



SEN RFP-013 21/22
Multi-Purpose Paper and Envelopes
Questions and Answers #3

August 26, 2021

- Q1.** Returns with no cost/restocking fees. Does this pertain to returns of products that are received damaged or any/all returns?
- R1.** As indicated in Annex “A” – Statement of Requirements, section 6, the Senate will not be responsible for any cost for the delivery of the replacement item and/or for any re-stocking charges due to damaged products received.
- Q2.** Annex “B” – Basis of Payment – Is this chart available in Word and/or Excel format?
- R2.** The chart is to be filled out as provided in the RFSO.
- Q3.** Annex “B” – Basis of Payment – Due to current market conditions it is not feasible to provide accurate pricing for each year listed in Annex “B”. Price Per Package for Year 1 can be submitted however would be subject to mill initiated increases, upon which 30 days’ notice would be provided prior to implementing revised pricing. Is this acceptable?
- R3.** The prices for the products listed in Annex “B” – Basis of Payment shall remain in force for the initial 3-year period of the SOA. As stated in Part 6 – Terms of Work and Payment, section 2 Extension of Standing Offer Agreement if the Senate decides to exercise the up to two (2) additional one (1) year period and this option is granted by the Supplier under the same conditions, prices may be negotiated.
- Q4.** Is the Total all inclusive calculated by the price per package times the Annual Forecasted Quantity in Annex “A” – Statement of Work?
- R4.** As indicated in Annex “B” – Basis of Payment, the price per package must include all requirements as set forth in the RFSO, all packaging, delivery etc.
- Q5.** Are reasonable substitute products acceptable and, if so, where would we indicate the substitute product details?
- R5.** As indicated in the Annex A – Statement of Requirements, substitutes will not be accepted without prior approval. All specifications stated are mandatory.

The equivalent certifications will be accepted for the items detailed in the table 1 below:

- Forest Stewardship Council (FSC)
- Sustainable Forestry Initiative



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- CSA

Table 1

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| Multi-purpose reprographic, 8-1/2" x 11"; basis weight - 20 lbs; EcoLogo certified; 100% post-consumer waste. |
| Multi-purpose reprographic, 8-1/2" x 14".basis weight – 20 lbs; EcoLogo certified. 100% post-consumer waste. |
| Multi-purpose reprographic, 11" x 17". basis weight - 20 lbs; EcoLogo certified. 100% post-consumer waste. |