

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :**

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**“THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT”**

**REQUEST FOR STANDING OFFER
DEMANDE D’OFFRES À COMMANDES**

Amendment – Amendement

003

Proposal To: Transport Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions Set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) Set out thereof.

On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the bidder is awarded a contract, it will accept all the terms and conditions Set out in the resulting contract clauses included in the bid solicitation.

Proposition à : Transports Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s).

En apposant ma signature ci-après, j’atteste, au nom du soumissionnaire, que j’ai lu la demande de propositions (DP) en entier, y compris les documents incorporés par renvoi dans la DP et que :

1. le soumissionnaire considère qu’il a les compétences et que ses produits sont en mesure de satisfaire les exigences obligatoires décrites dans la demande de soumissions;
2. cette soumission est valide pour la période exigée dans la demande de soumissions ;
3. tous les renseignements figurant dans la soumission sont complets, véridiques et exacts; et
4. si un contrat est attribué au soumissionnaire, ce dernier se conformera à toutes les modalités énoncées dans les clauses concernant le contrat subséquent et comprises dans la demande de soumissions.

Title – Sujet	
Translation Services: English to French and French to English	
Solicitation No. – N° de l’invitation	Date
T8080-220715	29 May 2023
Client Reference No. – N° référence du client	
T8080-220715	
GETS Reference No. – N° de référence de SEAG	
Solicitation Closes L’invitation prend fin	Time Zone Fuseau horaire
at – à 2 :00 PM	Eastern Daylight Time (EDT)
on – le 19 June 2023	Heure Avancé de l’Est (HAE)
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/>	Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>
Address inquiries to – Adresser toute demande de renseignements à :	
Louise Curtis	
Area code and Telephone No. Code régional et N° de téléphone	Facsimile No. / e-mail N° de télécopieur / courriel
343-571-8834	Louise.curtis@tc.gc.ca
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction	
National Capital Region	

Instructions: See Herein

Instructions : Voir aux présentes

Delivery required -Livraison exigée	Delivery offered -Livraison proposée
See Herein – Voir aux présentes	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Compétence du contrat : Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)	
Vendor/firm Name and Address Raison sociale et adresse du fournisseur/de l’entrepreneur	
Telephone No. - N° de téléphone	
e-mail - courriel	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print)	
Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie)	
Signature	Date

1)

Q1: You mention that the proposed translators must have a recognized Canadian degree: do you accept translators with university degrees in translation of foreign origin and recognition of degree or membership in a Canadian order?

A1: Yes we can accept this if the certificate is in accordance with Foreign Credential Validation against Canadian Standards and from one of the agencies listed as the recognized agencies in Canada for the assessment of foreign credentials. This list can found at <https://www.canada.ca/en/public-service-commission/jobs/services/gc-jobs/degree-equivalency.html>

Q2: Also regarding Appendix B - Basis of Payment: unilingual or comparative review services are not mentioned ... it seems that this service is missing from the proposed price schedule.

A2: Transport Canada does not wish to acquire the unilingual or comparative review services for this standing offer. All that is required is the translation services.

Q3: Considering that the same pricing will apply to all streams and level of security for a bidder, we believe that all streams should be consolidated into one, and that Transport Canada should only consider bids from suppliers who can provide a complete solution. The reason is that there are different costs involved in handling a Secret request (for example). In the context of a larger contract, involving all types of requests, providing all-inclusive rates which cover all streams is certainly possible. But in a situation where a supplier is bidding on all streams, but is only awarded a contract for Stream 3, it could be deemed as less interesting (since the costing would not be accurate).

If Transport Canada wishes to keep the 3 streams, while awarding separate contracts, please consider allowing bidders to present a distinct Basis of Payment for each stream.

A3: The Basis of Payment will be amended to reflect separate pricing for all 3 streams.

Q4: For Stream 3 (Secret): Would courier costs be covered by Transport Canada

A4: Yes courier costs would be covered by Transport Canada.

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex "B". Customs duties are included, and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex "B". Customs duties are included, and Applicable Taxes are extra.

The Contractor will be reimbursed for the direct expenses for courier services reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

3) DELETE in its entirety Part 7A article 7.11 Financial Limitation:

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (will be completed upon award of the SOA) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority

INSERT at Part A article 7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (will be completed upon award of the SOA) unless otherwise authorized in writing by the Standing Offer Authority. **The total ESTIMATED budget of \$2,800,000.00 (taxes included) will be divided between the accepted offerors.** The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority

