



GOVERNMENT OF BERMUDA
Cabinet Office
Office of Project Management and Procurement

March 25, 2019

Dear Respondents

Ref: OPMP/001/S/2019 - Request for Information (RFI) Office Supplies and Photocopy Paper

Addendum #1 contains 2 pages.

The following addendum supersedes information contained in the RFI to the extent referenced. This addendum forms part of the RFI documents and will be subject to all of the conditions set out in the RFI conditions.

Respondent's Questions (Q) and Government's Responses (R)

Q1 Will The Government accept RFI submissions from outside of Bermuda?

R1 **Yes**

Q2 Must the successful vendor or vendors be a Bermudian owned company?

R2 **Yes.**

Q3 Would they have to generate a PO?

R3 **If a framework agreement is created and as part of the Call off Process, the procuring entity will have to create and provide a Purchase Order to the framework contractor. The call off process will be clearly explained in the RFSQ if one is released.**

Q4 Following the RFI will there could be an RFQ?

R4 **Yes. It would be a formal RFP and it's a new standard we are using called Request for Suppliers Qualification for Framework Agreement (RFSQ) and it's based on a framework type of scenario.**

Q5 In the technical questionnaire there is a question referring to inventory levels of ten thousand items in the catalogue, how did the ten thousand come around? Why not eight thousand or seven thousand?

R5 **It was an estimate after viewing numerous catalogues but it could be more.**

Q6 You mentioned in the \$2 million of office supplies and photocopy paper, does that include Ministry of Education?

R6 **2 million is based on a spend analysis that was provide to us and we believe the Ministry of Education was in there.**

Q7. Ministry of Education has its own stores?

R7 **Correct and so do other departments.**



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- Q8 Every Government department operates differently but would you favor electronic purchasing rather than calling or emailing or release to each department to convey business the way it was?
- R8 **We ask that you provide us with how your establishment operations to meet government's needs.**
- Q9 Can you clarify what the addenda is that we need to submit??
- R9 **OPMP will be releasing the Addenda on Monday March 25th, with all the respondent's Questions and the Government's answers.**

END OF ADDENDUM #1

RFP Contact Elaine Blair-Christopher email ejblair@gov.bm

Note: Amendment/addenda will be posted at <https://www.gov.bm/procurement-notices>. Respondents should visit the Government Portal website on a regular basis during the Procurement process.