

**ADDENDA No. 004**  
**SOLICITATION No. 23-222499**

**RETURN BID TO/ RETOURNER LES SOUMISSIONS À :**

[receptionsoumission-  
bidsreceiving.spp@international.gc.ca](mailto:receptionsoumission-bidsreceiving.spp@international.gc.ca)

**Department of Foreign Affairs, Trade and  
Development (DFATD)**  
**Ministère des Affaires étrangères, Commerce et  
Développement (MAECD)**

**Request for a Standing Offer (RFSO)**  
**Demande d'offres à commandes (DOC)**

**Offer to:**

Department of Foreign Affairs, Trade and Development  
We hereby offer to sell to Her Majesty the Queen in right of  
Canada, in accordance with the terms and conditions set out  
herein, referred to herein or attached here to, the goods,  
services, and construction listed herein and on any attached  
sheets at the price(s) set out therefore.

**Offre à:**

Ministère des Affaires Étrangères, Commerce et  
Développement  
Nous offrons par la présente de vendre à Sa Majesté la  
Reine du chef du Canada, aux conditions énoncées ou  
incluses par référence dans la présente et aux  
appendices ci-jointes, les biens, services et construction  
énumérés ici sur toute feuille ci-annexée, au(x) prix  
indiqué(s).

**Comments — Commentaires :**

**Issuing Office – Bureau de distribution**

Foreign Affairs, Trade and Development Canada  
200 Promenade du Portage,  
Gatineau, Québec, K1A 0G4

Affaires étrangères, Commerce et Développement Canada  
200 Promenade du Portage,  
Gatineau, Québec, K1A 0G4

<b>Title-Sujet:</b> Editing services	
<b>Solicitation No. — N° de l'invitation</b> 23-222499	<b>Date:</b> December 16, 2022
<b>Solicitation Closes — L'invitation prend fin</b>	<b>Time Zone —Fuseau horaire</b>
<b>At /à:</b> 2 :00 PM	EST (Eastern Standard Time) / HNE (heure normale de l'Est)
<b>On / le</b> December 23, 2022	
F.O.B. — F.A.B. <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> X <b>Other — Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to — Addresser les questions à:</b> Assane Ndiaye <a href="mailto:assane.ndiaye@international.gc.ca">assane.ndiaye@international.gc.ca</a>	
<b>Telephone No. – No de téléphone:</b> 613- 791-7185	
<b>Destination of Goods and or Services/ Destination – des biens et ou services :</b> Department of Foreign Affairs, Trade and Development (DFATD) / Ministère des Affaires étrangères, Commerce et Développement (MAECD)	
<b>Vendor/Firm Name and Address — Nom du Vendeur et adresse du fournisseur/de l'entrepreneur:</b>	
<b>Telephone No. – No de téléphone:</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) — Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
Name, Title	
Signature	Date

# Addendum n° 004

Addendum No. 004 is raised for the following:

## A. The following questions have been received, and DFATD hereby answers as follows:

### Question 1:

Would DFATD consider extending the solicitation period until January 06, 2023.

### Answer 1:

No, it won't be possible to extend the solicitation period until January 6, 2023. The closing date remains as December 23, 2022.

### Question 2:

Mandatory criterion M5 states:

The offeror must demonstrate that the proposed editor has experience using Microsoft Word 2016 or later or an equivalent software tool.

Can DFATD please provide further details about ways to demonstrate the satisfaction of this mandatory criterion?

### Answer 2:

The offeror must demonstrate the required experience in the curriculum vitae (CV) of the proposed editor.

## B. Mandatory criterion M7 is deleted and replaced with the following:

<b>M7</b>	<p>The offeror must demonstrate that the proposed editor has experience in providing timely and accurate professional editing services.</p> <p>To meet the criterion, the offeror must, before the offer closing date, provide descriptions of 2 projects that the proposed editor worked on that demonstrate that the resource edited 800 words in a 1-hour time frame. <b>For comparative editing, the offeror must demonstrate that the resource edited 500 words in a 1-hour time frame and compared the translation to the source document.</b> They must demonstrate that they corrected syntax, punctuation, grammar and spelling. They must provide the following for each sample:</p> <ol style="list-style-type: none"><li>the name of the client to whom the services were provided</li><li>the name and email address of a contact for each client who can confirm the information provided by the offeror</li><li>the period during which the services were provided (from month and year to month and year)</li></ol>	<input type="checkbox"/>	<input type="checkbox"/>
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\*\*\* All other terms and conditions remain unchanged\*\*\*