

**Request for Information (RFI)
Foreign Affairs, Trade and Development Canada (FATDC)**

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PART 1 – PURPOSE AND NATURE OF THE RFI

1. Purpose of the Request for Information

The Department of Foreign Affairs, Trade and Development (DFATD) is launching a Request for Information (RFI) in order to seek information and feedback from suppliers and the industry with regard to the draft procurement strategy for passenger vehicles and light trucks for missions outside of Canada, as described herein.

The purpose of this Request for Information (RFI) is to achieve the following:

- a) Provide industry with an early opportunity to assess, comment and suggest changes to the department's vehicle procurement strategy and requirements (detailed in Part 3);
- b) Determine the capability of suppliers to provide for the requirements (detailed in Part 3);
- c) Obtain supplier feedback on any issues that would impact their ability to bid on the resulting solicitation and/or deliver on the department's requirements;
- d) Gather industry knowledge, expertise and recommendations with regard to best practices that would increase the success of the project and/or identify any risks that would impact the project.
- e) Enhance competition, access and fairness of the resulting solicitation.

Suppliers are requested to complete and return Annex 5 which contains questions for specific information being sought by the department.

2. Nature of the Request for Information

This is not a bid solicitation. This RFI will not result in the award of any contract. As a result, potential suppliers of any goods or services described in this RFI should not reserve stock or facilities, nor allocate resources, as a result of any information contained in this RFI. Nor will this RFI result in the creation of any source list. Therefore, whether or not any potential supplier responds to this RFI, this will not preclude that supplier from participating in any future procurement. Also, the procurement of any of the goods and services described in this RFI will not necessarily follow this RFI. This RFI is simply intended to solicit information and feedback from industry with respect to the matters described in this RFI.

Nothing in this RFI will be construed as a commitment from DFATD to issue a solicitation for this project. DFATD may use non-proprietary information provided in this review and/or in the preparation of any formal solicitation document.

DFATD will not be bound by anything stated herein and reserves the right to change at any time, any or all parts of the requirement, as it deems necessary. DFATD also reserves the right to revise its procurement approach, as it considers appropriate, either based upon information submitted in response to this RFI or for any other reason it deems appropriate.

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PART 2 – INSTRUCTIONS FOR RESPONDING TO RFI

1. Nature and Format of Responses Requested

The department's current view of its requirement for passenger vehicles and light trucks for missions outside of Canada, the characteristics of the supply solution it is looking for, and the projected procurement schedule for proceeding is detailed in Part 3 of this RFI.

The department is seeking input and responses to specific questions (refer to Annex 5) from the industry and suppliers covering important elements of the requirement prior to proceeding with finalizing its procurement strategy.

Respondents are invited to provide comments regarding the content of Part 3 and related supplier requirements included in this RFI by completing and returning Annex 5. Respondents should explain any assumptions they make in their interpretation of the requirements.

2. Response Costs

DFATD will not reimburse any respondent for expenses incurred in responding to this RFI.

3. Treatment of Responses

3.1 Use of Responses

Responses will not be formally evaluated. However, the responses received may be used by DFATD to develop or modify procurement strategies or any draft documents contained in this RFI. DFATD will review all responses received by the RFI closing date. DFATD may, in its discretion, review responses received after the RFI closing date.

3.2 Review Team

A review team composed of representatives of DFATD will review the responses. DFATD reserves the right to hire any independent consultant, or use any Government resources that it considers necessary to review any response. Not all members of the review team will necessarily review all responses.

3.3 Confidentiality

Respondents should indicate and mark any portions of their response that they consider proprietary or confidential. DFATD will handle these portions in a confidential manner in accordance with the Access to Information Act of Canada.

3.4 Follow-up Activity

DFATD may, at its discretion, contact any respondents to follow up with additional questions or for clarification of any aspect of a response. DFATD may, at its discretion agree to meet with respondents to provide respondents with the opportunity to present and/or demonstrate their capabilities in relation to this RFI. Respondents' presentations are at no obligation to DFATD and respondents will be responsible for all costs associated with DFATD's invitation to make a presentation.

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4. Contents of this RFI

This RFI contains a draft procurement strategy including vehicle requirements which remains a work in progress and respondents should anticipate that clauses or requirements may be added to or deleted from any resulting bid solicitation that may be published by DFATD in the future. Comments regarding any aspect of this RFI are requested. This RFI also contains specific questions addressed to the industry.

4.1 Historical & Volumetric Data

The data contained within this RFI is being provided to respondents purely for information purposes. Although it represents the best information currently available to DFATD, there is no guarantee that the data is complete or free from error.

5. Format of Responses**5.1 Cover Page**

If the response includes multiple volumes, respondents are requested to indicate on the front cover page of each volume the title of the response, the request for information number, the volume number and the full legal name of the respondent.

5.2 Title Page

The first page of each volume of the response, after the cover page, should be the title page, which should contain:

- a) The title of the respondent's response and the volume number;
- b) The name and address of the respondent;
- c) The name, address and telephone number of the respondent's contact;
- d) The date; and,
- e) The RFI number.

5.3 Number of Copies

DFATD requests that respondents submit their responses electronically in MS Word, PDF or compatible formats. Hardcopy responses will also be accepted.

6. Enquiries

DFATD will not necessarily respond to enquiries in writing or by circulating answers to all potential suppliers as this is not a solicitation process. However, respondents with questions regarding this RFI may direct their enquiries to the Contracting Authority named below:

Nathan Lyon
Foreign Affairs, Trade and Development Canada
125 Sussex Drive
Ottawa, Ontario, Canada K1A 0G2
Telephone: (343) 203-1323
Email: Nathaniel.lyon@international.gc.ca

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7. Submission of Responses**7.1 Time and Place for Submission of Responses**

Suppliers interested in providing a response should deliver it electronically or by mail to the attention of the Contracting Authority by the time, date and to the address indicated on page 1 of this document.

7.2 Responsibility for Timely Delivery

Each respondent is solely responsible for ensuring its response is delivered on time to the correct location.

7.3 Identification of Response

Each respondent should ensure that its name and return address, the request for information number and the closing date appear legibly on the outside of the response.

8. Security Requirements

There are no security requirements associated with responding to this RFI. Any future procurement actions undertaken in support of this requirement will not require a government security clearance.

