



**RETURN BIDS TO :**

**Canada Revenue Agency**

**Proposal to: Canada Revenue Agency**

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 and/or attached hereto, the goods and/or services listed herein and on any attached sheets at the price(s) set out therefor.

**Bidder's Legal Name and Address - (ensure the Bidder's complete legal name is properly set out)**

\_\_\_\_\_

*Bidder is required to identify below the name and title of the individual authorized to sign on behalf of the Bidder*

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date (yyyy-mm-dd)**

(\_\_\_\_)\_\_\_\_\_  
**Telephone No.**

(\_\_\_\_)\_\_\_\_\_  
**Fax No.**

\_\_\_\_\_  
**E-mail address**

**AMENDMENT TO REQUEST FOR PROPOSAL**

<b>Title</b> Computer and Telephone Headsets and Accessories	
<b>Solicitation No.</b> 1000413693-A	<b>Date (yyyy-mm-dd)</b> January 13, 2023
<b>Amendment No.</b> 001	
<b>Solicitation closes on (yyyy-mm-dd) at 2:00 P.M.</b> February 20, 2023	<b>Time zone</b> EST Eastern Standard Time
<b>Contracting Authority</b> Name Chelsea Fournier, Senior Supply Business Analyst  E-mail address <a href="mailto:Chelsea.fournier2@cra-arc.gc.ca">Chelsea.fournier2@cra-arc.gc.ca</a>	
<b>Telephone No.</b> (343) 552-1398	
<b>Fax No.</b> NA	
<b>Destination</b> See herein	



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**SOLICITATION AMENDMENT # 001**

This solicitation amendment is raised to:

1. Address the following questions submitted during the solicitation period;
2. Amend Annex B – Basis of Payment.

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**QUESTIONS AND ANSWERS**

Q1. Can bidders quote a competitive alternative to the POLY/PLANTRONICS specifications if a: “equal to or greater than specs” and b: a sample is provided?

A1. As per section 2.7 “Equivalent Products SACC 4.30.45.1 (2019-05-07)” of the RFP:

Products that are equivalent in form, fit, function and quality to the item(s) specified in the bid solicitation will be considered where the Bidder:

- a) designates the brand name, model and/or part number of the substitute product;
- b) states that the substitute product is fully interchangeable with the item specified;
- c) provides complete specifications and descriptive literature for each substitute product;
- d) provides compliance statements that include technical specifics showing the substitute product meets all mandatory performance criteria that are specified in the bid solicitation; and
- e) clearly identifies those areas in the specifications and descriptive literature that support the substitute product's compliance with any mandatory performance criteria.

Products offered as equivalent in form, fit, function and quality will not be considered if:

- a) the bid fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute product; or
- b) the substitute product fails to meet or exceed the mandatory performance criteria specified in the bid solicitation for that item.

In conducting its evaluation of the bids, Canada may, but will have no obligation to, request bidders offering a substitute product to demonstrate, at the sole cost of bidders, that the substitute product is equivalent to the item specified in the bid solicitation.

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**AMENDMENT TO RFP**

1. At “Annex B – Basis of Payment” of the RFP, DELETE in it’s entirety and REPLACE with:

**Annex B - Basis of Payment**

The Contractor will be paid firm all-inclusive unit prices, in Canadian Dollars, DDP Destination (address listed on individual task authorizations), Customs Duties and Excise Taxes included, where applicable, GST/HST extra, as applicable, including transportation, for the supply and delivery of computer and telephone headsets and accessories on an “as and when requested” basis. Shipments shall be consigned to the destinations specified in Annex A-1 and Delivered Duty Paid (DDP) (all CRA locations listed at Annex A-1 of the Statement of Work and employee home addresses) Incoterms 2010 for shipments from a commercial supplier.

The Contractor will be responsible for all delivery charges, administration, costs and risk of transport and customs clearance, including the payment of customs duties and taxes.

The firm all-inclusive unit prices will be established as follows:



1. For the items included in Appendix 3: Financial Proposal, the Discounted Prices calculated in accordance with Appendix 3: Financial Proposal; and
2. For any additional items added to the contract, the firm all-inclusive unit prices will be established by applying the firm percentage discount as offered by the Contractor within Appendix 3: Financial Proposal to the MSRP at the time of adding the additional item.

