



Procurement Hub | Centre d'approvisionnement
Fisheries and Oceans Canada | Pêches et Océans Canada
301 Bishop Drive | 301 promenade Bishop
Fredericton, NB E3C 2M6

30001120

May 10, 2022

Subject: REQUEST FOR PROPOSAL 30001120 Print-on-Demand Printing

ADDENDUM #1

Addendum (#1) is hereby issued to advise potential bidders of questions and answers as well as update the RFSO for this tender as follows:

DELETE

Section 1.2.1 from Part 1 – General Information in its entirety.

INSERT

1.2.1 The Department of Fisheries and Oceans has a requirement to set up a Standing Offer for Print-on-Demand Printing Services on an “as and when” requested basis. The objective is to award up to five (5) Standing Offer Agreements (SOA) to qualified suppliers who can provide Print-on-Demand Printing Services to meet the specific needs outlined in the Statement of Work.

The purpose of this request is to solicit proposals for Standing Offers from companies with the ability to provide Print-on-Demand Printing Services of various sizes and to obtain a list of qualified companies that can perform these activities to meet the specific needs of Fisheries and Oceans. The successful proponents are required to be able to print, package and ship small and large quantity orders.

This Standing Offer is designed to provide external resources to assist with Print-on-Demand Printing Services, including but not limited to printing, packaging which may include assembly, and shipping to clients throughout Canada and the United States on an as needed basis. Corporations are allowed to submit bids as a team; however a proposed person may only appear in one submission.

The services are to be performed on an “as and when required” basis during the period from date of award to March 31, 2023 with two (2) optional periods of one (1) year.

INSERT

Section 11 Returns into Annex “A” Statement of Work as follows.

11 Returns

All potential returns will be handled and evaluated at CHS discretion. If a potential return is deemed to be the responsibility of the Contractor, CHS will expect a replacement product to be printed and shipped free of charge.



Q1. Premièrement, au point 1.2.1 vous mentionnez que vous cherchez des imprimeurs dans la province de l'Ontario, est-ce que ça veut dire que les imprimeurs à l'extérieur de l'Ontario ne seront pas retenus?

All Canadian provinces are permitted to submit a bid.

Q2. Et vous dites aussi que le contrat est pour 120 000 impressions environ. Est-ce que ce 120 000 impressions est divisé en 4 ou 5 imprimeurs ou si vous calculez 120 000 pour chaque imprimeur?

Call-up procedures against the valid standing offers are explained at paragraph 7.8. As long as the highest-ranked offeror is able to satisfy CHS requirements of up to 120,000 sheets, that offeror will be used.

Q3. Section 1.2 Summary. Section 1.2.1

Q3.1 Line 2: I do not understand the reason for writing "province of Ontario". I want to make sure the Contractor does not have to be in a given Canadian province and can ship CHS charts, printed in the Contractor's facilities, to any Canadian province.

Please see above. Section 1.2.1 has been adjusted. All Canadian provinces are permitted to submit a bid.

Q3.2 Paragraph 4: I believe "March 31, 2022" should read "March 31, 2023", as indicated in 7.4.1. The two (2) optional periods of one (1) year will then end on March 31, 2024 and March 31, 2025.

Please see above. Section 1.2.1 has been adjusted to reflect March 31, 2023.

Q4. PART 2 – OFFERER INSTRUCTIONS. Section 2.2

Q4.1 We understand that email responses are acceptable as long as they do not have links to bid documents. Please confirm.

Yes.

Q4.2 Do you still require hard copies of the bid?

As per section 3.1 of the RFSO, DFO requires one soft copy of the bid in PDF format.

Q5. Section 7.8 Call-up Procedures

Q5.1 We need the definition of "user".

The Department of Fisheries and Oceans Canada.

Q5.2 Is "Supplier" the same as "Contractor"?

Yes.

Q5.3 From reading this section, we understand that the chosen (up to 5) Contractors may not have the same price. Please confirm or modify.

Yes, that's correct.



Q6. Section 7.9 Call-up Instrument

Q6.1 Same questions as Section 7.8.

See Q5.1 through Q5.3 for answers.