9. Official Languages

Responses to this RFI are requested to be presented in either of the Official Languages of Canada (English or French). However responses submitted in a different language will not be rejected.

Please note the department may not be able to review responses that are not submitted in English or French.

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PART 3 – DRAFT DEPARTMENTAL PROCUREMENT STRATEGY – PASSENGER VEHICLES AND LIGHT TRUCKS FOR MISSIONS OUTSIDE OF CANADA

This section outlines the department's draft procurement strategy for its requirement of passenger vehicles and light trucks for missions outside of Canada.

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4. Scope
5. Commodity Review
 - 5.1 Current Procurement Process
 - 5.2 Historical Volumes & Spend Analysis
6. Procurement Strategy
 - 6.1 Method of Supply
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7. Ordering Process
 - 7.1 Call-up Limit
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Annexe(s):

- Annex 1 – DVOG Vehicle Category Overview
- Annex 2 – Mandatory Evaluation Criteria
- Annex 3 – Pricing Schedule
- Annex 4 – Call-up Terms and Conditions
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1. Introduction

The Department of Foreign Affairs, Trade and Development is engaged in a comprehensive review of its procurement of passenger vehicles and light trucks that it acquires in support of Canadian missions outside of Canada.

The ultimate aim of the review is to develop a new procurement strategy for passenger vehicles and light trucks including departmental governance, processes and methods that would improve the department's approach to the life cycle management of its vehicle fleet. The result being the development and implementation of new procurement instruments (a series of standing offer agreements) to be pre-competed with suppliers in accordance with the Canadian federal government's procurement regulations, applicable trade agreements, policies and directives.

Engaging the automotive industry and its suppliers to assess their needs, concerns and capabilities forms a key component of developing and finalizing this new procurement strategy.

2. Background

The department's mandate is to manage Canada's diplomatic and consular relations, to encourage the country's international trade and to lead Canada's international development and humanitarian assistance. The department's presence abroad includes more than 172 offices in over 105 countries around the world¹. This presence abroad (commonly referred to as "missions") includes embassies, consulates, high commissions, trade offices, and a number of permanent offices based at international organizations.

3. Purpose

The purpose of establishing departmental standing offers for the acquisition of passenger vehicles and light trucks for missions outside of Canada is to:

- (a) Reduce acquisitions costs by leveraging departmental business volumes;
- (b) Significantly reduce administrative time and expense;
- (c) Improve standardization and consistency in the approach to vehicle acquisition;
- (d) Simplify and improve the timeliness and effectiveness of the procurement process for all stakeholders;
- (e) Build stronger relationships with the supplier community;
- (f) Enhance procure to delivery lead times;
- (g) Improve budget forecasting by providing predetermined pricing on total cost of ownership basis; and,
- (h) Increase competition, openness and transparency.

Standing offers are expected to become the preferred method of supply for vehicles as they are anticipated to provide the overall best value and most efficient manner to acquire vehicles while adhering to Canadian government regulations, directives and trade agreements. Furthermore, standing offers are expected to improve compliance to Canada's Treasury Board Secretariat (TBS) directives on Fleet

¹ As of March 31, 2013.

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Management including Green Procurement and the Alternative Fuels Act by providing greater access and priority for Alternative Fuel Vehicles (AFV).

4. Scope

This draft departmental procurement strategy examines the department's procurement of passenger cars and light trucks in support of Canadian missions abroad, and outlines the proposed standing offer method of supply.

5. Commodity Review

5.1 Current Procurement Process

The department follows a lifecycle management approach to its motor vehicle fleet (covering planning, acquisition, operation, use, maintenance and disposal) in accordance with the department's Mission Fleet Management Guidelines (MFMG), the department's Policy on Material Management, the TBS Guide to Fleet Management, and, the TBS Directives on Fleet Management: Light Duty Vehicles and Executive Vehicles. The TBS policies are available at the following websites:

<http://www.tbs-sct.gc.ca/mm-gm/doc/gfm-ggpa/c1tb-eng.asp>

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12065>

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12064>

The department's procurement and funding processes for vehicles are managed centrally at headquarters (HQ), located in Ottawa, Ontario, Canada. Missions identify the vehicle(s) planned for acquisition, disposal and replacement in the January to March period for the upcoming fiscal year through the mission business planning process which includes identifying the preferred method of supply. This planning process rolls up to the department's annual business plan for approval for the coming fiscal year².

The current departmental methods of supply for vehicles include the following:

- (a) For purchases under the NAFTA threshold (currently CAD\$25,200), a Request for Quote (RFQ) process with minimum 3 local suppliers invited to quote.
- (b) For purchases above the NAFTA threshold, a Request for Quote (RFQ) process in accordance with NAFTA selective tendering procedures involving the use of a permanent source list.
- (c) Acquiring vehicles from the PWGSC Standing Offer (DISO) lists with Canadian suppliers for North American specification vehicles (i.e. left hand drive).
- (d) Non-competitive purchase in accordance with Canadian government regulations and NAFTA limited tendering (subject to headquarters approval).

In accordance with sourcing method (b), the department publishes annually, a Notice of Planned Procurement (NPP) on the Government Electronic Tendering System (GETS) to notify suppliers of the existence of the permanent source list and to qualify new suppliers.

² The Canadian government's fiscal year begins April 1

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Treasury Board Secretariat (TBS) has identified passenger cars and light trucks as a mandatory commodity therefore the department is required to use the Standing Offers established by PWGSC (sourcing method (c) above) to acquire vehicles for use within Canada. The PWGSC standing offers are optional for vehicles acquired for use at missions outside of Canada.

The department has conducted initial internal consultations and responses received indicated a high level of dissatisfaction with the current procurement process. Challenges and opportunities for improvement have been identified based on the following analysis and feedback received:

- (a) Lack of flexibility to meet mission priorities and needs with limited vehicle choices;
- (b) Long procurement and delivery lead times;
- (c) Lengthy and complex procurement and funding process;
- (d) Difficult to assess total cost of ownership (e.g. shipping costs determined after purchase)
- (e) the local sourcing method can present country specific difficulties;
- (f) Lack of reputable or authorized after sales services and/or warranty not honored;
- (g) Low availability of right hand drive vehicles;
- (h) Low availability /awareness of environmentally friendly (lower environmental impact) vehicles;

Furthermore, given the current period of fiscal restraint and in accordance with Canada's Blueprint 2020 (a shared vision for the future public service), a more system wide approach to the acquisition of vehicles is required to enhance service delivery and value for money received by the department.

