

NOTICE OF PROPOSED PROCUREMENT (NPP) – Solicitation Number 2024-00376

Title : Translation, Editing and Transcription Services for regular and urgent requirements, as-and-when required, for the Canadian Food Inspection Agency (CFIA).

This Request for Standing Offer (RFSO) is issued to satisfy the requirement of the **Canadian Food Inspection Agency** (CFIA) (the « **Client** »), for regular and urgent Translation, Editing and Transcription Services on a « as and when required » basis to Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs).

The RFSO's resulting Standing Offers (SO) will be split between two (2) Streams of Services :

1. Translation, Editing and Revision Services, and;
2. Transcription Services.

Proposed Contract Period :

Each Stream of Service will be evaluated independently. It is intended to result in the award of up to three (3) Standing Offers (SO) per Stream of Service for a period of one (1) year, with the irrevocable option allowing Canada to extend the term of the SOs by up to four (4) additional one (1) year periods under the same terms and conditions.

STREAM 1 – Translation, Editing and Revision Services : PSIB Set-Aside

The procurement for **Stream 1** is set aside under the federal government Procurement Strategy for Indigenous Business (PSIB). For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, refer to [Annex 9.4](#) of the Supply Manual.

The procurement for **Stream 1** is set aside from the international trade agreements under the provision each has for measures with respect to Indigenous peoples or for set-asides for small and minority businesses. Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.

STREAM 2 – Transcription Services

The procurement for **Stream 2** is subject to the provisions of the Canadian Free Trade Agreement, the Canada-Chile Free Trade Agreement, the Comprehensive and Progressive Agreement for Trans-Pacific Partnership, the Canada-Colombia Free Trade Agreement, the Canada-European Union Comprehensive Economic and Trade Agreement, the Canada-Honduras Free Trade Agreement, the Canada-Korea Free Trade Agreement, the Canada-Panama Free Trade Agreement, the Canada-Peru Free Trade Agreement, the Canada-Ukraine Free Trade Agreement, the Canada-United Kingdom Trade Continuity Agreement, and; the World Trade Organization-Agreement on Government Procurement.

Security Requirements : There is no Security Requirements associated with this requirement.

Inquiries regarding this requirement must be submitted to the Standing Offer Authority :

Catherine Clairoux

Senior Procurement and Contracting Officer
Contracting and Procurement Policy Division
Canadian Food Inspection Agency
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Responses to this solicitation are to be sent by email to the Standing Offer Authority at the following email address:
cfia.bidreceipt-receptiondesoumission.acia@canada.ca.

The Bid Receiving Email Address is Solely for Delivery of Bids: for the sole purpose of bid submission. No other communications are to be forwarded to this email address.

SOLICITATION CLOSING DATE: Tuesday January 9th, 2024 at 2pm ET