



SURREY POLICE SERVICE – PROCUREMENT SERVICES

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ADDENDUM #1

REQUEST FOR PROPOSALS (RFP) NO. : 1220-031-2022-003

TITLE: SUPPLY OF BRANDED PROMOTIONAL
MERCHANDISE

ADDENDUM ISSUE DATE: April 12th, 2022

On or before the following date and time

CLOSING TIME: Time: 3:00 pm (Pacific Time)

Date: April 20th, 2022

INFORMATION FOR PROPONENTS

This Addendum is issued to provide additional information to the RFP for the above-named project, to the extent referenced and shall become thereof. No consideration will be allowed for extras due to the Proponent not being familiar with this Addendum. This Addendum No. 1 contains three (3) pages in total.

QUESTIONS AND ANSWERS

Q.1. Whether companies from Outside Canada can apply for this? (like, from India or USA)

A.1. Yes, companies outside of Canada can apply.

Q.2. Whether we need to come over there for meetings?

A.2. Meetings can be done virtually.

Q.3. Can we perform the tasks (related to RFP) outside Canada? (like, from India or USA)

A.3. Yes, required tasks can be performed outside of Canada.

Q.4. Can we submit the proposals via email?

A.4. Reference the “SUBMISSION INSTRUCTIONS” on the cover page of the RFP document.

Q.5. In the current market condition , There are supply chain issues with physical catalogues and what we've been going through the past year has not only driven prices up but we're also seeing price increases throughout the year and in some cases, multiple increases. In the past, prices would go up in Jan and stay the same for the entire year in most cases. But given the current volatile market conditions, would you accepting discount from pricing from vendor websites pricing where pricing is updated regularly.

A.5. Yes, given the current market conditions, SPS will consider a consistent percentage discount with pricing updates. This would need to be reviewed at the end of the contract term.

Q.6. Samples:

Can the samples we submit be returned to us after your team has evaluated them?

A.6. Yes, samples can be returned.

Q.7. 2C Scope:

This section asks to maintain a small inventory of core products. Are these core products prepaid inventory where SPS has paid for these in advance? Or are we expected to inventory these samples to be available to order as needed and only paid for as needed? Can you give an example of how many items and their approximate quantities would be required to inventory?

A.7. As SPS is a new organization, core products have not yet been determined (however core products would not be prepaid inventory). We encourage vendors to provide us a list of items that they keep in stock, as well as reasonable lead times for all regular order items.

Q.8. 2E Scope

This section asks for maintaining a vendor hosted online ordering system customized for SPS. However, the RFP response forms do not ask for any details around this system. Do you want to see details about our online system with images and a demonstration? Or, are details not required at this point and we only need to confirm that we can provide this service?

A.8. Please provide general details on the ordering system regarding ease of use and access. A demonstration is not required at this time.

Q.9. Attachment 1 D. Financial References

We are a privately held company and do not disclose our financial statements in the initial RFP submission. We will give you access to our banking information in our submission. However, if we are selected as the successful proponent we will then be able to provide financial statements to SPS. In not providing financial statements with our RFP submission will be disqualified?

A.9. At minimum the Proponent should include financial references for SPS to contact to verify financial stability during the evaluation process.

Q.10. Attachment 3 B Fee Calculation

In example 1 are you defining catalog rates as the inventoried items or items that are commonly ordered by SPS? In example 2 you're considering additional items as non-standard items that may be requested on demand?

A.10. Example 1 – please include catalogued items and items that will be commonly ordered by SPS (to be determined).

Example 2 – these will be additional/non-standard items that may be requested on demand and quoted at the time of selection and order.

Q.11. Part 1 Section C #7.1 Format:

This section states “proponent should use the form of proposal set out in part 4” the forms state additional rows/lines or additional pages can be added. Could you provide clarity?

- a. Are we to use these forms exactly as they are presented and just add additional lines? If adding additional pages we should simply reference an appendix where the additional page is located?
- b. Or, can the contents of your form be the same format and just restructured to allow for additional space for details?

A.11. Proponents should use the Form of Proposal as set out in Part 4. Proponents may add additional lines to the existing form and/or add additional pages as necessary.

If Proponents choose to use their own form, they should ensure all information requested on Part 4 is addressed and presented in a way that the evaluation committee may easily review the proposal.

– END OF ADDENDUM –