5.2 Historical Volumes & Spend Analysis

In terms of the department's historical expenditures and volumes for vehicles, a review period³ of five years was selected for a spend analysis. During the review period, the department spent approximately \$13.14 million dollars (\$CAD) on passenger cars and light trucks, representing a total of 402 vehicles. The department spent on the average approximately CAD \$ 2.63 million per year representing an average of 80 vehicles per year. Figure no. 1 (below) shows the expenditures (in Canadian dollars) and vehicles (in units) per each calendar year of the review period.

	2013	2012	2011	2010	2009
Spend (\$ CAD)	\$3,664,489	\$2,204,924	\$2,205,819	\$2,597,063	\$2,472,652
Units	101	66	70	78	87

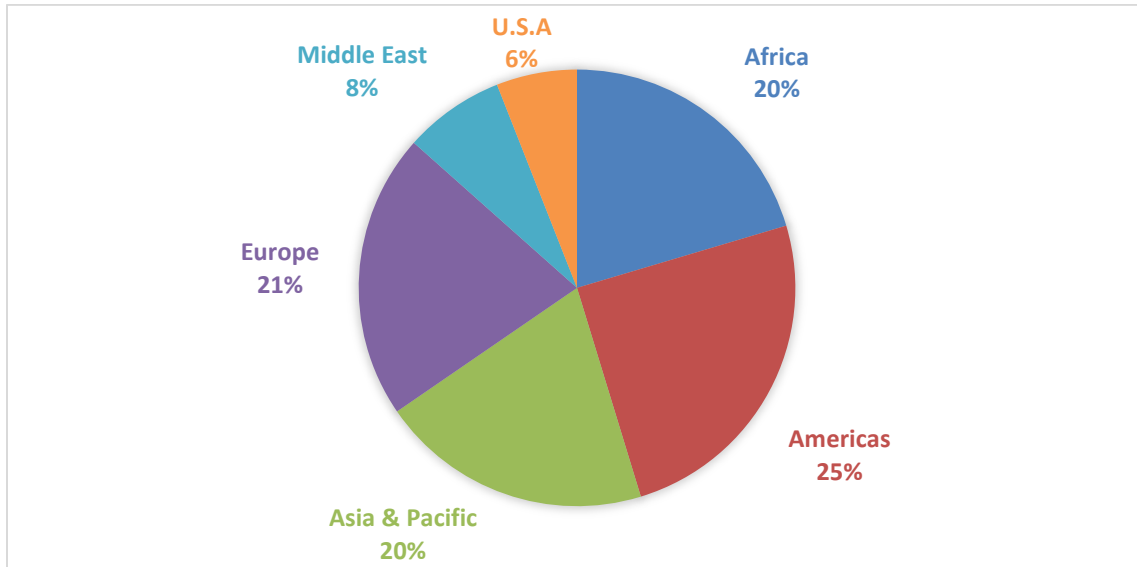
The department's overall fleet size, based on current fiscal year data (FY14/15) represents a total of 720 vehicles. Over the past two fiscal years, with the implementation of rationalization initiatives, the department's vehicle fleet has been reduced by 5.7%⁴ and these initiatives are expected to continue in the short to midterm. The department is replacing its vehicle fleet at a rate of approximately 11% per year.

³ Data courtesy of SWCR (calendar year 2009 to 2013 inclusive)

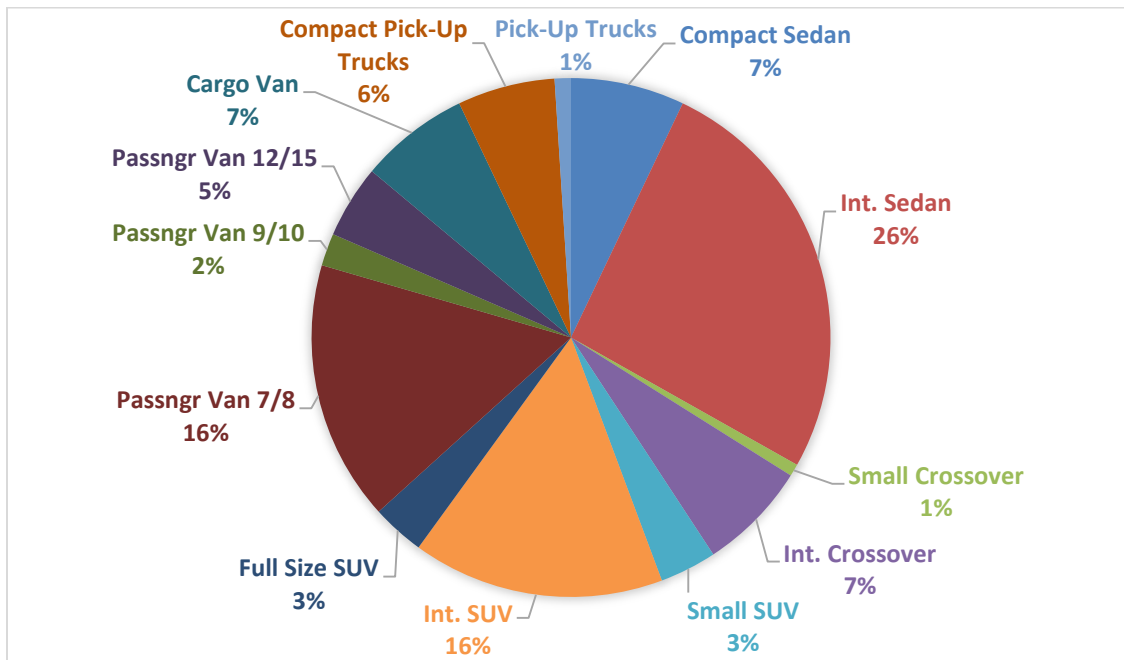
⁴ Overall fleet size in FY12/13 was 761 vehicles

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Of the overall fleet, approximately 385 vehicles (53%) represents vehicles that are 4 years old or older model year. Figure no. 2 (below) demonstrates the distribution of these late model vehicles (4+ years old) on a regional basis.



