



RFP # 100020590

AMENDMENT NO. 002

This amendment is raised to revise the RFP and to answer Bidders' questions.

RFP REVISIONS:

1. At Page 1 of the RFP, Solicitation Closes:

Delete: 2022-03-03 at-à 14:00 PM

Insert: 2022-03-07 at-à 14:00 PM

QUESTION 3: Can we postpone the closing date until March 16?

ANSWER 3: No. We will add 3 more days but this is the maximum extension.

All other terms remains the same

AMENDMENT NO. 001

This amendment is raised to revise the RFP and to answer Bidders' questions.

RFP REVISIONS:

1. At Page 1 of the RFP, Solicitation Closes:

Delete: 2022-02-28 at-à 14:00 PM

Insert: 2022-03-03 at-à 14:00 PM



2. At Attachment 1 to Part 4, Mandatory and Point Rated Criteria

Delete: In its entirety

Insert:

MANDATORY TECHNICAL REQUIREMENTS

The mandatory requirements listed will be evaluated on a pass/fail (i.e. compliant/non-compliant) basis. Proposals that fail to meet the mandatory requirements will be disqualified at this stage without further consideration.

Proposals must demonstrate compliance with all of the following specifications and requirements and **MUST** provide the necessary documentation to support compliance in order to be considered.



| Mandatory Criteria | Description(s) | Bidder's response: | Met | Not met |
|---|---|--------------------|-----|---------|
| M.1 Firm Production Experience | <p>The bidder must demonstrate that they have the corporate capability to provide the services outlined in the Statement of Work. The bidder must demonstrate they have a minimum of seven (7) years experience in envelope printing and/or production within the last 10 years as of bid publication date, for *external client(s)</p> <p>The Bidder must outline how many years they have been in business and provide a brief description of the number and type of envelope contracts/projects they have completed.</p> <p>*External clients: means clients exterior to the Bidder's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Bidder.</p> | | | |
| M.2 Client References | <p>The Bidder must demonstrate they have fulfilled envelope printing and/or production contracts of similar value and nature using 2 separate contracts for 2 different *external clients for services as described in Annex A Statement of Work (SOW) of this requirement.</p> <p>Each contracts must:</p> <ul style="list-style-type: none"> a) Have been active within the last 2 years as of the bid solicitation publication date; b) Have been for a minimum annual value of \$125,000 with each client (amendments and applicable taxes included); <p>The Bidder must demonstrate experience for each reference contract as follows:</p> | | | |



| | | | | |
|---|--|--|--|--|
| | <ul style="list-style-type: none">(a) The name of the organization the contract was with;(b) The Client Reference contact information;(c) The Contract number;(d) The value of the Contract (amendments and applicable taxes included);(e) The Contract start and end dates;(f) A brief description of the type and number of envelope printing and/or produced. <p>*External clients: means clients exterior to the Bidder's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Bidder.</p> | | | |
| M.3 Respect of Delivery Timeframes | <p>The Bidder must describe how they will meet delivery deadlines.</p> <p>The Bidder must consider the following factors in their proposal:</p> <ul style="list-style-type: none">a) ability to prioritize, add production shifts, or add overtime capacity;b) arrangements with multiple delivery transport carriers; andc) other information the Bidder may consider relevant to their ability to ensure they will meet delivery deadlines. | | | |



RATED TECHNICAL REQUIREMENTS

All bids will be assessed using the following scoring criteria:

| Rated Criteria | Description(s) | Bidder response | Point Value | Points attributed |
|---|---|-----------------|--|-------------------|
| R.1 Firm Production Experience | <p>The Bidder will be awarded points for the number of years of experience they have as a corporation where they have been in the envelope printing and/or production business for external clients to the Bidder's organization, as provided in M.1.</p> <p><u>Rated by years of experience:</u> 7+ to 15 years – 10 points > 15+ to 20 years – 13 points > 20 + years – 15 points</p> | | Up to 15 points | |
| R.2 Quality Assurance Strategy | <p>The Bidder should describe the quality assurance strategy it will apply to meet ESDC's envelopes requirements. Points will be awarded by either:</p> <p>a) Providing a copy of their International Organization for Standardization (ISO 9001) certification</p> <p>OR</p> <p>b) By detailing:</p> <ol style="list-style-type: none"> 1. their own Quality Assurance model 2. QA standards and process to meet ESDC's envelope requirements 3. standards relating to specifications as well as delivery requirements. | | Up to 20 points – <i>20 points for a)</i> OR <i>5 points per factor 1 to 3.</i> | |
| Maximum Points Available for R.1, R.2 | | | 35 | |
| Minimum Points Required for R.1, R.2 | | | 25 | |



QUESTION 1: Is this RFP for printing services or manufacturing as posted on buyandsell website? The RFP is published under the head as T014SR: Printing of Envelopes. If it is for printing services, why is the manufacturing criteria required in technical merit?

ANSWER 1: Please see revised criteria.

QUESTION 2: We request to extend the closing date by 5 business days

ANSWER 2: We will extend by 3 days

All other terms remains the same