4) DELETE in its entirety ANNEX "B" – Basis of Payment

1. BASIS OF PAYMENT

Payment for services rendered under the Standing Offer will be based on the following Firm Price per Word:

a) Initial Period: 1 September 2023 to 31 August 2025

DELIVERABLE:	Estimated QTY per Year	Regular Translation (Firm Price per Word) (A)	Urgent Translation (Firm Price per Word) (B)	Extended Price (C)
Regular - Translation Services English to French				
Standard Translation (Monday to Friday) (Within 24 to 72 hours)	300,000	\$_____	N/A	\$_____
Urgent Translation (Within 6 hours and evenings/ weekends and Statutory holidays)	50,000	N/A	\$_____	\$_____
Total Estimated Cost – Regular Translation Services English to French (A + B = C)				\$_____
DELIVERABLE:	Estimated QTY per Year	Regular Translation (Firm Price per Word) (A)	Urgent Translation (Firm Price per Word) (B)	Extended Price (C)
Regular - Translation Services French to English				

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Standard Translation (Monday to Friday) (Within 24 to 72 hours)	100,000	\$ _____	N/A	\$ _____
Urgent Translation (Within 6 hours and evenings/ weekends and Statutory holidays)	25,000	N/A	\$ _____	\$ _____
Total Estimated Cost – Regular Translation Services French to English (A + B = C)				\$ _____
Total Estimated Cost – Initial Period				\$ _____

b) 1st Option Period: 1 September 2025 to 31 August 2026

DELIVERABLE: Regular - Translation Services English to French	Estimated QTY per Year	Regular Translation (Firm Price per Word) (A)	Urgent Translation (Firm Price per Word) (B)	Extended Price (C)
Standard Translation (Monday to Friday) (Within 24 to 72 hours)	300,000	\$ _____	N/A	\$ _____
Urgent Translation (Within 6 hours and evenings/ weekends and Statutory holidays)	50,000	N/A	\$ _____	\$ _____
Total Estimated Cost – Regular Translation Services English to French (A + B)				\$ _____
DELIVERABLE: Regular - Translation Services French to English	Estimated QTY per Year	Regular Translation (Firm Price per Word) (A)	Urgent Translation (Firm Price per Word) (B)	Extended Price (C)
Standard Translation (Monday to Friday) (Within 24 to 72 hours)	100,000	\$ _____	N/A	\$ _____
Urgent Translation (Within 6 hours and evenings/ weekends and Statutory holidays)	25,000	N/A	\$ _____	\$ _____

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Total Estimated Cost – Regular Translation Services French to English (A + B = C)	\$ _____
Total Estimated Cost - 1st Option Year	\$ _____

c) 2nd Option Period: 1 September 2026 to 31 August 2027

DELIVERABLE: Regular - Translation Services English to French	Estimated QTY per Year	Regular Translation (Firm Price per Word) (A)	Urgent Translation (Firm Price per Word) (B)	Extended Price (C)
Standard Translation (Monday to Friday) (Within 24 to 72 hours)	300,000	\$ _____	N/A	\$ _____
Urgent Translation (Within 6 hours and evenings/ weekends and Statutory holidays)	50,000	N/A	\$ _____	\$ _____
Total Estimated Cost – Regular Translation Services English to French (A + B = C)				\$ _____
DELIVERABLE: Regular - Translation Services French to English	Estimated QTY per Year	Regular Translation (Firm Price per Word) (A)	Urgent Translation (Firm Price per Word) (B)	Extended Price (C)
Standard Translation (Monday to Friday) (Within 24 to 72 hours)	100,000	\$ _____	N/A	\$ _____
Urgent Translation (Within 6 hours and evenings/ weekends and Statutory holidays)	25,000	N/A	\$ _____	\$ _____
Total Estimated Cost – Regular Translation Services French to English (A + B = C)				\$ _____
Total Estimated Cost – 2nd Option Year				\$ _____
Total Estimated Cost – Initial Period + 1st Option Year + 2nd Option Year				

INSERT at ANNEX "B" – Basis of Payment**1. BASIS OF PAYMENT**

Payment for services rendered under the Standing Offer will be based on the following Firm Price per Word:

Word totals are an estimation only to be used for evaluation purposes.

a) Initial Period: Stream 1 – 2 years from date of contract award

DELIVERABLE: Regular - Translation Services English to French	Estimated QTY per Year	Regular Translation (Firm Price per Word) (A)	Urgent Translation (Firm Price per Word) (B)	Extended Price (C)
Standard Translation (Monday to Friday) (Within 24 to 72 hours)	150,000	\$ _____	N/A	\$ _____
Urgent Translation (Within 6 hours and evenings/ weekends and Statutory holidays)	25,000	N/A	\$ _____	\$ _____
Total Estimated Cost – Regular Translation Services English to French (A + B = C)				\$ _____
DELIVERABLE: Regular - Translation Services French to English	Estimated QTY per Year	Regular Translation (Firm Price per Word) (A)	Urgent Translation (Firm Price per Word) (B)	Extended Price (C)
Standard Translation (Monday to Friday) (Within 24 to 72 hours)	50,000	\$ _____	N/A	\$ _____
Urgent Translation (Within 6 hours and evenings/ weekends and Statutory holidays)	12,500	N/A	\$ _____	\$ _____
Total Estimated Cost – Regular Translation Services French to English (A + B = C)				\$ _____
Total Estimated Cost – Initial Period Stream 1				\$ _____

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DELIVERABLE: Regular - Translation Services English to French	Estimated QTY per Year	Regular Translation (Firm Price per Word) (A)	Urgent Translation (Firm Price per Word) (B)	Extended Price (C)
Standard Translation (Monday to Friday) (Within 24 to 72 hours)	90,000	\$ _____	N/A	\$ _____
Urgent Translation (Within 6 hours and evenings/ weekends and Statutory holidays)	15,000	N/A	\$ _____	\$ _____
Total Estimated Cost – Regular Translation Services English to French (A + B = C)				\$ _____
DELIVERABLE: Regular - Translation Services French to English	Estimated QTY per Year	Regular Translation (Firm Price per Word) (A)	Urgent Translation (Firm Price per Word) (B)	Extended Price (C)
Standard Translation (Monday to Friday) (Within 24 to 72 hours)	30,000	\$ _____	N/A	\$ _____
Urgent Translation (Within 6 hours and evenings/ weekends and Statutory holidays)	7,500	N/A	\$ _____	\$ _____
Total Estimated Cost – Regular Translation Services French to English (A + B = C)				\$ _____
Total Estimated Cost – Initial Period Stream 2				\$ _____

Initial Period: Stream 3 - 2 years from date of contract award

DELIVERABLE: Regular - Translation Services English to French	Estimated QTY per Year	Regular Translation (Firm Price per Word) (A)	Urgent Translation (Firm Price per Word) (B)	Extended Price (C)
Standard Translation				

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(Monday to Friday) (Within 24 to 72 hours)	60,000	\$ _____	N/A	\$ _____
Urgent Translation (Within 6 hours and evenings/ weekends and Statutory holidays)	10,000	N/A	\$ _____	\$ _____
Total Estimated Cost – Regular Translation Services English to French (A + B = C)				\$ _____
DELIVERABLE: Regular - Translation Services French to English	Estimated QTY per Year	Regular Translation (Firm Price per Word) (A)	Urgent Translation (Firm Price per Word) (B)	Extended Price (C)
Standard Translation (Monday to Friday) (Within 24 to 72 hours)	20,000	\$ _____	N/A	\$ _____
Urgent Translation (Within 6 hours and evenings/ weekends and Statutory holidays)	5,000	N/A	\$ _____	\$ _____
Total Estimated Cost – Regular Translation Services French to English (A + B = C)				\$ _____
Total Estimated Cost – Initial Period Stream 3				\$ _____

1st Option Period Stream 1: to be confirmed

DELIVERABLE: Regular - Translation Services English to French	Estimated QTY per Year	Regular Translation (Firm Price per Word) (A)	Urgent Translation (Firm Price per Word) (B)	Extended Price (C)
Standard Translation (Monday to Friday)	150,000	\$ _____	N/A	\$ _____

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(Within 24 to 72 hours)				
Urgent Translation (Within 6 hours and evenings/ weekends and Statutory holidays)	25,000	N/A	\$ _____	\$ _____
Total Estimated Cost – Regular Translation Services English to French (A + B = C)				\$ _____
DELIVERABLE: Regular - Translation Services French to English	Estimated QTY per Year	Regular Translation (Firm Price per Word) (A)	Urgent Translation (Firm Price per Word) (B)	Extended Price (C)
Standard Translation (Monday to Friday) (Within 24 to 72 hours)	50,000	\$ _____	N/A	\$ _____
Urgent Translation (Within 6 hours and evenings/ weekends and Statutory holidays)	12,500	N/A	\$ _____	\$ _____
Total Estimated Cost – Regular Translation Services French to English (A + B = C)				\$ _____
Total Estimated Cost - 1st Option Year Stream 1				\$ _____

1st Option Period Stream 2: to be confirmed

DELIVERABLE: Regular - Translation Services English to French	Estimated QTY per Year	Regular Translation (Firm Price per Word) (A)	Urgent Translation (Firm Price per Word) (B)	Extended Price (C)
Standard Translation				

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(Monday to Friday) (Within 24 to 72 hours)	90,000	\$ _____	N/A	\$ _____
Urgent Translation (Within 6 hours and evenings/ weekends and Statutory holidays)	15,000	N/A	\$ _____	\$ _____
Total Estimated Cost – Regular Translation Services English to French (A + B = C)				\$ _____
DELIVERABLE: Regular - Translation Services French to English	Estimated QTY per Year	Regular Translation (Firm Price per Word) (A)	Urgent Translation (Firm Price per Word) (B)	Extended Price (C)
Standard Translation (Monday to Friday) (Within 24 to 72 hours)	30,000	\$ _____	N/A	\$ _____
Urgent Translation (Within 6 hours and evenings/ weekends and Statutory holidays)	7,500	N/A	\$ _____	\$ _____
Total Estimated Cost – Regular Translation Services French to English (A + B = C)				\$ _____
Total Estimated Cost - 1st Option Year Stream 2				\$ _____