During the five year review period, the major purchasing categories included Sedans at 33%, Utility Vehicles at 30% (e.g. crossovers, SUVs), Passenger Vans at 23% (7 to 15 passenger), Cargo Vans at 7% and Pick-Up Trucks at 7%. Figure no.3 (below) shows this breakdown on a per vehicle category.⁵



⁵ An overview of the specifications for each category of vehicle is presented in Annex 1

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During the five year review period, left hand drive (LHD) vehicles (e.g. Continental Europe, South/North America) represented 304 units while right hand drive (RHD) vehicles (e.g. United Kingdom, East/South Africa, India, Pakistan, South Pacific) represented 98 units.

Figure no. 4(a) (below) demonstrates this breakdown by percentage of total units during the review.

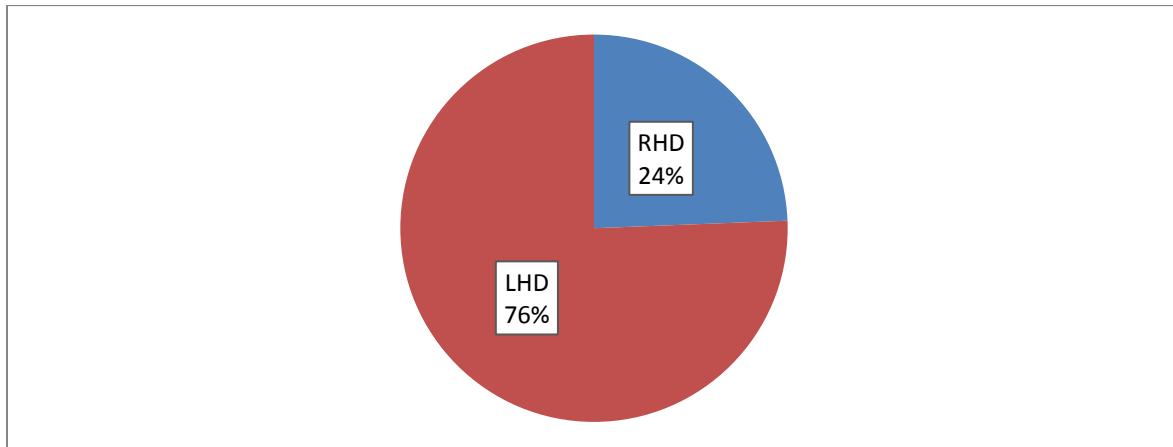
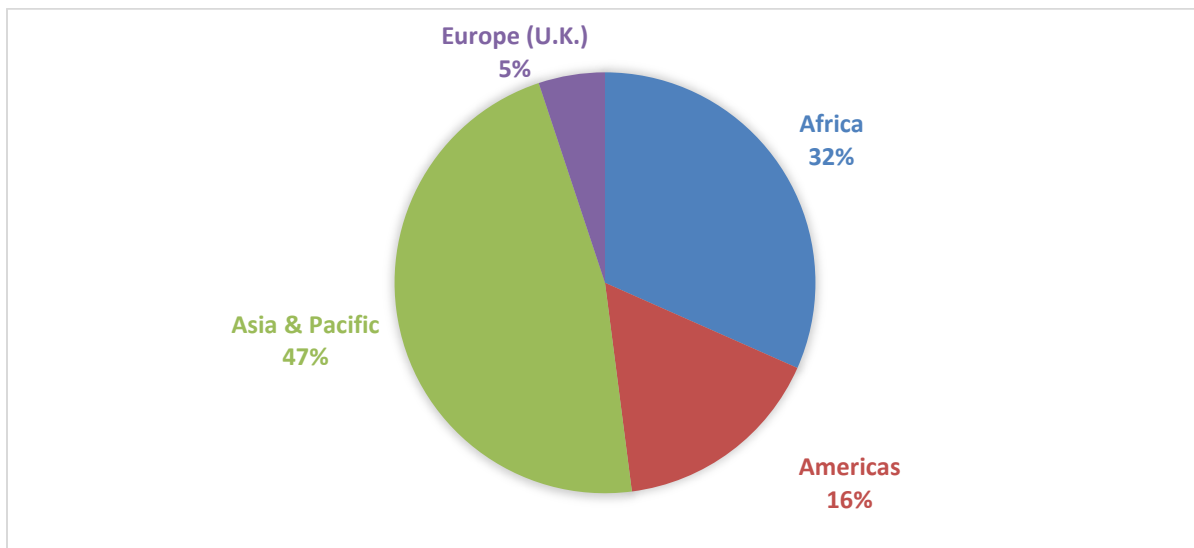


Figure no. 4 (b) (below) represents a breakdown of the delivery regions for right hand drive during the review period.



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6. Procurement Strategy

6.1 Method of Supply

The standing offer method of supply will offer a variety of passenger vehicles and lights trucks including non-Canadian specification (i.e. right hand drive) vehicles meeting country specific requirements and regulations, at pre-determined prices on an FOB destination basis including all delivery charges, customs, duties and sales tax (or on a Delivered Duty Paid, Incoterms 2010 basis) with established delivery lead times to specific missions. When a mission has a need to acquire a vehicle, they will select the vehicle from the standing offer that meets their specific needs and order directly from the suppliers. This method will improve time to procure and simplify the ordering process for missions and suppliers. In addition, the new procurement strategy is expected to enhance budget forecasting and analysis by accounting for all acquisition costs within a single purchase (e.g. price of vehicle, option items, customs, duties, shipping, in-transit insurance, and sales tax, as applicable). The standing offer will allow identified users to acquire fleet vehicles, official vehicles⁶, and vehicles for other government departments to support missions outside of Canada. The department may also add an option allowing the Foreign and Commonwealth Office (FCO) of the United Kingdom of Great Britain and Northern Ireland to access the standing offers under the same terms, conditions and pricing. Vehicle acquisitions will remain subject to internal departmental approvals which are centrally managed at headquarters in Ottawa, Ontario, Canada⁷.

A brief overview of the major vehicle categories is provided within Annex 1. Each vehicle category will include a minimum number of mandatory standard features and a number of optional (non-mandatory) features. The specifications and features for each vehicle category will be published during the solicitation phase.

