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**11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2**

**Gatineau
Québec**

K1A 0S5

Bid Fax: (819) 997-9776

Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

National Individual Standing Offer (NISO)

Offre à commandes individuelle nationale (OCIN)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Linguistic Services Division / Division des services linguistiques

PSBID, PWGSC / DIASP,TPSGC

11 Laurier St. / 11, rue Laurier

10C1/Place du Portage, Phase III

Gatineau

Québec

K1A 0S5

Title - Sujet Interpretation Services	
Solicitation No. - N° de l'invitation EN930-151094/F	Date 2016-07-07
Client Reference No. - N° de référence du client 20151094	Amendment No. - N° modif. 003
File No. - N° de dossier 504zf.EN930-151094	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$\$ZF-504-30283	
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale 2016-06-17	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-09-07	
Address Enquiries to: - Adresser toutes questions à: Cardinal, France	Buyer Id - Id de l'acheteur 504zf
Telephone No. - N° de téléphone (873) 469-3899 ()	FAX No. - N° de FAX (819) 956-9235
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	
Security - Sécurité This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required	Yes - Oui	No - Non
Accusé de réception requis	<input type="checkbox"/>	<input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

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This revision is issued to extend the Request for Standing Offers closing date, reschedule the information sessions and answer questions from suppliers.

1. Closing Date

The Request for Standing Offers closes on September 7 2016.

2. Information Sessions

Dates for the information sessions have changed.

Paragraph 1.6 of Part 1 is modified accordingly:

1.6 Information Sessions for Offerers

Two information sessions will be held at 70 Crémazie Street in Gatineau on August 9th and 16, 2016. The session of August 16th will be conducted in room 807 from 11am to 12:30pm. Offerers outside of the National Capital Area will have the opportunity to attend the August 16th session by videoconference. The session of August 9th will be conducted in room 807 from 9am to 10:30am. Offerers will only be able to attend in person for the August 9th session. The PDF response forms of the RFSO will be reviewed during the sessions and questions will be answered. It is recommended that offerers who intend to submit an offer attend or send a representative. More information will be provided upon registration.

Offerers are requested to communicate with the Standing Offer Authority by July 6, to confirm attendance. Offerers should provide, in writing, to the Standing Offer Authority, the name(s) of the person(s). Sessions will be canceled if less than ten (10) people have registered. Offerers will be able to obtain help individually after the session by contacting the Standing Offer Authority

Offerers who do not attend will not be precluded from submitting an offer.

To register:

Offerers must send an email to the Standing Offer Authority using the following email address:

TPSGC.OutilInterpretation-ToolInterpretation.PWGSC@tpsgc-pwgsc.gc.ca

Offerers must include the following information in their email:

- Date of the session they wish to attend;
- If the Offerer will attend in person or by videoconference;
- If the Offerer attends by videoconference, he or she must specify in which region they are located. Offerers will have to attend the session at a Translation Bureau regional office. The list of regional offices will be confirmed at a later date.

3. Questions and Answers

Question 1

Can you please tell me what a PBN is for registration as a conference interpreter in the context of the new procurement tool?

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Answer 1

In order to be issued a standing offer, a supplier needs to register in the [Supplier Registration Information \(SRI\)](#). The **Procurement Business Number (PBN)**, an important feature in SRI, is based on your Canada Revenue Agency (CRA) business number and uniquely identifies your business in our procurement and payment systems.

Question 2

I received your message and have spent quite some time now searching for the RFSO response forms that you mentioned were available on GETS. I admit that I am not terribly computer literate but I cannot find the forms. Could I ask you to please send me a link or specify exactly what the process is to get to the forms? It would be very helpful to know where and how to look for them

Answer 2

You can find the forms on Buy and Sell on the page of the RFSO under section "Attachments".

