



**RFP # 100023805**

**AMENDMENT NO. 001**

This amendment is raised to answer Bidders' questions and revise the RFP.

**QUESTION 1:**

Request to remove the criteria M.1 - Firm Production Experience.

**ANSWER 1:**

Incorporating Mandatory and Rated Technical Evaluation Criteria gives the opportunity to consider factors other than lowest bid and allows the department to identify the best vendor that meets our needs, resulting in best value for the Crown. Therefore, the evaluation criteria remains as written.

**QUESTION 2:**

Request to remove the criteria M.2 - Client References, because the contract value of the comparable is not representative of the RFP.

**RFP REVISIONS:**

**1. At Page 10 of the RFP, M.2 Client References**

**Delete:**

The Bidder must demonstrate they have fulfilled envelope printing and/or production contracts of similar value and nature using 2 separate contracts for 2 different \*external clients for services as described in Annex A Statement of Work (SOW) of this requirement.

Each contracts must:

- a) Have been active within the last 2 years as of the bid solicitation publication date;
- b) Have been for a minimum annual value of \$125,000 with each client (amendments and applicable taxes included);



The Bidder must demonstrate experience for each reference contract as follows:

- (a) The name of the organization the contract was with;
- (b) The Client Reference contact information;
- (c) The Contract number;
- (d) The value of the Contract (amendments and applicable taxes included);
- (e) The Contract start and end dates;
- (f) A brief description of the type and number of envelope printed and/or produced.

\*External clients: means clients exterior to the Bidder's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Bidder.

**Insert:**

The Bidder must demonstrate they have fulfilled envelope printing and/or production contracts of similar value and nature using 2 separate contracts for 2 different \*external clients for services as described in Annex A Statement of Work (SOW) of this requirement.

Each contracts must:

- a) Have been active within the last 2 years as of the bid solicitation publication date;
- b) Have been for a minimum annual value of \$60,000 with each client (amendments and applicable taxes included);

The Bidder must demonstrate experience for each reference contract as follows:

- (a) The name of the organization the contract was with;
- (b) The Client Reference contact information;
- (c) The Contract number;
- (d) The value of the Contract (amendments and applicable taxes included);
- (e) The Contract start and end dates;



(f) A brief description of the type and number of envelope printed and/or produced.

\*External clients: means clients exterior to the Bidder's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Bidder.

**QUESTION 3:**

If the value is under \$100,000 , what is the mechanism that applies, the CITT or the Office of the Procurement Ombudsman?

**RFP REVISIONS:**

**1. At Page 6 of the RFP, insert:**

**2.6 Bid Challenge and Recourse Mechanisms**

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

**All other terms and conditions remain the same.**