The standing offers will be priced based on a firm unit price per vehicle, FOB/DDP destination to the specified mission city location. Suppliers will be required to provide a firm unit price based on the Manufacturers Suggested Retail Price (MSRP) to the specified city of the mission, less a fixed percentage discount. Additional option items and accessories will be available based on list prices less a fixed percentage discount. The discounts offered by suppliers will remain firm for the entire period of the Standing Offer.

Suppliers will be required to have an authorized after sales service location within the mission city of delivery in order to offer vehicles for delivery to that destination. An authorized after sales service location is one that the supplier has ownership of or where it has a written agreement, in order to provide after sales warranty servicing and repairs of the vehicles it sells. During the evaluation of offers the department may consider offers from suppliers who do not have an authorized after sales service center for a mission city location or who do not have one within the city in cases where there is an insufficient number of offers for a specific mission.

The standard manufacturer's full vehicle warranty must be honored by the after sales service center and will apply to each vehicle for a minimum of two (2) years (or 50,000 kilometers) with additional warranty coverage available and roadside assistance, preferred.

⁶ An Official Vehicle is for the exclusive use of the Head of Mission

⁷ The department has delegation from PWGSC of up to CAD\$400,000 for the acquisition of goods to support missions abroad.

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The Standing Offer will incorporate standard terms and conditions for both the agreement and for any resulting contracts (i.e. call-ups). The draft terms and conditions for the resulting contract/call-up are provided in Annex 4. The department's standard payment terms are full payment within 30 days from delivery and acceptance of the vehicle (i.e. NET 30 days).

6.2 Planned Procurement Timeline

The department has planned the following timeline for the procurement:

(a) Publish RFI	February 2015
(b) Review RFI responses / finalize RFSO	March 2015
(c) Solicit/Tender RFSO	March 2015
(d) Evaluate & Award Standing Offers	May 2015

6.3 Request for Information

The department has engaged key internal stakeholder groups and will be launching a Request for Information (RFI) process to capture feedback and recommendations from vehicle suppliers and the industry on the draft procurement strategy contained herein, prior to finalizing the strategy for the sourcing phase.

6.4 Bid Solicitation Process

The department will publish a Notice of Planned Procurement (NPP) to the Government Electronic Tendering System (GETS)⁸ for a minimum 40 calendar day period. The Request for Standing Offer (RFSO) tendering document will be made available on GETS in both English and French.

For the technical offer, suppliers will be required to certify that they have the capacity to provide the required vehicles to the mission destinations they specify, that they can provide after sales service and warranty, and that they are legally authorized to sell vehicles meeting the country specific requirements at destination. Suppliers will also be required to complete a detailed specification sheet for each vehicle offered.

For the financial offer, the department will provide a list of missions by country and region so that suppliers may indicate to each mission city location (i.e. delivery point) they propose to supply vehicles and the associated vehicle pricing offered (refer to the draft Pricing Schedule provided in Annex 3).

6.5 Bid Evaluation and Offeror Selection Method

The offers will be technically evaluated based on their compliance to the mandatory evaluation criteria (refer to the draft mandatory evaluation criteria provided in Annex 2) and the mandatory specifications for each vehicle category (to be provided during the tendering phase). The offers deemed technically compliant will be financially evaluated based on the total firm unit price per each vehicle category and per each mission location (FOB destination including delivery, customs and duties or Delivered Duty Paid destination, Incoterms 2010). Offerors meeting the mandatory technical and financial criteria of the RFSO will be eligible to become a standing offer holder for the supply of passenger vehicles and light duty trucks.

⁸ The GETS website is buyandsell.gc.ca (registration is not required)

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The department will award standing offers based on the lowest evaluated vehicle price, up to a maximum of five (5) for each specific category of vehicle per mission destination. Once the Standing Offers are issued, qualified vehicles will be listed in a Departmental Vehicle Ordering Guide (DVOG) which will be made available to missions and end users.

It is expected that Standing Offers will be issued for a period of four (4) or five (5) years. Pricing will be adjusted each year as new model year vehicles become available based on the published MSRP for the vehicle, less the firm discount indicated in the original offer.

6.6 Environmental Considerations and Green Procurement

The department supports environmental sustainability “green” initiatives and green procurement in compliance to the TBS directives on Fleet Management and the Alternative Fuels Act of Canada, which requires that 75% of the total number of new vehicles purchased by the department be capable of operating on alternative fuels, where it is cost effective and operationally feasible to do so. The Alternative Fuels Act (AFA) defines alternative fuel as fuel that is “for use in motor vehicles to provide direct propulsion” and includes (but not limited to) ethanol, methanol, propane gas, natural gas, hydrogen or electricity. The AFA is available here: <http://laws-lois.justice.gc.ca/eng/acts/A-10.7/page-1.html>. Standing offers are expected to improve compliance to these acts and directives by providing greater access and priority for the acquisition of Alternative Fuel Vehicles.

The Departmental Vehicle Ordering Guide (DVOG) will provide separate vehicle sub categories for the acquisition of AFV and will contain additional information concerning the use of Alternative Fuels.

7. Ordering Process

Requirements from missions for passenger vehicles and light trucks must conform to the classes, specifications and features that will be contained within the Departmental Vehicle Ordering Guide (DVOG).

The ordering process will include the following steps:

1. Missions will contact the Standing Offer Holder directly (by e-mail, phone or in-person) to request a vehicle listed in the DVOG for their delivery location, including any applicable option features, preferred color options and delivery lead time, which must be in accordance with the DVOG.
2. The Standing Offer Holder must acknowledge receipt of the request within two (2) business days and must complete processing of the order within five (5) business days.
3. The mission will issue a contract (i.e. call-up against standing offer) to the supplier including the following minimum details:
 - a) Standing offer (SO) number
 - b) Vehicle information (model year, make/model, left or right hand drive, color, etc.)
 - c) Firm unit vehicle price (FOB/DDP destination), as per SO
 - d) Option items/features, less the firm discount stated in SO
 - e) Delivery date (based on Standing Offer lead time) and delivery/destination address
 - f) Project Authority (mission individual who will inspect/accept the vehicle)
 - g) Additional / supplemental warranty details and/or roadside assistance, if applicable.
4. Once the supplier receives the authorized/signed call-up document, they will deliver the vehicle to the destination in accordance with the authorized call-up.

