



Procurement and Contracting Services  
30 Victoria Street  
Gatineau, Quebec K1A 0M6

## REQUEST FOR PROPOSAL AMENDMENT

The Request for Proposal is hereby amended; unless otherwise indicated, all other terms and conditions of the Request for Proposal remain the same.

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| <b>RFP Amendment No.</b><br><br>1  | <b>RFP Amendment Date:</b><br><br>December 14, 2023 |
| <b>Office of the Chief Electoral Officer File No.</b><br><br>ECJM-RFP-2023-2670  |   |
| <b>Title:</b><br><br>Personal Protective Equipment (PPE)   |   |
| <b>Request for Proposal Closing Date:</b><br><br>December 19, 2023 at 2:00PM (Gatineau time)   |   |
| <b>ENQUIRIES – address enquiries to the Contracting Authority:</b><br><br><b>Office of the Chief Electoral Officer of Canada</b><br>Procurement and Contracting Services<br>30 Victoria Street<br>Gatineau, Quebec K1A 0M6<br><br><a href="mailto:proposition-proposal@elections.ca">proposition-proposal@elections.ca</a> |   |
| <b>Attention:</b><br><br>Jenna Miri<br>Senior Advisor, Procurement<br>and Contracting Services<br>(PCS)  | <b>Tel No.</b><br><br>873-416-0884                  |

## **Part 1. Interpretation**

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal for Personal Protective Equipment (PPE) bearing number ECJM-RFP-2023-2670 and dated December 6, 2023 (the “RFP”). This amendment hereby forms part of the RFP.
- 1.2** Unless defined herein or unless the context otherwise requires, all of the words and phrases defined in the RFP and used in this amendment shall have the same meanings assigned to them in the RFP.

## **Part 2. Questions and Answers**

The following question(s) have been asked in response to the Request for Proposal and Elections Canada hereby answers as follows:

### **2.1 Question No. 1**

#### Question No. 1:

If the UOM in the RFP is not available for the items we carry, can we propose a different UOM?

#### Answer No. 1:

Elections Canada will consider proposals for Items with different units of measure (UOM), as long as EC doesn't incur any additional costs related to shipping or packaging. The Bidder may propose different 'Unit Sizes' or 'Unit of Measures' for the items as long they clearly indicate any change in their proposals and obtain written approval from the Contracting Authority during the contract period if the overall individual/each (EA, ea.) item quantities are calculated to correspond to those same totals that are in the Annex A – Statement of Work (SOW) in the current unit sizes and measures and are in accordance with and adhere to 13.01 No Over / No Under.

For example if the 'unit size' or 'unit of measure' listed in the RFP is a *box of 24* and the shipment quantity is *219 units* the EA total would be *5,256*, of which EC will not accept overs / unders - and so the bidder can propose *boxes of 20* but would need to certify that the EA totals will be the same *5,256* which would mean be a shipment quantity of *~263*.

Similarly, for 'boxes of 50' in lieu of boxes of 'boxes of 100' would mean doubling the shipment quantity of 6,625 to meet the EA total of 662,500 (i.e.  $6,625 \times 100 = 662,500$  and  $13,250 \times 50 = 662,500$ ).

These calculations are for illustration purposes only; and are the responsibility of the Bidder to be noted in their submissions; and if awarded a contract, must be submitted in writing and approved by the Technical Authority prior to any resulting purchase orders or shipments.

## **2.2 Question No. 2**

### Question No. 2:

As most medical face masks made globally are packed and sold in units of 50 will you allow us to quote in packs of 50 masks.

### Answer No. 2:

Please refer to the Answer to Question No. 1

## **2.3 Question No. 3**

### Question No. 3:

Item number 1- EC 50710 (disposable surgical masks). Boxes of 100 are being requested. The industry standard 50 per box. Can you please advise if this is acceptable.

### Answer No. 3:

Please refer to the Answer to Question No. 1.

## **2.4 Question No. 4**

### Question No. 4:

Optional Item 6 (face shield). Boxes of 24 are being requested. Usually, this product is offered in multiples of 10. Our stock item of face shields is 20 to a box. Please advise if this is acceptable.

### Answer No. 4:

Please refer to the Answer to Question No. 1.

## 2.5 Question No. 5

### Question No. 5:

We note the use of “to the extent possible be domestically manufactured product from Canadian Manufacturers” My question is how will this be evaluated under 4.4.2? Is it included one of the three sections listed (Mandatory Technical, Financial Evaluation, Determination of Highest ranked bidder). If so which section? Please advise.

### Answer No. 5:

All Bidders must adhere to the deliverables as indicated in the Annex A – Statement of Work (SOW). As such, in all three phases (1, 2, 3) of the 4.4 Basis of Selection and the Part 8 – Technical Evaluation Criteria, Bidders must certify they will supply items that conform to the deliverables and specifications in the SOW. In evaluation of Phase I, Part 8. M2. Compliance with Annex A – Statement of Work Requirements noting “Any products that do not meet the specifications indicated in 7.01 of the SOW will not be considered at this time.”

