)	Option Period 3 September 1, 2025 to August 31, 2026 (D)	Option Period 4 September 1, 2026 to August 31, 2027 (E)
Emailing (i)	\$/unit \$	\$/unit \$	\$/unit \$	\$/unit \$	\$/unit \$
Total dollar value: (F)	\$ (sum of Ai * 8,000)	\$ (sum of Bi * 8,000)	\$ (sum of Ci * 8,000)	\$ (sum of Di * 8,000)	\$ (sum of Ei * 8,000)
Total of table # 3 including all options: Sum of row (F)				\$	

***All section in red as to be completed by the bidder**

*The quantity in row (F) is for evaluation purposes only

Table #4	
Table Summary	COSTS
Total for table # 1 including all options:	\$ To be completed by the bidder
Total for table # 2 including all options:	\$ To be completed by the bidder
Total for table # 3 including all options:	\$ To be completed by the bidder
Grand Total Evaluated Price (Sum of tables 1,2 & 3)(excluding taxes)	\$ To be completed by the bidder

The contract has a maximum limitation of expenditure, including all options, of **\$618,252.00** plus applicable taxes.

****All postage costs will be paid by CIC to Canada Post directly.**

2. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.