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5. The Standing Offer Holder or its authorized after sales service location will perform pre-delivery inspection (PDI) of the vehicle in accordance with country specific requirements and regulations at destination (or origin), whichever is more stringent.
6. Missions will perform inspection and acceptance of the vehicle at the authorized after sales service location (i.e. the delivery destination).

7.1 Call-up Limit

Missions will have authority to approve call-ups against the Standing Offer within the department's delegated authority up to a limit of CAD\$100,000 including taxes. Call-ups above the delegated limit will require approval from procurement at headquarters (AAO).

7.2 Departmental Vehicle Ordering Guide (DVOG)

The Departmental Vehicle Ordering Guide (DVOG) will document all the vehicle categories, vehicle types (manufacturer/model), minimum specifications and vehicle pricing available for purchase and delivery to each mission. There will be approximately 13 major vehicle categories with a number of sub categories for major specifications such as engine type (e.g. gas, diesel, hybrid, electric), left or right hand drive, 2WD/4WD/4x4, and automatic or manual transmission. Each sub category will have standard (mandatory) specifications and features which suppliers must provide and a number of optional features which suppliers will have the choice to provide. Vehicles will be listed by each sub category and by each mission (there are 147 mission delivery locations in a 105 countries). Missions will use the DVOG to identify suitable vehicles, specifications and features meeting their specific vehicle requirements and approved budget. In cases where a Standing Offer Holder can no longer supply a vehicle, they must notify the department and the vehicle will be removed from the DVOG.

The department's Missions Procurement Operations Unit (AAO) at headquarters will release the DVOG to missions and end users once all standing offers have been awarded and provide instructions and assistance on its use.

7.3 Delivery

Passenger vehicles and light trucks purchased from the standing offer will be delivered (FOB /Delivered Duty Paid destination) by the Standing Offer Holder to its authorized dealer or after sales service center located within the destination city of the mission as specified in the call-up document.

8. Standing Offer Management

The standing offers will be managed centrally at the department's headquarters, in Ottawa, Ontario, Canada.

8.1 Standing Offer Administrator

Suppliers will be required to provide a standing offer administrator to act as a single point of contact to the department. The administrator must have the authority and responsibility to ensure that resulting contracts (call-ups) are adhered to by the Standing Offer Holder including fulfillment, reporting requirements and resolving of any issues or complaints. The administrator must be able to communicate fluently in either English or French, both orally and in writing.

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8.2 Vendor Performance

Missions will be responsible for managing their acquisitions and monitoring supplier performance on a specific delivery. If problems occur, they are also responsible for documenting and notifying departmental HQ (AAO) who will act as an intermediary for complaints. Issues raised by missions will be investigated by HQ as reported, handled within the terms and conditions of the call-up and the Standing Offer agreement and resolved with the supplier; however, depending on the severity and frequency, HQ may temporarily or permanently suspend the supplier's standing offer in accordance with the general terms and conditions.

The performance of the work upon completion of a call-up, may be evaluated by the department including, but not limited to, vehicle and/or service quality, delivery, after sales service and warranty. A performance monitoring survey may be used by headquarters to document feedback from missions on the Standing Offer Holder's performance.

The department also reserves the right to suspend standing offers or portions thereof due to other concerns including but not limited to:

- (a) Supplier's certifications are found to be untrue;
- (b) Authorized after sales service location for a specific mission, no longer available;
- (c) Vehicle warranty not being honored;
- (d) Vehicles as per standing offer specifications, not available; and,
- (e) Non-payment or delayed payment to manufacturer for the vehicle.

8.3 Vendor Reporting

The standing offers will include a standard quarterly reporting clause that will require Standing Offer Holders (suppliers) to provide a report on a quarterly basis containing information on all call-ups received within the reporting period. The standard reporting periods are April to June, July to September, October to December, and, January to March. The report will be required within thirty (30) days from the end of each quarterly period.

The department may require quarterly, semi-annual or annual meetings (by teleconference) with Standing Offer Holders to address any questions, concerns or issues during the Standing Offer period.

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ANNEX 1
DVOG VEHICLE CATEGORY OVERVIEW

Part I – Passenger Cars

A. Intermediate Sedans	B. Compact Sedans	C. Intermediate Station Wagons
2WD / 4x4 / 4WD	2WD	2WD / 4x4 / 4WD
4 cylinder gas, diesel, hybrid (gas / electric), plug in battery only	4 cylinder gas, diesel, hybrid (gas / electric), plug in battery only	4 cylinder gas, diesel, hybrid (gas / electric), hybrid (gas / plug in)
Automatic or Manual Transmission	Automatic or Manual Transmission	Automatic or Manual Transmission
Left Hand Drive / Right Hand Drive	Left Hand Drive / Right Hand Drive	Left Hand Drive / Right Hand Drive
4 door / 5 passenger	4 door / 5 passenger	4 doors / 5 passengers
Wheelbase – minimum 2717mm / 107 inches	Wheelbase – minimum 2590mm/102 inches and less than – 2717mm/107 inches	Wheelbase – minimum 2717mm / 107 inches

D. Intermediate Crossovers⁹	E. Small Crossovers
2WD / 4x4 / AWD	2WD / 4x4 / AWD
4 and 6 cylinder, gas, diesel, hybrid (gas/electric)	4 cylinder gas, diesel, hybrid (gas/electric)
Automatic or Manual Transmission	Automatic or Manual Transmission
Left Hand Drive / Right Hand Drive	Left Hand Drive / Right Hand Drive
4 doors / 6 to 8 passengers	4 doors / 4 to 5 passengers
Wheelbase – minimum 2717mm/ 107 inches	Wheelbase – minimum 2590mm/ 102 inches and less than 2717mm/ 107 inches

Part II – Light Trucks

F. Small Utility Vehicles	G. Intermediate Utility Vehicles	H. Full Size Utility Vehicles
2WD / 4x4 / AWD	2WD / 4x4 / AWD	2WD / 4x4 / AWD
4 cylinder gas, diesel, hybrid (gas / electric)	4 and 6 cylinder, gas, diesel, hybrid (gas / electric)	6 cylinder, gas, diesel, hybrid (gas / electric)
Automatic or Manual Transmission	Automatic or Manual Transmission	Automatic or Manual Transmission
Left Hand Drive / Right Hand Drive	Left Hand Drive / Right Hand Drive	Left Hand Drive / Right Hand Drive
4 doors / 5 passengers	4 doors / 5 passengers	4 doors / 5 passengers
Wheelbase – minimum 2590mm/ 102 inches	Wheelbase – minimum 2717mm / 107 inches	Wheelbase – minimum 2946 mm / 116 inches
	Minimum payload – 300 kg / 661 lbs	Minimum payload – 545kg/1,200lbs
		Seating for 7-8 passengers, option

⁹ A crossover is defined as a utility vehicle built on a car platform (i.e. unibody construction)

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Part II – Light Trucks - continued

I. Passenger Vans 7/8	J. Passenger Vans 9/10	K. Passenger Vans 12/15	L. Cargo Vans
2WD	2WD	2WD / 4x4/ 4WD	2WD
4, 5 and 6 cylinder, gas, diesel, hybrid (gas / electric)	4, 5 and 6 cylinder, gas, diesel	4, 5 or 6 cylinder, gas, diesel	4, 5 and 6 cylinder, gas, diesel, hybrid (gas / electric)
Automatic or Manual Transmission	Automatic or Semi-Automatic or Manual Transmission	Automatic or Manual Transmission	Automatic or Semi-Automatic or Manual Transmission
Left Hand Drive / Right Hand Drive	Left Hand Drive / Right Hand Drive	Left Hand Drive / Right Hand Drive	Left Hand Drive / Right Hand Drive
7 to 8 passengers	9 to 10 passengers	12 to 15 passengers	2 passengers minimum
Wheelbase – minimum 2692 mm / 106 inches	Wheelbase – minimum 2870 mm / 113 inches	Wheelbase – minimum 3022 mm / 119 inches	Wheelbase – minimum 2667 mm / 105 inches
	Minimum payload 600 kg / 1322 lbs	Minimum payload 800 kg / 1763 lbs	Minimum payload 600 kg / 1322 lbs
		High Roof / Long Wheelbase (15 passenger), option	

M. Compact Pick-Up Trucks

2WD / 4x4 / AWD
4 and 5 cylinder, gas, diesel
Automatic or Manual Transmission
Left Hand Drive / Right Hand Drive
2 door
Wheelbase – minimum 2717 mm / 107 inches
Minimum payload – 500 kg / 1,100 lb
4 doors, extended cab/crew cab, options

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ANNEX 2
MANDATORY EVALUATION CRITERIA FOR RFSO

The following mandatory evaluation criteria will form part of the Request for Standing Offer (solicitation) document:

Mandatory Technical Criteria:

The Offeror must provide the following:

- MT1. A written confirmation certifying that they possess all necessary capacity and qualifications to deliver passenger cars and light trucks in accordance with the specifications listed in the Departmental Vehicle Ordering Guide (DVOG) including availability, delivery, service standards, after sales service, warranty, and administration necessary to fulfill the department's requirements.
- MT2. A written confirmation certifying that they own or have formal written agreement(s) with one or more authorized after sales service location(s) to meet the requirements of pre-delivery preparation and inspection, after sales warranty service and the delivery of vehicles to each location offered.
- MT3. A written confirmation certifying that they are legally authorized to sell vehicles to each location offered and that each vehicle complies with country specific standards including local laws and regulations.
- MT4. The name, address and contact information of each authorized after sales service location where the Offeror is offering to deliver vehicles. Each authorized after sales service location must be within the destination city of the mission. Offerors must provide this information within the Pricing Schedule of the RFSO.
- MT5. A Standing Offer Administrator who will act as a single point of contact for administration of the work under any resulting call-up against the Standing Offer including any issues, concerns or complaints. The following information is required: Name, title, address, phone number, email (if available), website (if available).

Offeror Preparation Instruction:

If the information is not submitted in the offer, the Standing Offer Authority will provide the Offeror with a time frame within which to provide the information. Failure to comply with the request and meet the requirement within that time period will render the offer non-responsive.

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ANNEX 3
PRICING SCHEDULE FOR RFSO

PRICING SCHEDULE													
DESTINATION (MISSION)				VEHICLE				PRICING			DELIVERY		OPTIONS
REGION	COUNTRY	CITY (DESTINATION)	MISSION ACRONYM	VEHICLE YEAR	M A K E	M O D E L	MODEL NUMBER (if available)	MSRP AT DESTINATION (Manufacturers Suggested Retail Price at destination)	LESS % DISCOUNT	FIRM UNIT PRICE (FOB/DDP Destination)	DELIVERY LEAD TIME (in days)	AFTER SALES SERVICE LOCATION (name & address)	OPTION ITEMS / ACCESSORIES - % DISCOUNT
								A	B	C = A less (A multiplied by B)			
Asia	China	Shanghai	SHNGI										
Africa	Algeria	Algiers	ALGER										
Europe	France	Paris	PARIS										
Middle East	United Arab Emirates	Abu Dhabi	ABDBI										
Central America	Haïti	Port-au-Prince	PRNCE										
South America	Brazil	Rio de Janeiro	RIO										
North America	U.S.A.	Los Angeles	LNGLS										
Pacific	Indonesia	Jakarta	JKRTA										
Etc.	Etc.	Etc.	Etc.										

PRICING NOTES:

- 1- Discounts will remain firm for the entire period of the Standing Offers.
- 2- MSRP will be adjusted annually based on the published MSRP pricing for new model year vehicles.
- 3- Offers submitted in a foreign currency will be converted to Canadian currency for evaluation purposes only. The rate given by the Bank of Canada in effect on the bid solicitation closing date, will be applied as a conversion factor to the offers submitted in foreign currency.

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ANNEX 4

CALL-UP TERMS AND CONDITIONS FOR RFSO

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer:

1. Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

1.1 All vehicles offered must be new and unused current model year or newer.

2. Standard Clauses and Conditions

2.1 General Conditions

2010A (2014-11-27), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

The general conditions 2010A are available at the following website:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2010A/14>

2.2 Subsection 22 Warranty of the general conditions 2010A is amended as follows:

Delete: "for a period of 12 months"

Replace by: "for a period of 24 months (50,000 km's) or the period indicated under the Manufacturer's Warranty Coverage as detailed in Part ____, Section ____ of the DVOG, whichever is greater.

