



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions -
TPSGC

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Linguistic Services Division / Division des services
linguistiques

Les Terrasses de la Chaudière

10, rue Wellington, 5e étage

Gatineau

Québec

K1A 0S5

Title - Sujet Translation Services	
Solicitation No. - N° de l'invitation 24062-210104/A	Amendment No. - N° modif. 005
Client Reference No. - N° de référence du client 24062-210104	Date 2022-02-01
GETS Reference No. - N° de référence de SEAG PW-\$\$ZF-504-40440	
File No. - N° de dossier 504zf.24062-210104	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2022-02-16 Heure Normale de l'Est HNE	
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lepage, Renée	Buyer Id - Id de l'acheteur 504zf
Telephone No. - N° de téléphone () - ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
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

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
005
File No. - N° du dossier
504zf.24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No./N° VME - FMS

This amendment is issued to answer questions from suppliers and to extend the solicitation bid closing date.

1. Bidders question;

Question 1:

We are a linguistic services supplier based in Mexico, would we be eligible to bid on this solicitation?

Response 1:

You can only bid if your company is based in Canada or has a subsidiary in Canada.
Also note that:

- this requirement is subject to Canadian Free Trade Agreement (CFTA).
- this requirement is limited to Canadian services ([Section 5.A.A3050T - Canadian Content Definition - Buyandsell.gc.ca](#)).
- due to the classified nature of some of the documents to be translated or revised, bidders and their resources must meet security requirements at a secret level.
- a resource from the contractor ranked first will be required to work at the client's site one day per week, depending on the level of security of the documents to be translated.

Question 2:

Could you please clarify what information is required for RC1?
Specifically:

- i. Under Bidder Response it indicates that "You must complete the template for each experience period submitted." What does "each experience period" mean? In many cases the 10+ years can be demonstrated with one client.
- ii. The Table in Attachment 4 to Part 4, Technical Criteria includes a line requesting "Total number of words translated for the period", however in RC1 only "the period during which the translation services were provided (month/year) to (month/year)" is requested, not the volume. As such, is this information required? If so, is it expected that the volume be provided for the entire duration of the experience with the client organization, or can we provide the volumes translated within a particular period of time (e.g. within the past 4 years)?

Response 2:

Attachment 3 and 4 to Part 4, Technical Criteria of the solicitation are now **Mandatory**. Bidders will need to complete and provide those attachments with their bid package.

At the Bid Solicitation 24062-210104 :

DELETE : ATTACHMENT 3 to PART 4, TECHNICAL CRITERIA

INSERT: ATTACHMENT 3 to PART 4, TECHNICAL CRITERIA

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
005
File No. - N° du dossier
504zf.24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No./N° VME - FMS

Mandatory template for mandatory criteria MC1

Mandatory Criterion - MC1 for Contracts A and B & MC1 for Contract C	
Name of the client organization to which the translation services were provided	
Client's organization resource who can confirm the claimed experience	Name
	Telephone
	Email
Number of experience	
Start of experience (month / year)	
End of experience (month / year)	
The nature of the work carried out (Briefly explain the work carried out)	
The subject of the work carried out (What were the subjects of the translated texts)	
Source language of the translation (English or French)	
Target language of the translation (English or French)	
Total number of words translated for the period of experience demonstrate in the solicitation	

DELETE : ATTACHMENT 4 to PART 4, TECHNICAL CRITERIA

INSERT: ATTACHMENT 4 to PART 4, TECHNICAL CRITERIA

Mandatory template rated criteria RC1

Rated Criteria RC1	
Name of the client organization to which the translation services were provided	
Client's organization resource who can confirm claimed experience	Name
	Telephone
	Email

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
005
File No. - N° du dossier
504zf.24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No./N° VME - FMS

Number of experience	
Start of experience (<i>month / year</i>)	
End of experience (<i>month / year</i>)	
The nature of the work carried out (<i>Briefly explain the work carried out</i>)	
The subject of the work carried out (<i>What were the subjects of the translated texts</i>)	
Source language of the translation (<i>English or French</i>)	
Target language of the translation (<i>English or French</i>)	
Total number of years/months for the period of the experience demonstrate in the solicitation	

- i. The template must be completed each experience period for each client. For example, if you have more than 3 clients with 10+ years, you must complete the template for each client (3 templates).
- ii. The information is now mandatory; number of words (Mandatory template for mandatory criteria MC1) and number of years and months (Mandatory template rated criteria RC1) should be provided for the entire duration of the experience, to the best of the bidder's knowledge.

Question 3:

We have a question concerning Attachment 1 to Part 4, Technical Criteria of the RFP. For the purposes of demonstrating experience under MC1 (see optional template included as Attachment 3 to Part 4) and RC1, is it acceptable to include the Treasury Board Secretariat of Canada?

Response 3:

Attachments 3 and 4 of Part 4, Technical Criteria is now deemed mandatory. In accordance with MC1 and RC1, bidders must complete and provide these templates with their bid. Yes, you can include the Treasury Board Secretariat of Canada for the demonstration experience if your experience is related to Treasury Board Secretariat of Canada.

Question 4:

We also have a question concerning section 2.2 Submission of Bids. Will separate .pdf files for each section (I to IV) plus applicable supporting information be acceptable for submission via epost Connect, or should proponents merge the entire submission into one single pdf file?

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
005
File No. - N° du dossier
504zf.24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No./N° VME - FMS

Response 4:

It would be preferable to merge all the documents in one file to avoid any possibility of assembly error in your bid package by our bids receiving unit.-

Question 5:

What is the document safeguarding security requirement associated to solicitation? Our understanding is that the solicitation requires facility and personnel clearance at secret level but not document safeguarding, is that correct?

Response 5:

If facilities and personnel meet security standards, document safeguarding will occur naturally.

Question 6:

As per requirements: "A resource from the Contractor ranked first will be required to work at the client's site one day per week, depending on the level of security of the documents to be translated". I have the following questions:

Since the client's site meeting of one day per week is not systematic and will depend on a week to week basis, where is the city site location? We are based in Vancouver, BC, and wondering if we can provide this one day per week service depending on the client's site location.

Response 6: The client's site location is in Ottawa, Ontario.

Question 7:

As per proposal statement: "B. Bidders must submit their prices and rates FOB destination; Canadian customs duties and excise taxes included, if applicable; and applicable taxes excluded". I have the following question to clarify:

- i. Any specific reason why the price rates are in FOB destination format? Does this refers to courier and mail deliveries or this is something else?
- ii. What is the percentage for email, Internet, courier and hand delivery? (price range per word can be different in courier delivery, considering that we have to cover the courier fees)

Response 7i:

The Free on Board prices are all inclusive at destination: delivery charges, customs duties, insurance, customs duties and excise taxes.

All applicable taxes are extra.

Response 7ii:

Currently, especially due to the pandemic, the percentage is 100% for email. It is difficult to predict whether this percentage will change when the majority of employees return to the office. Prior to the pandemic, the percentage was about 90% by email and 10% by courier or hand delivery. Texts that will be sent by messenger or by hand delivery will be documents Protected B and Protected C.

N° de l'invitation - Solicitation No.
24062-210104/A
N° de réf. du client - Client Ref. No.
24062-210104

N° de la modif - Amd. No.
005
File No. - N° du dossier
504zf.24062-210104

Id de l'acheteur - Buyer ID
504zf
N° CCC / CCC No./N° VME - FMS

Question 8:

I have the following question based in the description background: The estimated number of words is 6M, which will be allocated in rotation to 3 qualified contractors. The total volume of words of 6,000,000 will be divided into 3 contractors, or that is 6,000,000 words per each contractor?

Response 8:

It is 6,000,000 words in total per year for the 3 supplier, therefore, it will be divided within the 3 supplier at an approximative of 2,000,000 words per year and per supplier.

2. At first page of the Bid Solicitation 24062-210104;**DELETE:**

Solicitation Closes: 2022-02-07 at 2:00 PM

INSERT:

Solicitation Closes: **2022-02-16 at 2:00 PM**

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED