



**Procurement and Contracting Services**  
30 Victoria Street  
Gatineau, Quebec K1A 0M6

## REQUEST FOR PROPOSAL AMENDMENT

The Request for Proposal is hereby amended; unless otherwise indicated, all other terms and conditions of the Request for Proposal remain the same.

<b>RFP Amendment No.</b>  2	<b>RFP Amendment Date:</b>  September 25, 2020
<b>Office of the Chief Electoral Officer File No.</b>  ECCS-RFP-20-0249	
<b>Title:</b>  EC50270 Pencil to Vote	
<b>Request for Proposal Closing Date:</b>  October 1, 2020 at 1:00 p.m. (Gatineau time)	
<b>ENQUIRIES – address enquiries to the Contracting Authority:</b>  <b>Office of the Chief Electoral Officer of Canada</b> Procurement and Contracting Services 30 Victoria Street Gatineau, Quebec K1A 0M6  proposition-proposal@elections.ca	
<b>Attention:</b>  Chantal Sabourin	<b>Email:</b>  proposition-proposal@elections.ca

## **Part 1. Interpretation**

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal bearing number ECCS-RFP-20-0249 and dated September 16, 2020 (the “RFP”). This amendment hereby forms part of the RFP.
- 1.2** Unless defined herein or unless the context otherwise requires, all of the words and phrases defined in the RFP and used in this amendment shall have the same meanings assigned to them in the RFP.

## **Part 2. Questions and Answers**

The following question(s) have been asked in response to the Request for Proposal and Elections Canada hereby answers as follows:

### **2.1 Question No. 4**

Question:

To enable pencil sample delivery with bid, can bid closing date extend by one week?

Answer:

Due to critical operational requirements the bid closing date as well as the delivery date cannot be extended. A sample is required with the bid to save time on production because this requirement is very urgent.

### **2.2 Question No. 5**

Question:

Section 1.3.2 states the contract period is from the, “Effective Date of the Contract until March 31, 2021.” In order to confirm that we can meet the mandatory delivery dates required in Section 1.3.3, please advise when Elections Canada plans to award this contract and what the anticipated Effective Date will be.

Answer:

The contract will be awarded to the lowest bidder as soon as possible after the bid closing date. The effective date of the contract will be the day the contract is awarded to the winning bidder.

### 2.3 Question No. 6

Question:

Part 8 – Mandatory Technical Evaluation Criteria requires that acceptable samples are to be provided with the bid. Would Elections Canada consider requiring samples after the financial evaluation is completed instead of with the bid submission?

Answer:

The financial evaluation must be completed at the time of the bid submission, at which time the bidder must also send samples to be accepted. A sample is required with the bid to save time on production because this requirement is very urgent.

### 2.4 Question No. 7

Question:

Annex A – Statement of Work, Section 1.4 QUANTITIES, states that bidders can submit a quantity up to the total requirement of 16,000,000 pencils and Elections Canada can then award up to four (4) contracts.

As bidders will quote unit prices that are dependent on the quantity quoted and there is no guarantee that the total quantities quoted will be awarded to one vendor, we ask that Elections Canada please include multiple lines in Part 9 – Financial Evaluation Criteria for bidders to include different prices for different awarded quantities.

Answer:

If bidders can guarantee that they can deliver the entire quantity of 16,000,000 pencils by the delivery date stipulated in the Statement of Work, then they should bid on the entire quantity. If a bidder can only provide a certain amount of pencils within that timeframe, they should only bid on the amount they can deliver and the rest may be awarded to another bidder.

Bidders should only send a bid for the full amount of 16,000,000 pencils if they are certain they can deliver on time, penalties may apply for late deliveries.

### 2.5 Question No. 8

Question:

I wanted to request an extension of 2 weeks for solicitation # [EC50270 - Pencil for voting \(ECCS-RFP-20-0249\)](#) and EC50271 Large Pencil for Voting (ECCS-RFP-20-0250). We are willing to participate on this procurement and can supply high quality product with a competitive price, but we need more time to prepare our samples. Also kindly please consider the exceptional situation due the COVID-19.

Answer:

Due to critical operational requirements the bid closing date as well as the delivery date cannot be extended. A sample is required with the bid to save time on production because this requirement is very urgent.

**2.6 Question No. 9**

Question:

Can I bid as an individual (sole proprietorship ) and upon successful acceptance of the RFP change it over Corporation?

Answer:

Yes, a bidder may bid as an individual and upon successful acceptance of the RFP change it over to a Corporation.

**2.7 Question No. 10**

Question:

What if transportation is affected by the second wave of Covid-19?

Answer:

Late deliveries can be due to penalization as per the contract, unless by Excusable Delay (See Article 17 in Annex C of the SOW)

**2.8 Question No. 11**

Question:

When do you think we get to know the decision on the award? Will there be sufficient time to manufacture and import the goods? [Need to know by Oct 15,2020 to meet initial 20% Dec 15,2020 deadline]. Assuming with the current COVID conditions manufacturing facilities are operating at lower manpower.

Answer:

The contract will be awarded to the lowest bidder as soon as possible after the bid closing date. The effective date of the contract will be the day the contract is awarded to the winning bidder.

**2.9 Question No. 12**

Question:

Can you confirm the quantity required? Page 40 of the solicitation documents states: "**Note: The Bidder can submit a quantity up to the total requirement of 16,000,00 pencils**" It appears as though the intention was to write 16,000,000 (sixteen million)

Answer:

The required quantity is 16,000,000 (sixteen million), thank you for pointing out the typo.

### **Part 3.      Amendment**

This is to raise an administrative amendment to amend the cover page of the RFP Amendment one to ECCS-RFP-20-0249 the English version only.