3. Term of Contract

3.1 Delivery

The Contractor must make delivery within _____ to _____ calendar days from the effective date of the Contract.

4. Payment

4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) as specified in the call-up and in accordance with the Standing Offer.

The unit prices must be in accordance with Annex "A" (Vehicle Unit Prices) of the Standing Offer.

Vehicle Unit Prices will be on a Delivered Duty Paid (DDP) "destination", Incoterms 2010, or FOB "destination", including custom duties, excise taxes, in transit insurance, where applicable and Goods and Services Tax (GST), Harmonized Sales Tax (HST) or Value Added Tax (VAT) extra.

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Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

4.2 Single Payment

Canada will pay the Contractor upon completion and delivery of the vehicle(s) in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work delivered has been accepted by Canada.

5. Delivery, Inspection and Acceptance

5.1 Packaging

The methods used for preservation and packaging must be in conformity with the contractor's normal standard for domestic shipment or, if necessary, with standards for overseas shipment (as below deck cargo).

5.2 Contractor Pre-delivery Inspection

5.2.1 The vehicle must be pre-serviced (and adjusted) in accordance with standard commercial practices and delivered in condition for immediate use.

5.2.2 The vehicle must meet the requirements of pre-delivery Inspection (PDI) at destination (or origin), whichever is more stringent.

5.2.3 The fuel tank must be minimum (½) half full and all other fluids must be topped up in accordance with the vehicle manufacturers' specifications.

5.2.4 A new vehicle information statement or package from the manufacturer in accordance with vehicle regulations in the country of origin (e.g. Certificate of Origin, Certificate of Compliance) must accompany each vehicle at delivery.

5.2.5 An Owner's Manual must be provided with each vehicle. The Owner's Manual must include proper instructions for the maintenance and repair of the vehicle.

5.3 Delivery Instructions

5.3.1 Each vehicle must be delivered to an authorized after sales service destination in the mission city location (point of delivery) specified in the call-up document. Prior to delivery, arrangements must be made with the authorized after sales service location designated by the Offeror in order for them to provide pre-delivery service for the vehicle.

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5.3.2 Each vehicle must be shipped from origin to destination in accordance with standard commercial practices and not driven on the road (without prior arrangements and approval from the Mission Project Authority).

5.4 Shipping Instructions - Free on Board Destination -or- Delivered Duty Paid Destination

Goods must be consigned and delivered to the destination specified in the contract:

(a) FOB Destination _____ (*insert the place of destination*) including all delivery charges, customs, and duties. GST, HST, VAT or other sales taxes extra.

-or-

(b) Incoterms 2010 "DDP Delivered Duty Paid" _____ (*insert the place of destination*). GST, HST, VAT or other sales taxes extra.

The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and taxes.

5.5 Mission Project Authority

The Mission Project Authority for the contract/call-up is:

Name: _____

Title: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail: _____

The Mission Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.6 Inspection and Acceptance

In addition to Subsection 12 Inspection and Acceptance of the Work, of General Conditions 2010A, the Mission Project Authority identified in the call-up must carry out the inspection on the premises of the authorized after sales service location before accepting the vehicle.

Should the vehicle not be in accordance with the contract/call-up and to the satisfaction of the Mission Project Authority, as submitted, Canada will have the right, acting reasonably, to reject it or require its correction at the sole expense of the Contractor before recommending payment.

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6. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

- a) The original and one copy of the Contractor's own invoice must be forwarded to the individual and to the address identified in the call-up.

7. Transportation of Dangerous Goods / Hazardous Products

The Contractor must obtain authorization from the required government authorities in the vehicles country of origin to transport dangerous goods/hazardous products before the carrier may accept a charter involving the transportation of dangerous goods/hazardous products.

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ANNEX 5
SUPPLIER RESPONSE FORM

Respondents are invited and encouraged to submit answers in response to the questions listed below. Respondents are also invited to complete and return the department's list of mission locations.

1. Please describe your company structure, profile (e.g. manufacturer, dealership, 3rd party dealer), headquarter address, and vehicle product offerings.
2. (a) Based on the attached list of the department's mission locations, in which countries, regions and/or cities do you currently sell new (i.e. current model year or newer) passenger vehicles and light trucks? What type of vehicles do you sell at these locations (e.g. sedans, station wagons, crossovers, SUVs, passenger vans, cargo vans, pick-up trucks)?

(b) Do you have experience importing vehicles on a duty free basis and/or for the diplomatic community to any of the countries and/or cities in the list? If yes, please indicate to which locations. Do you have experience with VAT or other tax recovery?
3. Do you currently deliver and sell vehicles to these countries and cities on an FOB destination basis including all delivery charges, customs and duties (or Delivered Duty Paid destination Incoterms basis)? If not, why not? If you sell and deliver vehicles by sea and/or by land, what are your standard lead times? How do you ensure safe and timely delivery?
4. Do you have agreements with authorized after sales service locations (e.g. for after sales warranty service and repair, etc.) in the countries and/or cities in the list? If yes, please indicate which locations.
5. Do you currently accept full payment after inspection and acceptance of the vehicle by the buyer? If not, why not? The department's standard payment terms are on a NET30 days' basis (i.e. payment 30 days after inspection and acceptance of the vehicle). Do you accept payment by credit card?
6. Please describe what is included in your standard new vehicle warranty coverage and the length of the warranty. Do you offer an extended warranty and/or roadside assistance?
7. Please describe the service and quality standards at you're authorized after sales service centers.
8. The department may add an option to the standing offer allowing the Foreign and Commonwealth Office (FCO) of the United Kingdom of Great Britain and Northern Ireland to exercise access to the standing offers under the same terms, conditions and pricing. Please indicate whether this will cause any issues or concerns for you.
9. Can you provide a Standing Offer Administrator to act as a single point of contact for all purchases under the standing offer, who is fluent in either English or French?

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10. Please review and provide comments on the pricing schedule in Annex 3. Do you have any concerns with the schedule? Are you able to provide a discount that will remain firm over the entire period of the standing offer (4 to 5 years)? Do you prefer pricing in \$USD, \$CAD or local currency?
11. Do you intend to submit a bid for any follow on solicitation or tender for passenger vehicles and light trucks? If not, why not?
12. Please provide any additional comments or feedback.