

ADDENDUM No. 1**PRINTING, SHIPPING AND WAREHOUSING SERVICES**

Following are questions(s) (Q.); answer(s) (A.); modification(s) (M.) and notice(s) (N.) regarding Request for Proposals 2022-3466.

Unless otherwise specified, capitalized words and terms have the meaning set out in the RFP. In the event of any discrepancy, inconsistency or conflicts between the wording of the English or French version of this Addendum #1 or any related documents, the wording of the English version shall prevail.

Q1. In the Statement of Work Printed Materials section there seems to be information missing. There is no reference to quantity required for the brochures (other than what is indicated in the background section). Please provide the quantity(ies) to quote on. If we quote on one quantity but there is a requirement for another quantity (either higher or lower) the unit price would not remain the same)

A1. CDIC is not requesting or evaluating pricing for Work Product 1 (7-Panel Brochure). Referencing Section 4.1.1 (Printed Materials) of Schedule "A" (Statement of Work), specific print job requirements will be provided by CDIC at time of requirement. Pricing will be requested from the Supplier at that time.

Q2. Work Product 3 of same section does not list any specifications or quantity requirements so we cannot provide quotes for these items unless provided with more information.

A2. See response A1. above.

Q3. There would have to be a paper price escalation clause as part of the contract in order to adjust pricing for "Printed Materials" as the cost of paper continues to increase on a regular basis given current market conditions. Please confirm that this would be part of the RFP and agreement process and provide documentation to complete for this requirement.

A3. Step 5 (Negotiations) of Schedule "B" (Evaluation and Selection Process) outlines the negotiation process for this RFP. Bidders may include such request with their Financial Offer, which may only be considered by CDIC at time of negotiations for the top-ranked-bidder.

Q4. There is only 1 item listed in Table 2 of the Financial Offer section, please provide an updated Table 2 to be completed.

A4. See response A1. Above.

Q5. There is a requirement for an Online Ordering and Inventory Management System (section 5.1 of Statement of Work) which we can have created, programmed and formatted. There will be a cost to setting this up and that would depend on how detailed the requirements are and the functionality of the site. There is some information provided in the RFP document but more detail would be required to give a committed price. Is there going to be an item added to Table 1 of the Financial Offer section for an hourly rate for programming and/or formatting of the management system?

A5. No item will be added to Table 1 of the Financial Offer. See RR3. Online Ordering System in Appendix "C-2" (Technical Offer).

Q6. Outside of the brochures and decals how many additional print products (business cards and stationery) will CDIC require be managed on the online ordering.

A6. At this time, only brochures and decals will be managed on the online ordering system. Other printed materials will be ordered on an as and when required basis, outside of the online ordering system.

Q7. Is there a requirement to QC the Exhibit Booth when returning to inventory?

A7. No.

Q8. Estimated annual shipments for the Exhibit Booth annually is one (1). Can CDIC provide an activity report for the booth shipments for the past 5 years. If the number of shipments exceed the estimate provided in the document can the fee be modified?

A8. A. Pre-pandemic activity was two (2) to three (3) times a year. CDIC currently has no shipment requirements for the upcoming year.

B. Bidder's rates in Table 1 (Fees) of Financial Offer shall be the all-inclusive, firm, fixed fees for the Initial Term of the resulting contract. Increase for each renewal year, if exercised, will be in accordance to Section 1.4 (Maximum Increase) of Schedule "D" (Financial Offer Requirements and Evaluation).

Q9. Estimated annual shipments for the printed materials annually is sixty-five (65). Can CDIC provide an activity report for the shipments of printed materials for the past 5 years. If the number of shipments exceed the estimate provided in the document can the fee be modified?

A9. A. The number of shipments per year are: 2022: 66 (42 for new brochures), 2021: 33, 2020: 38, 2019: 75 (50 for new brochures), and 2018: 45.

B. See response A8. (B) above.

ALL OTHER TERMS AND CONDITIONS OF THE RFP REMAIN UNCHANGED.

[END OF ADDENDUM 1]