

**National Off-Site Storage and Document Management
Solicitation 1000016189
Question and Answers 1**

Q1. Where do we get a (PBN)

A1. This is your company's business number. You may register at the following website: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>

Q2. How many copies are required and in what electric format do you want?

A2. As per PART 3 Section 1.

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 electronic copy)
Section II: Financial Bid (1 electronic copy)
Section III: Certifications (1 electronic copy)

Format: MS Word or Adobe Acrobat

Q3. In section 4.1.1 and 4.8.3, is the quantities of 4,000 containers initial or is this expected on a regular basis?

A3. The quantity is a minimum that the contractor may be required to move. This quantity is an average of what the Public Prosecution Service of Canada (PPSC) requires and the contract must be able to fulfill.

Q4. 4.7.1 Alternative Delivery Services - Is this service during regular business hours or are you wanting 24 hour service?

A4. The PPSC requires the Alternative Delivery Services during normal business hours. It does not require 24 hour service.

Q5. Can you please explain this process for Part 5 Section 6.1 and 6.1.1?

A5. Part 5, section 6.1 will identify the total contract value and section 6.1.1 will identify the total contract value including options, travel and applicable taxes.

Q6. In Annex B, Basis of Payment, you explained that there are 10,000 cartons for storage. How are the cubic feet split up over the regions?

A6. Annex B, Basis of Payment Table 1 identifies 10,000 cubic feet of storage is used for evaluation purposes and are not to be considered as a contract guarantee.

The division of cubic feet will vary once the contract has been awarded based on the locations of the storage warehouses.