Q7. Section 10 Limitation of Call-Ups

Q7.1 Same questions as Section 7.8.

See Q5.1 through Q5.3 for answers.

Q8. ANNEX "A" Section 2 Objective. Please confirm or Modify:

Definition of Client:

- Individual user (any boater or sailor)
- Retailer (Marine Shop like Trotac in BC, Marina like Starport in Ontario, Hunting & Fishing Store like Pierre Marcotte & fils in Québec, etc.)
- Any other entity?

Clients could include all of the above or any entity that CHS requests charts to be shipped to. Clients could include but are not limited to DFO, and public sector businesses.

Q9. ANNEX "A" Section 2 Objective. Please confirm or Modify:

Process

1. Client orders from CHS
2. CHS sends it own order to Contractor
3. Contractor prints the order and ships it to Client
4. Contractor invoices CHS
5. CHS invoices Client
6. Client pays CHS
7. CHS pays Contractor (is this contingent on Client paying CHS?)

No, payment is not contingent on client paying CHS. The service given by the Contractor is considered complete when the charts have been shipped and both clients and CHS have been notified. The relationship between CHS and the clients is handled internally by CHS.

- Can the client order directly from Contractor?

No.

- Are returns allowed? If so;
 - Is there a procedure or process for returns?

All potential returns will be handled and evaluated at CHS discretion. If a potential return is deemed to be the responsibility of the Contractor, CHS will expect a replacement product to be printed and shipped free of charge. Please refer to paragraphs 4.1 and 8 in Annex "A".



- If not, should the Contractor propose a process?

See answer above. All potential returns will be handled and evaluated at CHS discretion. If a potential return is deemed to be the responsibility of the Contractor, CHS will expect a replacement product to be printed and shipped free of charge.

Q10. Section 3.2 Order handling and shipping requirements

We understand that the Contractor will ship to CHS.

- Are there instances when the Contractor will ship to CHS?

The Contractor will ship directly to any client specified in the order request.

- We find the two (2) days to be very short for large orders (200+ charts).

The Contractor will have to abide by all requirements laid out in RFSO.

- As CHS will provide shipping accounts to the Contractor. Does this mean that CHS will pay for shipping?

Yes.

- If so, shipping costs will not be part of this tender. Please confirm.

Shipping costs will not be part of tender.

- Will the Contractor have the option to package the CHS Charts (packed rolled or flat?).

Charts will be shipped directly to the client by the Contractor, packed rolled or flat, with appropriate protection to prevent any damage and minimize shipping costs. Folded charts are shipped flat by CHS to meet these conditions.

Q11. Section 3.3 Printing standards

You are asking for water resistant paper.

- Does the paper have to be tear resistant?

No. The paper must minimally meet the performance levels and specifications laid out in 3.3.3 in Annex "A".

- Are you referring to synthetic paper?

No. CHS is not requiring synthetic paper.

Q12. We understand that shipping will be paid by CHS. Please confirm.

Correct. CHS will provide its own shipping account numbers.

Q13. Question on section 3.3.2 / 3.3.3 in ANNEX "A". It is stated that paper be water resistant yet the "for information purposes" section states CHS uses Inkjet bond although it does contain water resistant properties, it is not what we would call water resistant material. Are these same inks and papers CHS currently uses in "for information purposes" acceptable for this RFSO?

Yes, the inks and papers used by CHS are acceptable for this RFSO and their water resistance is deemed acceptable. CHS is not requiring waterproof paper.



Q14. Is it only the 18" charts that will require folding (8" Fan Fold) and does this mean the final size of these would be 18" X 8"?

Yes, only 18" charts will require folding which means the final size would be 18" X 8".

Q15. Mention of packaging provided by the contractor 3.2.3, we assume folded maps are to be packaged flat or flat in boxes, are the A0 and 36" to be shipped rolled in tubes ?

Charts will be shipped directly to the client by the Contractor, packed rolled or flat, with appropriate protection to prevent any damage and minimize shipping costs. Folded charts are shipped flat by CHS to meet these conditions.

Q16. We would like to ask for an extension of 2 weeks from the original closing date for this project.

The original closing date of May 24, 2022 still applies.