The screenshot displays a web browser window with the following content:

Solicitation Documents

File	Amendment number	Language	Unique Download Event (English page)	Date added
ABES_PROD_PW_ZF_B504_E30283_EBSU000.PDF	000	English	23	2016-06-20
ABES_PROD_PW_ZF_B504_F30283_EBSU000.PDF	000	French	5	2016-06-20
ABES_PROD_PW_ZF_B504_E30283_EBSU001.PDF	001	English	11	2016-06-23
ABES_PROD_PW_ZF_B504_F30283_EBSU001.PDF	001	French	2	2016-06-23

Attachments

File	Amendment number	Language	Unique Download Event (English page)	Date added
interpretation_en_june_15.pdf	Not available	English	10	2016-06-20
interpretation_fr_june_15.pdf	Not available	French	3	2016-06-20
interpretationrates_en_june_15.pdf	Not available	English	8	2016-06-20
interpretationrates_fr_june_15.pdf	Not available	French	4	2016-06-20
lvers_-_generique_1.pdf	Not available	Bilingual	6	2016-06-20
lvers_-_generique_2.pdf	Not available	Bilingual	5	2016-06-20
lvers_-_generique_3.pdf	Not available	Bilingual	4	2016-06-20
lvers_-_generique_4.pdf	Not available	Bilingual	4	2016-06-20
lvers_-_generique_5.pdf	Not available	Bilingual	3	2016-06-20
lvers_-_generique_6.pdf	Not available	Bilingual	3	2016-06-20

Related Tender Notices

Title of Related Tender Notice	Notice Type	Procurement Entity	End User Entity	Publication Date
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Question 3

I take it we are to wait until we've attended an information session before we attempt to fill out these documents?

Answer 3

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You don't need to wait but the purpose of these information sessions is to respond to questions about the PDF forms.

Question 4

When is all the duly completed documentation due? Will it start next calendar year, for instance?

Answer 4

The Request for Standing Offer (RFSO) closes on September 7, 2016 at 2pm. Offerers must submit their offer at the time and date of the closing date identified on page one of the RFSO.

Question 5

It appears that the last 6 attachments are the same but for the level of security clearance. Do we have to fill out every form or just the Security Requirements Checklist that pertains to my present level?

Answer 5

You do not need to fill out the Security Requirement Checklist. These documents are provided as information only and will apply if necessary on a call-up.

Question 6

6.1 I will be submitting an offer as a sole proprietor, and have no other resources to propose. Do I put my name in every space requesting the name of the offeror AND the proposed resource, given that both refer to me?

6.2 In Part 3 Certifications. Article 3.1 Certifications required with the offer. Do I have to fill out the entire Declaration form linked to this article? The form itself says "as the case may be." Is it possible to provide this certification elsewhere to avoid having to fill out this declaration and send it in separately?

6.3 I have already been an interpreter with the Parliamentary Service. If I also bid for this stream, does that mean that I agree to work there as a local, i.e., without a per diem? Because I would like to work there in the event of a shortage of interpreters in Ottawa, but only with a per diem, not as a local.

6.4 At Article 3.3, I ask the same question again because I want to be absolutely certain. If I indicate that I am available at any time, am I still free to say that I am unavailable if I receive a request for which I am not available? In other words, I am required to remain available only after having received and accepted a call-up. Correct?

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6.5 For the high stakes events stream, if I hold accreditation, can I indicate that I am not interested in conferences with high-ranking people, but only technical events?

6.6 Still in stream 2, under "name of representative", do you mean the person who recruits the team of interpreters (such as an employee of the TB or a private sector interpreter/organizer?)

Answer 6

6.1 Yes. For the offeror's name, you must indicate the legal name.

6.2 The certification indicated at 3.1 is a certification required with the offer. The offeror must provide this declaration, as the case may be, with the bid.

6.3 For all streams for which the offeror submits a bid, including for the parliamentary stream, the offeror must submit a firm all-inclusive per diem rate in Canadian dollars, excluding taxes.

6.4 That is correct.

6.5 The requirements for the high stakes events stream are:

hold Translation Bureau accreditation;

AND

have provided interpretation services for 4 high stakes events* in the past 5 years

A high stakes event is defined based on the following three criteria:

- event involving high-ranking participants in Canada and abroad. A high-ranking person can be a head of state, a prime minister, a minister, a deputy minister, a speaker, an MP, a diplomat, a judge or any other person occupying an equivalent position;

or

- an event attended and covered by the media;

or

- an event of a technical or complex nature requiring specific knowledge or in-depth understanding of a specialized field or subject.

6.6 This refers to the name of the client's representative. If the client is the Translation Bureau, you should provide the name of a representative of the Translation Bureau who can corroborate the information in your bid.

Question 7

There are therefore only 2 forms to fill out, is that right?

Answer 7

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Suppliers should fill out all the forms that apply to their situation. The two forms that absolutely must be completed and submitted with their bid are:

- Response form - Section I to submit their technical offers, certifications and required additional information
- Response form – Section II to submit their financial offer

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED