



April 24, 2024

ADDENDUM No. 01

RFP No: SEN-003 24/25

Title: Supply and delivery of Ink, High yield Toner and selected standard toner

The following shall be read in conjunction with and shall form an integral part of the Bid and resulting Contract documents. All other terms and conditions remain the same.

Questions and Answers

Q1: How will the Senate determine that respondents are supplying genuine HP products and not offshore compatibles branded as HP? We respectfully request that the Senate require a letter from HP stating that the vender is an authorized reseller of HP products with the venders RFP response.

A1: As mentioned in Annex "A" - Statement of requirement, 1. Introduction:

1.2 - The JIT services includes the supply and delivery of Original Equipment Manufacturer (OEM) high yield Ink and Toner imaging supplies ink and toner imaging supplies only as outlined in Annex "A" – Statement of Requirement and Annex "B"– Table A: High yield Toner, and Table B: Standard Toner.

The Senate will not accept non genuine cartridges.

Q2: Please supply an excel file with the manufacturer number for each toner that requires a price along with the annual usage for each toner.

A2: The Senate of Canada will supply an Excel file with the manufacturer number for each toner that requires a price. The Senate of Canada cannot provide the annual usage for each toner.



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Q3: What is the total annual toner spend for the Senate of Canada

A3: The Senate of Canada cannot provide the annual usage cost.

Q4: You have listed 3 HP Laserjet 4200 printers as part of your printer fleet. HP no longer manufactures the Q1338A which is the toner for the LJ4200. Will you consider a compatible toner for this printer?

A4: The Senate of Canada will consider compatible toner for the printer Laserjet 4200.



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Q5: Please supply the formula that will be used to evaluate the 20% of pricing points. How will the points be allocated?

A5:

$$\begin{array}{ccccccc}
 \text{Total combined technical rating} & & & \text{Total combined presentation rating} & & \text{Lowest price received (TABLE A +TABLE B)} & & & & \\
 \text{_____} & \times & 40\% & + & \text{_____} & \times & 40\% & + & \text{_____} & \times & 20\% & = & \text{Combined Total Score} \\
 & & & & & & & & & & & & & \\
 \text{Maximum number of points} & & & & \text{Maximum number of points} & & \text{Bidder's price (TABLE A + TABLE B)} & & & & & & & \\
 & & & & & & & & & & & & &
 \end{array}$$

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