As all Bidders must pass the Phase 1 – Mandatory Technical Evaluation in order to move on to Phase 2 and Phase 3, if have selected items 1. and 2. they must indicate and certify that for the duration of the contract they will to the extent possible be domestically manufactured products from Canadian Manufacturers; or the mandatory criteria would not be met.

As such, all bids in for items 1. and 2. In Part 9 and their evaluations in the Phase 2 – Financial Evaluations are to be based upon domestically manufactured products from Canadian Manufacturers for items 1. and 2.

The inclusion of to the extent possible is a safeguard to not interrupt any supply, on an as needed basis, if at the time of a requested shipment under this contract there is a supply shortage from Canadian Manufacturers or a force majeure where this adherence would not be possible, as health and safety must come first. This would have to be proven on a case-by-case basis in advance in writing and approved solely by the Contracting Authority, as indicated in Section 3.2 and 3.3 of this amendment.

As such, the Request for Proposal is amended in accordance with **SECTION 3.2** and **SECTION 3.3** of this amendment.

**2.6 Question No. 6**

Question No. 6:

We are in receipt of the RFP and would like to ask for an extension on the deadline of an additional week.

Answer No. 6:

Elections Canada will not be granting any extensions to the closing date as this time.

**2.7 Question No. 7**

Question No. 7:

Due to key stakeholders and supplier partners being on away for the holidays, will you please consider extending the submission deadline?

Answer No. 7:

Please refer to the Answer to Question No. 6.

**2.8 Question No. 8**

Question No. 8:

Can an excel format of pricing sheet be provided? UOM?

Answer No. 8:

Elections Canada will not be providing Excel Format Pricing Sheets.

**2.9 Question No. 9**

Question No. 9:

Will more than 1 bid be accepted?

Answer No. 9:

Only one (1) contract will be awarded per item – as seven (7) items are being procured, up to seven (7) contracts may be awarded – but only one (1) bid will be accepted and awarded per item. As such, anywhere from 1-7 contracts could be awarded as a result of this RFP if a singular Bidder is determined the highest ranked Bidder for more than one item. Correspondingly, if a Bidder has selected (in M1) and submitted for multiple or all items in their individual proposal, they may be determined the highest ranked bidder and recommended for award of contract for one or some of the items they have selected, but not necessarily all of the items they have selected, as the 1-7 contracts will be evaluated and awarded on an item-by-item basis. This is indicated in Part 4, Section 4.4.5, Part 8 – Technical Evaluation Criteria, and Part 9 – Financial Proposal Pricing Table:

Elections Canada (EC) will assess bids and award contracts on a per-Item basis. For administrative purposes, in the event a same bidder wins more than one Item category, EC may issue a single contract containing the categories won by the same bidder.

Please note Bidders should only complete the tables corresponding to the items selected in M1 of the Part 8 – Mandatory Technical Criteria. Any incomplete Tables will be declared no-bids and non-responsive to the respective items.

As such, only 1 bid will be accepted per Bidder. Bidders must only submit one (1) proposal in response to this RFP, even if they are bidding on multiple items as the one submission should include bids for any or all of the 1-7 items in the same submission as indicated in M1 in Part 8. to please check applicable box(es). Bidders must not submit separate proposals for each item; if multiple separate proposal submission are received by the same Bidder, (i.e. the same legal name in the Annex A to Part 6 – Proposal Submission Form), only the first submission received will be evaluated.

**2.10 Question No. 10**

Question No. 10:

Please confirm we can submit electronically through Connect?

Answer No. 10:

Yes, all Bidders are able to submit electronically through Connect as indicated on page 1 of the RFP: 'Option 1: Connect™' and described in both *Section 2.6 Connect*, and *Section 3.1.1 (b)*.

## 2.11 Question No. 11

### Question No. 11:

Can you please confirm for item EC-50710 – Disposable Surgical Mask, which ASTM level mask are you looking for?

### Answer No. 11:

Please refer to the Annex A – Statement of Work 7.01.1 Deliverables and the item descriptions in Part 8 and Part 9 for item 1 - EC-50710 – Disposable Surgical Mask where ASTM F2100 and links to <https://buyandsell.gc.ca/specifications-for-COVID-19-products#200> are indicated and ASTM F2100 Level 1 or greater are specified. As such, Elections Canada is looking for Level 1 or greater.

## 2.12 Question No. 12

### Question No. 12:

Item number 7 (ancillary option items) – Disposable gloves, are you looking for Vinyl, Nitrile gloves?

### Answer No. 12:

Elections Canada is looking for Nitrite Gloves: Size Medium.

The Annex A – Statement of Work 7.02. 7. PPE Disposable gloves description is amended to include the following information:

Nitrite gloves dependable in strength and chemically resistant. The material consists of nitrite and are latex/powder-free. Not reusable. Size Medium dimensions: Length: 230mm.

This description applies to all references of to PPE Disposable gloves, Item 7 - Disposable gloves, disposable gloves etc. throughout the RFP including in Part 8 – Technical Evaluation Criteria and Part 9 – Financial Proposal Pricing Table.

The Annex A – Statement of Work 7.02. 6. PPE Face shield description is amended to include the following information:

Face shields made of shatterproof plastic, fit over the face and are held in place by head straps or caps. These face shields must be able to cover the entirety of the face.  
Medical Device Classification Level: 1.

This description applies to all references of to PPE Face shields, Item 6 – Face shields, face shields etc. throughout the RFP including in Part 8 – Technical Evaluation Criteria and Part 9 – Financial Proposal Pricing Table.

As such, the Request for Proposal is amended in accordance with **SECTION 3.1** of this amendment.

### **2.13 Question No. 13**

#### Question No. 13:

Do you have to submit a proposal for ALL items being requested, or can you submit a partial proposal?

#### Answer No. 13:

Bidders may submit a partial proposal for only items they wish to supply or bid on by selecting only those specific items in M1. You do not have to bid on all the items and may bid on only one (1) item, all seven (7) items, or any combination of items from 1-7. Please also refer to the Answer to Question No. 9.

### **2.14 Question No. 14**

#### Question No. 14:

Can you please confirm that the volumes are not in EA but rather your Unit size provided?

EX: Item EC 50710 – qty is 26,500 boxes of 100?

#### Answer No. 14:

Yes, the \*projected quantities in the Annex A – Statement of Work are indicated by Unit Sizes and Unit of Measure i.e. Item 1- EC 50710 - \*Projected Overall Quantities per Contract Period **(units)**, the *quantity* is 26,500 boxes of 100 Disposable Surgical Masks. Please note the \*volumetric data and estimated quantities listed throughout the RFP refer to the “Units of Measure” as indicated in the Annex A “Unit Sizes” and “(units)” and throughout as “Number of Units”. Please also refer to the Answer to Question No. 1.



**2.15 Question No. 15**

Question No. 15:

I would like to get some more information on your transparent medical mask please.

Answer No. 15:

Please refer to the Annex A – Statement of Work 7.01. 2. description and the link included (<https://www.canada.ca/en/health-canada/services/drugs-health-products/covid19-industry/medical-devices/guidance-transparent-medical-mask-technical-specifications/manufacturers.html>) for Guidance for transparent medical mask technical specifications.

**2.16 Question No. 16**

Question No. 16:

I would like to get some more information on the type of gloves you are looking for, e.g nitrile, vinyl, long cuff, regular cuff, chemo tested? Also can we bid more than one product for the same item?

Answer No. 16:

Please refer to the Answer to Question No. 12. Also please also refer to the Answer to Question No. 9 and Answer to Question No. 13.

**2.17 Question No. 17**

Question No. 17:

For the face masks could you please specify the level you are looking for e.g level 1, 2 or 3. Also could there be another extension for this RFP?

Answer No. 17:

Please refer to the Answer to Question No. 11. Also please also refer to the Answer to Question No.6.

**2.18 Question No. 18**

Question No. 18:

Regarding the submission I want to clarify a few things, I understand that we have to have 3 files: 1. Technical Proposal, 2. Financial Proposal and 3. Certifications if any

Under Financial proposals, we should complete information from pages 107-128 correct.

Under technical proposal-page 103-106 asks us to certify if we meet the requirements.

Should we combine the bid submission form (pages16-31) and the technical evaluation criteria pages 103-106 into one pdf and submit as the “ Technical proposal” are you also looking for any additional information about our company background, delivery, services, products, etc. Should we include 3 customer references here?

Answer No. 18:

Please refer to Section 3.1 Proposal Preparation Instructions and Part 4. Evaluation Procedures and Basis of Selection.

The Part 8 – Technical Evaluation Criteria Tables (pg. 101-107) should be completed and submitted along with sample spec sheets for any items they have selected in M1. per the M2. Submission requirement as Section I: Technical Proposal.

The Part 9 – Financial Proposal Pricing Tables (pg. 107-128) should be completed for items selected in M1 and submitted as Section II: Financial Proposal.

The Part 6 – Certifications and Additional Information (pg. 26-30) Annex A - Proposal Submission Form and Annex B - FCP Certification and any applicable certifications should be submitted as Section III: Certifications and Additional Information.

We have not asked for customer references and are not looking for any additional information to be submitted. If any additional information is submitted, it will not be considered in the evaluation per the Part 4. Evaluation Procedures and Basis of Selection.

**2.19 Question No. 19**

Question No. 19:

Sorry to bother you again but I have another question pertaining to the contract and

terms and conditions for this tender. Can proponents propose some qualifications to the terms and conditions in the technical submission file if there are any changes that we would like to request?

Answer No. 19:

Elections Canada will not be accepting any proposed changes to the terms and conditions at this time as it is less than 10 Days before the RFP closing date. Questions and Enquiries can be made until no later than 5 Business Days before the RFP closing date per 2.14.1. Questions received after that time may not be answered.

**2.20 Question No. 20**

Question No. 20:

In reviewing the tender for File No. ECJM-RFP-2023-2670, we are requesting an extension to allow all proponents to put together a more comprehensive program. An extension of the submission deadline to January 5th, 2024 would enable all proponents to put together more competitive programs showing greater savings for Elections Canada.

Answer No. 20:

Please refer to the Answer to Question No. 6.

**2.21 Question No. 21**

Question No. 21:

Can Elections Canada advise what level of masks (1, 2, or 3) are proponent required to provide?

Answer No. 21:

Please refer to the Answer to Question No. 11.

**2.22 Question No. 22**

Question No. 22:

Do the proposed gloves require medical grade, vinyl, or nitrile? Please also provide the thickness requirements.

Answer No. 22:

Please refer to the Answer to Question No. 12.

**2.23 Question No. 23**

Question No. 23:

Are proponents able to submit a partial bid as the award is by category/item?

Answer No. 23:

Please refer to the Answer to Question No. 9 and Answer to Question No. 13.

**2.24 Question No. 24**

Question No. 24:

One additional question to ask before tomorrow's deadline – you say in the document that "shipping skids not to exceed 54" high stacking height, unless otherwise specified by the Technical Authority". Is 55.25" high acceptable? I am assuming you ask for 54" because your racks are at 57 or 58 inches, so I am wondering if we could get away with 55.25". Please advise. Thank you.

Answer No. 24:

Yes, 55.25" (inches) high is acceptable.

### **Part 3. Amendments**

#### **3.1 Amendment to Section 7.02 of Part 7 – Resulting Contract: Annex A – Statement of Work: 7. DELIVERABLES**

Section 7.02 of the Annex A – Statement of Work: 7. DELIVERABLES of the Request for Proposal is hereby amended to read in its entirety as follows:

7.02. Ancillary optional items that may be requested at a later date:

5. Hand Sanitizer, an alcohol-based that is included on [Health Canada's list of authorized hand sanitizers](#).

6. PPE Face shields, face shields made of shatterproof plastic, fit over the face and are held in place by head straps or caps. These face shields must be able to cover the entirety of the face. Medical Device Classification Level: 1.

7. PPE Disposable gloves, nitrile gloves dependable in strength and chemically resistant. The material consists of nitrile and are latex/powder-free. Not reusable. Size Medium dimensions: Length: 230mm.

#### **3.2 Amendment to Part 6. Certifications and Additional Information**

The Request for Proposal is hereby amended by adding after Section 6.6 Integrity Provisions the following new Section 6.7 Canadian Manufacturers Items 1 and 2 of the Statement of Work:

##### **6.7 Canadian Manufacturers Items 1 and 2 of the Statement of Work**

By submitting a proposal, the bidder certifies that:

- (a) they have read and understand the contents of Part 6 – Certifications and Additional Information;
- (b) they understand that the proposal will be disqualified if any of the certifications are found not to be true and complete in every respect;
- (c) each person whose signature appears on the proposal has been authorized by the bidder to determine the terms of, and to sign, the proposal, on behalf of the bidder;
- (d) for the purpose of this certification and the proposal, the Bidder certifies that to the extent possible, that Item Number 1- EC 50710 +Disposable Surgical Mask and Item Number 2- EC 50716 +Transparent Face Mask are to be domestically manufactured from a Canadian Manufacturer.

### **3.3 Amendment to Part 7 – Resulting Contract**

The Request for Proposal is hereby amended by adding after Section 3.02 Option to Extend the following new Section 3.03 Certification:

#### **Section 3.03 Certification**

3.03.01 During the Initial Term of the Contract and any Option to Extend thereof, the Contractor must certify that the Item Number 1- EC 50710 +Disposable Surgical Mask and the Item Number 2- EC 50716 +Transparent Face Mask, are domestically manufactured from Canadian Manufacturers, to the extent possible. If the Contractor is unable to provide EC with such domestically manufactured items from Canadian Manufacturers (Item Number 1- EC 50710 +Disposable Surgical Mask and the Item Number 2- EC 50716 +Transparent Face Mask), the Contractor must obtain the written consent of the Contracting Authority before providing Elections Canada with non-Canadian Manufacturers Items.