



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Bid Receiving - PWGSC / Réception des soumissions -  
TPSGC

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**Revision to a Request for Supply  
Arrangement - Révision à une demande  
pour un arrangement en matière  
d'approvisionnement**

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**

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Linguistic Services Division / Division des services  
linguistiques

Les Terrasses de la Chaudière

10, rue Wellington, 5e étage

Gatineau

Québec

K1A 0S5

<b>Title - Sujet</b> RFSA Translation Services	
<b>Solicitation No. - N° de l'invitation</b> EN966-140305/L	<b>Date</b> 2024-04-18
<b>Client Reference No. - N° de référence du client</b> 20140305	<b>Amendment No. - N° modif.</b> 012
<b>File No. - N° de dossier</b> 526zf.EN966-140305	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$ZF-526-40507	
<b>Date of Original Request for Supply Arrangement</b> 2022-01-31 <b>Date de demande pour un arrangement en matière d'app. originale</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2027-03-31</b> Heure Avancée de l'Est HAE	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Gratton, Isabelle	<b>Buyer Id - Id de l'acheteur</b> 526zf
<b>Telephone No. - N° de téléphone</b> (873) 355-9751 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Acknowledgement copy required</b>	<b>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

Amendment 012 is issued to add the Translation Bureau's training and certification as an eligibility criterion for pre-qualifying in the Parliamentary Proceedings field to Attachment 1 – Technical Evaluation (amendment 003).

**1. At Attachment 1 – Technical Evaluation;**

**DELETE:** Attachment 1 in its entirety;

**INSERT:** (see next page)

## ATTACHMENT 1 – TECHNICAL EVALUATION

Arrangements will be assessed on the basis of the mandatory technical criteria specified below.

Bidders must fill out Attachment 1 and include it in their arrangement.

A copy of Attachment 1 in an editable version (Excel) is available under the attachments section on the Tender Notice page: RFSA – Official Languages Translation Services (EN966-140305/L) on the buyandsell.gc.ca website

<b>PART 1 - GENERAL INFORMATION</b>	
<b>Request for Supply Arrangements Number:</b>	EN966-140305/L
<b>Name of Bidder:</b>	
<b>PBN:</b>	
<b>PART 2 – ASSESSMENT OF MANDATORY CRITERIA</b>	
<b>M1 – QUALIFICATION OF SUPPLIER</b>	
<b>Criterion</b>	<b>Supporting document</b>

<p>To qualify for:</p> <p><b>(a) TIER 1 and 2:</b></p> <p>The Bidder must certify that its resources meet one of the minimum qualifying criteria required by the Translation Bureau:</p> <p>i. Be a certified member in good standing of the Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ) or a provincial or territorial professional association affiliated with the Canadian Translators, Terminologists and Interpreters Council (CTTIC). The list of professional associations accepted by the Translation Bureau can be found in Attachment 5.</p> <p>OR</p> <p>ii. Hold a bachelor's degree in translation from a university recognized by the Translation Bureau as specified in Attachment 5.</p> <p>AND/OR</p> <p><b>(b) TIER 3:</b></p> <p>The Bidder must demonstrate that it is certified under national standard <a href="#">CAN/CGSB-131.10-2017</a> for Tier 3.</p>	<p>To meet this criterion:</p> <p><b>(a) TIER 1 and 2:</b></p> <p>The Bidder must provide certification that the resources meet one of the minimum qualifying criteria required by the Translation Bureau for Tier 1 and 2, which can be found in Attachment 2;</p> <p>AND/OR</p> <p><b>(b) TIER 3:</b></p> <p>The Bidder must provide proof of certification <a href="#">CAN/CGSB-131.10-2017</a> for Tier 3.</p>
<p><b>M2 – TRANSLATION EXPERIENCE</b></p>	

The Bidder must demonstrate that it has the minimum translation experience, as specified in Table 1, for the category(ies) of field(s)/language combination (French to English or English to French) selected in the M2A - Selection Grid below, regardless of Tier (1, 2 or 3) and field.

**Table 1.**

Tiers	Administrative field	Institutional fields	Specialized fields
<b>Tier 1</b> (Daily translation capacity greater than or equal to 1,000 words and less than 2,999 words)	400 000 words* per language combination	400 000 words* per language combination	100 000 words* per language combination
<b>Palier 2</b> (Daily translation capacity greater than or equal to 3,000 words and less than 7,999 words)		OR	
<b>Palier 3</b> (Daily translation capacity greater than or equal to 8,000 words)		Must have completed the Translation Bureau's training and successfully passed the exam for the Immigration field and/or the Parliamentary Proceedings field**	

\* Services must have been provided within 5 years prior to the submission date of the Bidder's arrangement.  
\*\* The Bidder must have completed the Translational Bureau's training and successfully passed the exam for the Immigration field and/or the Parliamentary Proceedings field within 5 years prior to the submission date of the Bidder's arrangement. For more information about the training and exam for the Immigration and Parliamentary Proceedings fields, please visit the [Translation Bureau's website](#).

To meet this requirement, the Bidder must complete columns A to J in the selection grid below for each field they wish to pre-qualify (column D applies to the Immigration and the Parliamentary Proceedings fields only and must be completed only if the Bidder is using the Translation Bureau's certification to pre-qualify in those fields):

- a. The Bidder cannot use the same translation experience for more than one field. If the Bidder indicates the same experience for more than one field, Canada will contact the Bidder to select the field to be evaluated and the other fields will be declared non-responsive.
- b. However, the Bidder could divide up the total number of translated words in a contract to demonstrate that they have the minimum required experience / number of words (as shown in Table 1 above) for more than one field. For example, if the Bidder translated 1,000,000 words as part of contract X, the Bidder could use 450,000 words as experience in a field (administrative, institutional or specialized field), 450,000 words for another field (administrative, institutional or specialized field), and 100,000 words for one last field (specialized field), for a total of 1,000,000 words translated. However, you could not reuse the same 100,000 translated words for another specialized field. However, the Bidder cannot reuse the same translated words to qualify in other fields. It is the Bidder's responsibility to demonstrate that the same experience is not being used for other fields, otherwise Canada may deem the experience non-responsive.
- c. The Bidder must select the appropriate Tier level for each field based on their daily translation capacity. Bidders who qualify in Tier 2 or 3 will automatically qualify in lower Tier levels. For example, if the Bidder qualifies at Tier 3 level in the Indigenous field from French to English, the Bidder will automatically qualify in the same field and language combination at the Tier 2 and Tier 1 levels.
- d. Any experience shown outside the required timeframe indicated in Table 1 above will not be considered.
- e. A description of the categories and fields of work is provided in Attachment 4.
- f. Canada may, at its discretion, conduct a reference check to validate the accuracy of the information provided by the Bidder.
- g. References may not be persons:
  - (i) who was employed by the Bidder;
  - (ii) who acted as a consultant to the Bidder;
  - (iii) who are members of the Bidder's Board of Directors.
- h. Members of a joint venture can combine their experience to meet the mandatory criterion. For example, suppose a Bidder is a joint venture consisting of members X, Y and Z, and that the Request for Supply Arrangements requires that the Bidder have three years' experience in delivering translation services in the X1 field. The requirement can then be met by one or several members of the joint venture. Thus, the Bidder can indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared responsive.
- i. Canada reserves the right to request a copy of the invoice and/or a copy of the contract that applies in order to verify the accuracy of the information provided by the Bidder.

- j. If for any selected field, the reference is unwilling or unable to confirm the supplier's experience, the selected field will be deemed non-compliant.
- k. If Canada is unable to reach the reference, the Bidder will be contacted to request an alternate email address for the same specific field reference or to obtain the name and email address of another reference who can validate the Bidder's experience.
- l. If the Bidder's reference does not provide a response by the end of the current evaluation period, the reference check process will be terminated and the selected field will be deemed non-compliant.
- m. For all fields deemed non-compliant, those will not be included in the resulting supply arrangement.

<b>M2A - SELECTION GRID</b>										
Categories of Fields	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J
	Fields	Language combination	Selection of supplier's Tier(s)	Completion date of Translation Bureau's exam – if applicable (AAAA-MM-JJ)	Reference(s) Name	Reference(s) Email Address	Reference Number(s)	Start date (YYYY-MM-DD)	End date (YYYY-MM-DD)	Number of words translated
<b>ADMINISTRATIVE AND GENERAL FIELD</b>	General and administrative texts (TAG)	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	[REDACTED]						
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3							
		<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3							
<b>INSTITUTIONAL FIELDS</b>	Indigenous	<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3							
		<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3							
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3							
	Real property	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3							
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3							
		<input type="checkbox"/> Police forces (RCMP)	<input type="checkbox"/> Tier 1							





	Employment	<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	[Redacted]																		
		<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3																			
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3																			
	Immigration	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	[Redacted]																		
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3																			
		<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3																			
	Software, applications and hardware	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	[Redacted]																		
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3																			
		<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3																			
	Government contracts and procurement	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	[Redacted]																		
<input type="checkbox"/> English to French		<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3																				
<input type="checkbox"/> French to English		<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3																				
Military - Air element		<input type="checkbox"/> Tier 1																				





<b>SPECIALIZED FIELDS</b>		<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3																	
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3																	
	Animal and plant biology	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3																	
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3																	
	Forestry and silviculture	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3																	
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3																	
	Biotechnology and genetics	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3																	
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3																	
	Fisheries and aquaculture	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3																	
			<input type="checkbox"/> Tier 1																	



Maritime law and labour law	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	[Redacted]						
	<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3							
Collective agreements, national and international agreements and contracts	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	[Redacted]						
	<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3							
Banking and compensation	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	[Redacted]						
	<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3							
Land and railway vehicles	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	[Redacted]						
	<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3							
Aircraft construction and flight mechanics	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	[Redacted]						
		<input type="checkbox"/> Tier 1							





Health promotion (and OHS component)	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	[Redacted]						
	<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3							
Veterinary medicine	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	[Redacted]						
	<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3							
Dentistry	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	[Redacted]						
	<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3							
Fossil-fuel based and renewable energy	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	[Redacted]						
	<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3							
Nuclear energy	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	[Redacted]						
		<input type="checkbox"/> Tier 1							





		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3																		
	Aerospace	<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3																		
	Mathematics	<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3																		
		<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3																		
	Textile and clothing industry	<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3																		
		<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3																		
	Wood industry	<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3																		
		<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3																		
	Mining industry	<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3																		
					<input type="checkbox"/> Tier 1																



Supply Arrangement No. – N° de l'arrangement  
EN966-140305/L

Amd. No. – N° de la modif  
012

Buyer ID – Id de l'acheteur  
526zf

Client Ref. No. – N° de réf. du client  
20140305

File No. – N° du dossier  
526zfEN966-140305

CCC No. / N° CCC – FMS No. / N° VME

		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3							
		<input type="checkbox"/> French to English	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3							
		<input type="checkbox"/> English to French	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3							

**ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR SUPPLY ARRANGEMENTS REMAIN UNCHANGED**