1st Option Period **Stream 3: to be confirmed**

DELIVERABLE: Regular - Translation Services English to French	Estimated QTY per Year	Regular Translation (Firm Price per Word) (A)	Urgent Translation (Firm Price per Word) (B)	Extended Price (C)
Standard Translation (Monday to Friday)	60,000	\$ _____	N/A	\$ _____

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(Within 24 to 72 hours)				
Urgent Translation (Within 6 hours and evenings/ weekends and Statutory holidays)	10,000	N/A	\$ _____	\$ _____
Total Estimated Cost – Regular Translation Services English to French (A + B = C)				\$ _____
DELIVERABLE: Regular - Translation Services French to English	Estimated QTY per Year	Regular Translation (Firm Price per Word) (A)	Urgent Translation (Firm Price per Word) (B)	Extended Price (C)
Standard Translation (Monday to Friday) (Within 24 to 72 hours)	20,000	\$ _____	N/A	\$ _____
Urgent Translation (Within 6 hours and evenings/ weekends and Statutory holidays)	5,000	N/A	\$ _____	\$ _____
Total Estimated Cost – Regular Translation Services French to English (A + B = C)				\$ _____
Total Estimated Cost - 1st Option Year Stream 3				\$ _____

2nd Option Period Stream 1: to be confirmed

DELIVERABLE: Regular - Translation Services English to French	Estimated QTY per Year	Regular Translation (Firm Price per Word) (A)	Urgent Translation (Firm Price per Word) (B)	Extended Price (C)
Standard Translation (Monday to Friday)	150,000	\$ _____	N/A	\$ _____

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(Within 24 to 72 hours)				
Urgent Translation (Within 6 hours and evenings/ weekends and Statutory holidays)	25,000	N/A	\$ _____	\$ _____
Total Estimated Cost – Regular Translation Services English to French (A + B = C)				\$ _____
DELIVERABLE: Regular - Translation Services French to English	Estimated QTY per Year	Regular Translation (Firm Price per Word) (A)	Urgent Translation (Firm Price per Word) (B)	Extended Price (C)
Standard Translation (Monday to Friday) (Within 24 to 72 hours)	50,000	\$ _____	N/A	\$ _____
Urgent Translation (Within 6 hours and evenings/ weekends and Statutory holidays)	12,500	N/A	\$ _____	\$ _____
Total Estimated Cost – Regular Translation Services French to English (A + B = C)				\$ _____
Total Estimated Cost – 2nd option year Stream 1				\$ _____

2nd Option Period Stream 2: to be confirmed

DELIVERABLE: Regular - Translation Services English to French	Estimated QTY per Year	Regular Translation (Firm Price per Word) (A)	Urgent Translation (Firm Price per Word) (B)	Extended Price (C)
Standard Translation				

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Total Estimated Cost – Regular Translation Services English to French (A + B = C)				\$ _____
DELIVERABLE: Regular - Translation Services French to English	Estimated QTY per Year	Regular Translation (Firm Price per Word) (A)	Urgent Translation (Firm Price per Word) (B)	Extended Price (C)
Standard Translation (Monday to Friday) (Within 24 to 72 hours)	30,000	\$ _____	N/A	\$ _____
Urgent Translation (Within 6 hours and evenings/ weekends and Statutory holidays)	7,500	N/A	\$ _____	\$ _____
Total Estimated Cost – Regular Translation Services French to English (A + B = C)				\$ _____
Total Estimated Cost – 2nd option year Stream 2				\$ _____

2nd Option Period **Stream 3: to be confirmed**

DELIVERABLE: Regular - Translation Services English to French	Estimated QTY per Year	Regular Translation (Firm Price per Word) (A)	Urgent Translation (Firm Price per Word) (B)	Extended Price (C)
Standard Translation (Monday to Friday)	60,000	\$ _____	N/A	\$ _____

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(Within 24 to 72 hours)				
Urgent Translation (Within 6 hours and evenings/ weekends and Statutory holidays)	10,000	N/A	\$ _____	\$ _____
Total Estimated Cost – Regular Translation Services English to French (A + B = C)				\$ _____
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Urgent Translation (Within 6 hours and evenings/ weekends and Statutory holidays)	5,000	N/A	\$ _____	\$ _____
Total Estimated Cost – Regular Translation Services French to English (A + B = C)				\$ _____
Total Estimated Cost – 2nd option year Stream 3				\$ _____