



Procurement and Contracting Services
30 Victoria Street
Gatineau, Quebec K1A 0M6

REQUEST FOR PROPOSAL AMENDMENT

The Request for Proposal is hereby amended; unless otherwise indicated, all other terms and conditions of the Request for Proposal remain the same.

RFP Amendment No.	RFP Amendment Date:
1	February 18, 2022
Office of the Chief Electoral Officer File No.	
ECSF-RFP-22-0801	
Title:	
Box for the Distribution Center [EC 50250]	
Request for Proposal Closing Date:	
March 11, 2022	
ENQUIRIES – address enquiries to the Contracting Authority:	
Office of the Chief Electoral Officer of Canada Procurement and Contracting Services 30 Victoria Street Gatineau, Quebec K1A 0M6 proposition-proposal@elections.ca	
Attention:	Tel No.
Sufia Fuentes	873-415-0446

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal for Box for the Distribution Center [EC 50250] bearing number ECSF-RFP-22-0801 and dated February 15, 2022 (the “RFP”). This amendment hereby forms part of the RFP.
- 1.2** Unless defined herein or unless the context otherwise requires, all of the words and phrases defined in the RFP and used in this amendment shall have the same meanings assigned to them in the RFP.

Part 2. Amendments

2.1 Amendment to Subsection 1.3.2 of Part 1 – General Information

The Request for Proposal is hereby amended by adding after Section 1.3.2 the following new Section (b):

- (a) The Contract period is from the Effective Date of the Contract until March 31, 2024.
- (b) The bidder grants to Elections Canada the irrevocable option to extend the period of the Contract by one additional period of two years under the same terms and conditions.

2.2 Amendment to article 3 of Part 7 – Resulting Contract

The Request for Proposal is hereby amended by adding after Section 3.01 the following new Section 3.02:

Section 3.02 Option to extend

- 3.02.01 The Contractor will grant to Elections Canada irrevocable options to extend the period of the Contract by one additional period of two years under the same terms and conditions.
- 3.02.02 Elections Canada may exercise these options at any time by sending a written notice to the Contractor at least 15 calendar days before to the Contract expiry date or any extension thereof.
- 3.02.03 The options to extend the term of the Contract may be exercised only by the Contracting Authority.

2.3 Amendment to Annex B – Pricing Table of Part 7 Resulting Contract

The Request for Proposal is hereby amended by adding the following two tables

representing options after the pricing table:

Option for Additional Quantities during Initial Period (from Contract Award to March 31, 2024):

Item #	Item Description	Unit of measure	Quantity	Firm Unit Price
1.	EC 05060 Box for the Distribution Centre	Single	10,000 to 20,000	\$ [insert at contract award] per box
1.	EC 05060 Box for the Distribution Centre	Single	20,001 to 30,000	\$ [insert at contract award] per box
1.	EC 05060 Box for the Distribution Centre	Single	30,001 to 40,000	\$ [insert at contract award] per box

Option Period (April 1, 2024 to March 31, 2026):

Item #	Item Description	Unit of measure	Quantity	Firm Unit Price
1.	EC 05060 Box for the Distribution Centre	Single	10,000 to 40,000	\$ [insert at contract award] per box
1.	EC 05060 Box for the Distribution Centre	Single	40,001 to 70,000	\$ [insert at contract award] per box

2.4 Amendment to Part 9 – Financial Proposal Pricing Table

The Request for Proposal is hereby amended by adding the following two tables representing options after the pricing table:

Option for Additional Quantities during Initial Period (from Contract Award to March 31, 2024):

Item #	Item Description	Unit of measure	Quantity	Firm Unit Price
1.	EC 05060 – Box for the Distribution Centre	Single	10,000 to 20,000	\$Bidder to insert per box
1.	EC 05060 –Box for the Distribution Centre	Single	20,001 to 30,000	\$Bidder to insert per box

1.	EC 05060 – Box for the Distribution Centre	Single	30,001 to 40,000	\$Bidder to insert per box
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Option Period (April 1, 2024 to March 31, 2026):

Item #	Item Description	Unit of measure	Quantity	Firm Unit Price
1.	EC 05060 – Box for the Distribution Centre	Single	10,000 to 40,000	\$Bidder to insert per box
1.	EC 05060 – Box for the Distribution Centre	Single	40,001 to 70,000	\$Bidder to insert per box

Financial Evaluation:

For Financial Evaluation purposes, the Total Evaluated Price will be calculated as the sum of the Unit Price of all quantities and all periods (initial period and option period, initial quantities and options for additional quantities).



