



AMENDMENT 01

RETURN OFFERS TO : RETOURNER LES OFFRES À :

tenders-soumissions@acoa-apeca.gc.ca

REQUEST FOR STANDING OFFER DEMANDE D'OFFRES À COMMANDES

We hereby offer to sell to Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or price(s) set out therefor.

Nous offrons par la présente de vendre au Canada aux conditions énoncées ou incluses par référence dans les présentes et aux annexes ci-jointes, les articles et les services énumérés dans les présentes et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Solicitation No. - N° de l'invitation		
P2400387		
Date of RFSO – Date du DOC		
2024-02-07		
Contract No. - N° de contrat		
Solicitation Closes / L'invitation prend fin		
At / à : 12 :00 pm AST / HNA		
On / le : 2024-02-23		
F.O.B. – F.A.B. Destination	Taxes See herein / Voir ci-inclus	Duty – Droits See herein / Voir ci-inclus
Destination of Goods and Services / Destinations des biens et services		
See herein /Voir ci-inclus		
Instructions		
See herein /Voir ci-inclus		
Delivery Required / Livraison exigée See herein /Voir ci-inclus	Delivery Offered / Livraison proposée	
Address inquiries to :		
Adresser toute demande de renseignements à :		
Josee Belliveau tenders-soumissions@acoa-apeca.gc.ca		
THIS DOCUMENT DOES NOT CONTAIN SECURITY REQUIREMENTS		
LE PRÉSENT DOCUMENT NE COMPORTE PAS D'EXIGENCES EN MATIÈRE DE SÉCURITÉ		

Name, title of person authorized to sign (type or print) Nom et titre du signataire autorisé (caractère d'impression)	
Signature	Date
Offeror's Mailing Address – Adresse postale de l'Offrant	

RFSO P2400387 AMENDMENT No. 01

This indicates a first proposed amendment of the above-noted solicitation.

RFSO P2400387 is hereby modified as follows. Amendment(s):

ANNEX B BASIS OF PAYMENT

No changes are needed in the English RFSO.

ANNEX D EVALUATION CRITERIA

DELETE **Annex D** in it's entirety; and,

INSERT The new **Annex D, Rev. 1**, attached herein.

Note: Changes were made to Criteria R4.

This Amendment shall form part of the above-mentioned Contract. All other terms and conditions of the contract shall remain unchanged.

ANNEX D – EVALUATION CRITERIA, Rev 1

The offer must meet the mandatory technical criteria specified below.

The offeror must provide the necessary documentation to support compliance with these requirements and indicate in the table below on which page of the proposal to find the information for each criterion. Each mandatory technical criterion should be addressed separately.

Offers that fail to meet the mandatory technical criteria will be declared non-successful.

	Mandatory Criteria	Meets (Y or N)	Page No.	Comments
M1	<p>The Offeror must demonstrate a minimum of five (5) years of experience in translation from English to French within the last ten (10) years.</p> <p>The experience descriptions must include all of the following:</p> <ul style="list-style-type: none"> • Name of client organization of each projects; • The word count; • The period of time over which the translation work was provided, in the following format from (month/year) to (month/year). 			
M2	<p>The Offeror must provide the Proposed Resources' resume.</p> <p>A CV must be submitted for each Proposed Resource who will be working on this project clearly indicating the number of years of experience translating from English to French with little or no supervision.</p> <p>The CV must include:</p> <ul style="list-style-type: none"> • Educational background and certifications; • Brief descriptions (500 words or less) of relevant experience of the Proposed Resource has worked on in the last 10 years; 			
M3	<p>The Proposed Resources must have a bachelor's degree in translation from a recognized post-secondary institution.</p> <p>Please provide a scanned copy of the degree.</p> <p>(The list of recognized organizations can be found under the Canadian Information Centre for International Credentials website, at the following Internet link: http://www.cicic.ca/2/home.canada)</p>			

M4	<p>The Proposed Resource(s) must be certified members in good standing of a recognized Canadian translation association or corporation.</p> <p>Please provide a copy of certificate to show that the proposed resources are certified members of a recognized Canadian translation association or corporation.</p>			
M5	<p>The Proposed Resource(s) must have a minimum of three (3) years experience working with the Microsoft Office Suite.</p>			
M6	<p>The Offeror must indicate that they will be able to respect deadlines and will be available to work on short notice, such as within 24 hours for a regular request and within 2 hours for an urgent request.</p>			

Point Rated Criteria on following page.

Point Rated Technical Criteria

Offers which meet all the mandatory technical criterion (identified in the previous section) will then be evaluated and scored by ACOA as specified in the table below.

Offers which fail to obtain the total required minimum number of points specified will be declared non-successful.

	Rated Criteria	Points Rating	Page No.	Comments
R1	<p>The Offeror must provide information for two clients for whom English to French translation services have been provided in the last three years and who will be contacted to confirm their satisfaction with the editing and translation services previously provided, including reliability, availability and responsiveness.</p> <p>In corroborating the information regarding the translation projects proposed by the Offeror, Canada will use the reference validation form below.</p> <p>The Offeror must provide, at a minimum, the following information for each translation project:</p> <ol style="list-style-type: none">1. The word count2. The period of time over which the translation work was provided, in the following format: from (month/year) to (month/year).3. The name of the client (company or organization) for which the translation services were performed, and the name and current telephone number and/or email address of the client's representative who would be able to confirm the information provided by the Offeror. <p>If this second representative cannot be reached by the standing offer Authority or refuses to confirm the information in the offer, the information provided will not be considered.</p> <p>Max. 40 pts. (20 pts. for each reference)</p>	<p>Points will be awarded as indicated in the reference confirmation form below.</p>		

R2	<p>The Offeror must demonstrate that each proposed resource has a minimum of five (5) years of experience in the last ten (10) years in translating from English to French with little or no supervision.</p> <p>The experience descriptions must include all of the following:</p> <ul style="list-style-type: none"> • Name of client organization of each projects; • The word count; • The period of time over which the translation work was provided, in the following format from (month/year) to (month/year). <p>Max. 20 pts.</p>	<p>Less than 5 years = 0 pts Between 5-6 years = 15 pts Between 6-7 years = 16 pts Between 7-8 years =17 pts Between 8-9 years = 18 pts Between 9-10 years = 19 pts More than 10 years = 20 pts</p>		
R3	<p>The Offeror must demonstrate the ability to translate English to French documents by translating a document preselected by ACOA averaging 500 words.</p> <p>The translated document will be assessed for quality. Errors are defined in Appendix 1 as well as the points allocation. Please refer to Appendix 2 for the text to translate.</p> <p>Allocated points depend on the number of major mistakes and minor mistakes.</p> <p>Max. 20 pts. – Minimum 10 pts.</p>	<p>Offerors will receive a starting value of 20 points for the translated document.</p> <p>Points will be deducted from the starting value of 20 points for each instance of faults assessed in the translated document.</p> <p>If the requested translation of a sample document is not submitted with the offer, a score of 0 points will be awarded for the criteria.</p>		
R4	<p>The Offeror should have a fully-operational, permanent, commercial office in Atlantic Canada.</p> <p>Max. 10 pts.</p>	<p>Yes: 10pts. No: 0 pts.</p>		
	<p>Total Points</p>	<p>90 points maximum / 50 points minimum</p>		