



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:
3	March 10, 2022
Office of the Chief Electoral Officer File No.	
ECGZ-RFP-2021-0721	
Title:	
Printing of Maps and Documents	
Request for Proposal Closing Date:	
March 23, 2022 @ 14:00 (Gatineau Time)	
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.
Galina Zhukov Senior Advisor, Procurement and Contracting Services	873-416-1830

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal for Printing of Maps and Documents bearing number ECGZ-RFP-2022-0721 and dated February 14, 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. Questions and Answers

The following question(s) have been asked in response to the Request for Proposal and Elections Canada hereby answers as follows:

2.1 Question No. 1

Question:

What is the expected date for the order?

Answer:

Elections Canada confirms that there are no specific dates for these orders, they come at any possible time upon the potential call of an election (Scenario A) or upon any given Ad Hoc request (Scenario B).

2.2 Question No. 2

Question:

How many transport tubes do you estimate?

Answer:

Elections Canada estimates the amount of 3" tubes to be 6,760 (3,380 PD tubes and 3,380 APD tubes).

2.3 Question No. 3

Question:

Is it two delivery address or more?

Answer:

Elections Canada confirms that there are two possible delivery addresses. They are EC's distribution centre located at 440 Coventry Rd, Ottawa ON and EC's offices located at 30

Victoria Street, Gatineau, QC. The delivery address will be specified when printing will be required.

2.4 Question No. 4

Question:

How many packages per delivery address do you estimate?

Answer:

For EC's distribution centre located at 440 Coventry Rd, Ottawa ON, under Scenario A, Elections Canada will provide 50 monotainers to package materials and send to the Elections Canada Distribution Centre. The EC provided monotainer specifications are: weight = 214 lb., length = 52", width = 42" and height = 43.8". Just to clarify, there are 6,760 tubes (10 copies of PD maps + 10 copies of APD maps for 338 EDs = $(10+10)*338$) and 676 boxes of 8.5" X 11" (338EDs * 2 copies). For EC's offices located at 30 Victoria Street, Gatineau, QC, under scenario B, it can be a variety of packages for any Day to Day printing needs, but the quantities of packages for this address will be small.

2.5 Question No. 5

Question:

We only process pdf files. Is it possible to send us pdf files at 100% of the size required?

Answer:

Yes, the sample PDF files are available upon request.

2.6 Question No. 6

Question:

We are not able to stock during 4 months, is it possible to make an agreement?

Answer:

Elections Canada confirms that following printing under scenario A, all printed materials will be sent and stored at EC's distribution centre, however there is a possibility that storage at EC's distribution centre will not be possible because of lack of space. That is why Elections Canada asks that printers may have to store materials for a 4 months period.

2.7 Question No. 7

Question:

Is it possible to send the quote directly to your email address?

Answer:

Please review Part 2. Bidder Instruction on how to submit proposal.