Box for the Distribution Centre [EC 05060]

ANNEX B

Pricing Table

Annex B – Pricing Table

The Contractor will be paid in accordance with the firm all-inclusive prices outlined below for the services outlined in Annex A – Statement of Work. Pricing is for the full period of the contract and does not include applicable sales tax.

The Firm price must include the cost of skids and transportation fee.

Initial Period (from Contract Award to March 31, 2024):

Item #	Item Description	Quantity	Firm Unit Price	Firm Extended Price
1.	EC05060 – Box *Purchase Order # insert at contract award	70,000	\$ insert at contract award	\$ [insert at contract award]
Maximum cost of any author’s alterations (AA’s)				\$ [insert at contract award]
Total Cost				\$ [insert at contract award]

Option for Additional Quantities during Initial Period (from Contract Award to March 31, 2024):

Item #	Item Description	Unit of measure	Quantity	Firm Unit Price
1.	EC 05060 Box for the Distribution Centre	Single	10,000 to 20,000	\$ [insert at contract award] per box
1.	EC 05060 Box for the Distribution Centre	Single	20,001 to 30,000	\$ [insert at contract award] per box
1.	EC 05060 Box for the Distribution Centre	Single	30,001 to 40,000	\$ [insert at contract award] per box

Option Period (April 1, 2024 to March 31, 2026):

Item #	Item Description	Unit of measure	Quantity	Firm Unit Price
1.	EC 05060 Box for the Distribution Centre	Single	10,000 to 40,000	\$ [insert at contract award] per box
1.	EC 05060 Box for the Distribution Centre	Single	40,001 to 70,000	\$ [insert at contract award]

				per box
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TO A MAXIMUM OF \$insert at contract award (applicable taxes extra)

All payments are subject to Government Audit.

***For invoicing purposes, please ensure to indicate on the invoice the PO number related to each item.**

No Overs / No Unders

Elections Canada will not pay an invoice for items received in excess of the quantity stipulated in Annex A – Statement of Work, nor will it pay the full amount when items are sent in lower quantities than requested. It is the supplier’s responsibility to ensure that items are shipped in the correct quantities.



Box for the Distribution Centre [EC 05060]

Part 9 – Financial Proposal Pricing Table

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The Bidder must quote a firm unit price for the completion of all the work as defined in the Annex A – Statement of Work.

Part 8 must be completed in its entirety, by indicating the price for each item according to the quantities requested.

The Firm Unit Prices quoted by the Bidder must be in Canadian dollars and exclude all Applicable Sales Tax. The Firm price must include the cost of skids and transportation fees.

Initial Period (from Contract Award to March 31, 2024):

Item #	Item Description	Quantity	Firm Unit Price	Firm Extended Price
1.	EC05060 – Box	70,000	\$ Bidder to insert	\$ Bidder to insert
Total Price:				\$ Bidder to insert

Option for Additional Quantities during Initial Period (from Contract Award to March 31, 2024):

Item #	Item Description	Unit of measure	Quantity	Firm Unit Price
1.	EC 05060 – Box for the Distribution Centre	Single	10,000 to 20,000	\$ Bidder to insert per box
1.	EC 05060 – Box for the Distribution Centre	Single	20,001 to 30,000	\$ Bidder to insert per box
1.	EC 05060 – Box for the Distribution Centre	Single	30,001 to 40,000	\$ Bidder to insert per box

Option Period (April 1, 2024 to March 31, 2026):

Item #	Item Description	Unit of measure	Quantity	Firm Unit Price
1.	EC 05060 – Box for the Distribution Centre	Single	10,000 to 40,000	\$ Bidder to insert per box
1.	EC 05060 – Box for the Distribution Centre	Single	40,001 to 70,000	\$ Bidder to insert per box

Financial Evaluation:

For Financial Evaluation purposes, the Total Evaluated Price will be calculated as the sum of the Unit Price of all quantities and all periods (initial period and option period, initial quantities and options for additional quantities).

No Overs / No Unders

Elections Canada will not pay an invoice for items received in excess of the quantity stipulated in Annex A – Statement of Work, nor will it pay the full amount when items are sent in lower quantities than requested. It is the supplier's responsibility to ensure that items are shipped in the correct quantities.