



**SOLICITATION AMENDMENT  
MODIFICATION DE  
L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À :**

epost Connect

<b>Title - Sujet</b> Translation Services for the Transportation of Dangerous Goods Directorate		<b>Amendment No. - N° modif.</b> #1
<b>Solicitation No. N° de l'invitation</b> T8080-220640	<b>Date of Amendment Date de modification</b> March 10, 2023	
<b>Address enquiries to : - Adresser toute demande de renseignements à :</b> Natasha Blackstein <b>Telephone No. - N° de telephone</b> 343-550-2321 <b>E-Mail Address - Courriel</b> <a href="mailto:Natasha.blackstein@tc.gc.ca">Natasha.blackstein@tc.gc.ca</a>		
<b>Destination</b> See herein - Voir aux présentes		

**Instructions:** Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

**Instructions :** Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

<b>Delivery required OR requested Livraison exigée OR demandée</b> See herein - Voir aux présentes OR [Insert date] - [Insérer la date]	<b>Delivery offered Livraison proposée</b> Not applicable - Sans objet
<b>Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Person authorized to sign on behalf of Vendor/Firm (type or print):   La personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) :</b>	
<b>Name - Nom</b>	<b>Title - Titre</b>
<b>Signature</b>	<b>Date</b>

<b>Solicitation Closes - L'invitation prend fin</b> At - à : 2:00 PM - 14:00  On - le : April 3, 2023  Time Zone - Fuseau Horaire : Daylight Saving Time
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**THIS SOLICITATION AMENDMENT IS RAISED TO:**

1. Provide clarification and answers to questions from potential suppliers

**THIS SOLICITATION IS HEREBY AMENDED AS FOLLOWS:**

QUESTIONS AND ANSWERS:

<b>Question 1</b>	What is the estimated yearly usage for the contract?
<b>Answer 1</b>	<i>The estimated yearly translation request is 271</i>
<b>Question 2</b>	Do you have an estimated number of words?
<b>Answer 2</b>	<i>Estimated number of words is 2500 (See Appendix B-Basis of Payment)</i>
<b>Question 3</b>	Will Transport Canada be awarding a single (1) contract?
<b>Answer 3</b>	<i>Yes, TC will award a single contract.</i>
<b>Question 4</b>	R4 requests an example of a translation pertaining to Dangerous Goods. Please confirm that, in this case, we can describe the project, without including actual samples
<b>Answer 4</b>	<i>An example of the translation document is required in bid submission.</i>

R4 requests an example of a translation pertaining to Dangerous Goods. Please confirm that, in this case, we can describe the project, without including actual samples

**THIS SOLICITATION IS HEREBY AMENDED AS FOLLOWS:**

- 1.1 DELETE 4.1.1. Technical Evaluation in its entirety and REPLACE with the following.

**4.1.1.1 Mandatory Technical Criteria**

For any project summaries provided in demonstration of mandatory or rated experience requirements, the bidders **must** provide the following information:

- Name of the client organization (to whom the proposed resource services were provided), and contact person for verification;
- The description of the project, and the type and scope of services provided by the proposed resource; and
- The dates and duration of the project (indicating the **years/months** of engagement and the start and end dates of the work carried out by the proposed resource).

(References are only contacted to validate the information provided in the bidder's proposal)

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

For the purpose of the mandatory technical criteria specified below, the experience of the Bidder will be considered.

Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

<b>The Bidder's Proposed Resource</b>			
<b>Number</b>	<b>Mandatory Criteria</b>	<b>Met / Not Met</b>	<b>Cross Reference in Proposal</b>
<b>M1</b>	<p>The Bidder <b>must</b> propose a <b>minimum</b> of two (2) resources.</p> <p>One (1) resource <b>must</b> have expertise in French to English Translation and one (1) resource <b>must</b> have expertise in English to French Translation.</p> <p>*resume of each proposed resource <b>must</b> be included in the proposal submission.</p>		
<b>M2</b>	<p>The bidder must demonstrate using project summaries that each proposed resource have a minimum of five (5) years translation experience within the last 7 years*.</p>		
<b>M3</b>	<p>The bidder 's proposed resources <b>must</b> be certified by the Association of Translator and Interpreters of Ontario (ATIO) or l'Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ) or Association de l'industrie de la langue language industry association (AILIA).</p> <p>*A copy of certification <b>must</b> be included with bidder's proposal.</p>		
<b>M4</b>	<p>The Bidder's proposed resources <b>must</b> have a B.A. in Translation from a recognized university in the English to French combination; or the French to English combination</p> <p>*A copy of the degree or diploma <b>must</b> be included in the proposal submission, and must include the:</p> <ul style="list-style-type: none"> <li>• name of the program completed,</li> <li>• name of the institution from which the certificate was obtained and year the certificate was obtained.</li> </ul>		
<b>M5</b>	<p>The Bidder must provide one (1) translation sample produced by each proposed resource. The sample texts must be appended as annexes to the technical proposal and must be accompanied by their source documents, as presented in M1. Translation samples may</p>		