The firm percentage discount to MSRP of \_\_\_\_\_% (% to be inserted at contract award) shall be valid for the entire contract period including any option periods exercised.

**Table 1: Computer and Telephone Headsets and Accessories**

Item Description	Firm All-Inclusive Unit Price <i>(to be inserted at Contract award, based on prices proposed by the Bidder in Appendix 3: Financial Proposal)</i>
<b>MONAURAL TELEPHONE HEADSET</b>	
Replacement Ear Cushions for Monaural Telephone Headset	
Amplifier	
AC Power Adaptors (for Amplifiers)	
Training / Supervisory "Y" Adaptor for Computer and Telephone Headset	
<b>BINAURAL TELEPHONE HEADSET</b>	
Replacement Ear Cushions for Binaural Telephone Headset	
Amplifier	
AC Power Adaptors (for Amplifiers)	
Training / Supervisory "Y" Adaptor for Computer and Telephone Headset	
<b>EAR HOOK TELEPHONE HEADSET</b>	
Replacement Ear Cushions for Ear Hook Telephone Set	
Amplifier	
AC Power Adaptors (for Amplifiers)	
Training / Supervisory "Y" Adaptor for Computer and Telephone Headset	
<b>SINGLE EAR TELEPHONE and COMPUTER HEADSET (Includes ear hook and headband options)</b>	
Replacement Ear Cushions for Single Ear Telephone Set	
Amplifier	
AC Power Adaptors (for Amplifiers)	
Training / Supervisory "Y" Adaptor for Computer and Telephone Headset	

**Table 2: Accessories for Existing CRA-Owned Headsets**

Item Description	Firm All-Inclusive Unit Price <i>(to be inserted at Contract award, based on prices proposed by the Bidder in Appendix 3: Financial Proposal)</i>
Plantronics "Y" cord training or Supervisory cord allows 2 people on a call	
Headset H141 ear foam, Plantronics, package of 2	
Plantronics Power Supply for M22 Vista Amplifier	
Plantronics 65116-01 On Line Indicator	



Plantronics Uniband - replacement head band for CS55 wireless headset	
Plantronics coil cord to Quick Disconnect modular plug, for H-series headsets with quick-disconnect	
Plantronics ear cushions for H251N and H261N Supra Plus headsets (SET of 2)	
Plantronics Replacement Battery for CS540	
Plantronics Replacement Convertible Headset for CS540	
Plantronics Fit Kit: 2 Earbuds & 3 Earloops for CS540	
Plantronics Replacement Ear Cushion, Leatherette CS510/CS520	
Plantronics cord clip - keeps headset attached to shirt	
Plantronics ear hooks for CS55 wireless headset system	
Plantronics foam windscreens - covers noise cancelling booms	
Plantronics Spare Headband (behind the head) for CS540 headset	
Plantronics HL10 Remote Handset Lifter compatible with CS540, CS510, CS530	
Plantronics Ear Cushion for Supra	
Plantronics M22 Vista Universal amplifier - requires H headset	
Plantronics Replacement Battery for CS55/CS510/CS520	
Plantronics A10 Direct Connect cord for H top headsets	
Mic Windfilter, 10PCS Biz 2300 & 2400 II	
USB-C to A adapter	
Poly 3.5mm adapter cable	

**Annual Catalogue Updates - Year 2 of the Contract and Option Years 1, 2, and 3**

The Contractor shall be permitted to update its Synergy catalogue prices only once per year on the anniversary of the contract, unless otherwise stated by CRA. CRA will not accept any price increases for any individual item in excess of the Statistics Canada Consumer Price Index (CPI) percentage change for "All-items Consumer Price Index (CPI)". The annual percent change from February- February CPI will be used annually to determine the percent change. For example, to determine the CPI for 2025 prices, the CPI from February 2023 to February 2024 will be used. The CPI percentage change will be applied to the already discounted prices in the Contract.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**