<b>The Bidder's Proposed Resource</b>			
<b>Number</b>	<b>Mandatory Criteria</b>	<b>Met / Not Met</b>	<b>Cross Reference in Proposal</b>
	<p>include, but are not limited to, the following standard communications:</p> <ol style="list-style-type: none"> <li>1. Acts and Regulations material including drafting instructions, regulatory impact analysis statements, technical standards;</li> <li>2. Material for public distribution</li> <li>3. Technical documentation</li> <li>4. An announcement or description of a new service, policy or program.</li> <li>5. newsletters;</li> <li>6. Information circular or fact sheet;</li> </ol> <p>Each sample translation <b>must</b> be prefaced by a short paragraph providing contextual information such as:</p> <ul style="list-style-type: none"> <li>- Client and background for the assignment;</li> <li>- Intended audience;</li> <li>- Name and contract information of person for whom the translations was carried out.</li> <li>- Objective of the text (message to be conveyed);</li> <li>- Individual level of input</li> </ul>		
<b>M6</b>	The Bidder <b>must</b> provide a detailed quality control process that will be used to govern the services under the contract.		

**4.1.1.2 Point Rated Technical Criteria**

<b>Point Rated Technical Criteria</b>		<b>Max Points Proposed Resource #1</b>	<b>Cross Reference in Proposal</b>	<b>Max Points Proposed Resource #2</b>	<b>Cross Reference in Proposal</b>
<b>Experience and Expertise of the Proposed Resources</b>					
<b>R1</b>	<p>The bidder <b>should</b> demonstrate using project summaries, the proposed resources have five (5) years' experience within the last ten (10) years' providing translation services similar in size and scope to the one detailed in the Statement of Work.</p> <p>5–10 years -5 points 10-15 years- 10 points &gt;15 years – 15 points</p> <p>15 pts per resource for total 30 pts</p>	<b>15</b>		<b>15</b>	
<b>R2</b>	The translation samples submitted in response to M5 to demonstrate	<b>8</b>		<b>8</b>	

Point Rated Technical Criteria	Max Points Proposed Resource #1	Cross Reference in Proposal	Max Points Proposed Resource #2	Cross Reference in Proposal
<b>Experience and Expertise of the Proposed Resources</b>				
<p>translation expertise of each proposed resource will be evaluated as follows:</p> <p>Each sample will be rated on</p> <ul style="list-style-type: none"> <li>• Consistent format from the source document (2 points)</li> <li>• Accuracy, clarity and style (2 points)</li> <li>• Consistency of meaning between texts (2 points)</li> <li>• Terminology accuracy (2 points)</li> </ul> <p>8 points per resource for a total 16 pts</p>				
<p><b>R3</b> The bidder <b>should</b> demonstrate using project summaries the proposed resources have experience translating technical/specialized translation documents</p> <p>5–10 years – 5 points 10-15 years- 10 points &gt;15 years- 15 points</p> <p>15 pts per resource for a total 30 pts</p>	<b>15</b>		<b>15</b>	
<p><b>R4</b> The bidder <b>should</b> demonstrate using project summaries the proposed resources have experience translating technical/specialized documents related to Dangerous Goods.</p> <p>For each resource, the bidder should provide an example of a document that the resource has translated as well as the source document; along with a reference that can validate the work.</p> <p>5–10 years- 10 points 10-15 years- 20 points &gt;15 years-30 points</p> <p>30 points per resource for total 60 pts</p>	<b>30</b>		<b>30</b>	
<p><b>R5</b> The Bidder should demonstrate using project summaries translation services for Government of Canada departments, agencies or corporations.</p> <p>To demonstrate experience, bidder should provide the following:</p>	<b>20</b>			

Point Rated Technical Criteria	Max Points Proposed Resource #1	Cross Reference in Proposal	Max Points Proposed Resource #2	Cross Reference in Proposal
<b>Experience and Expertise of the Proposed Resources</b>				
a) The name of the client organization to which translation was provided b) The contact info of the client organization which can corroborate the information (email, phone# ) or c) Period during which translation services were provided, specifying (month/year) to (month/year).  1-5 years- 10 points 6-10 years- 15 points >10 years-20 points				
Total maximum points			/156	

**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.**