



**RETURN BIDS TO:  
RETOURNER LES SOUMISSION À:**

Chantal Lafleur  
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**REQUEST FOR PROPOSAL**

Offer to: Foreign Affairs, Trade and  
Development Canada

We hereby offer to sell to Her Majesty the  
Queen in right of Canada, in accordance  
with the terms and conditions set out herein,  
referred to herein or attached hereto, the  
goods, services and construction listed  
herein and on any attached sheets at the  
price(s) set out therefor.

**DEMANDE DE PROPOSITION**

Proposition aux: Affaires étrangères,  
Commerce et Développement Canada

Nous offrons par la présente de vendre à Sa  
Majesté la Reine du chef du Canada, aux  
conditions énoncées ou incluses par  
référence dans la présente et aux  
appendices ci-jointes, les biens, services et  
construction énumérés ici sur toute feuille ci-  
annexée, au(x) prix indiqué(s).

**COMMENTS – COMMENTAIRES:**

This document contains a security  
requirement – Ce document contient une  
exigence de sécurité

|   |                                     |
|---|-------------------------------------|
| <b>TITLE – SUJET</b>  |                                     |
| Warehousing and Delivery Services – Pack-up Kits  |                                     |
| <b>SOLICITATION NO. – NO DE L'INVITATION</b>  | <b>DATE</b>                         |
| 15-104477   | June 8, 2015                        |
| <b>SOLICITATION CLOSES – L'INVITATION PREND FIN</b>   |                                     |
| On, June 23, 2015 at 14:00 hours Local Time in Ottawa, ON.<br>Le, 23 juin, 2015 à 14:00h heure locale à Ottawa, ON.   |                                     |
| <b>ADDRESS INQUIRIES TO – ADRESSER TOUTES QUESTION A</b>  |                                     |
| Chantal Lafleur   |                                     |
| <b>TELEPHONE</b>  | <b>EMAIL - COURRIEL</b>             |
| 343-203-1326  | Chantal.lafleur@international.gc.ca |
| <b>DESTINATION OF GOODS/SERVICES – DESTINATION DES BIENS/SERVICES</b>   |                                     |
| See Herein.<br>Informations dans le document.   |                                     |
| <b>VENDOR/FIRM NAME AND ADDRESS – RAISON SOCIALE ET ADRESSE DU FOURNISSEUR/DE L'ENTREPRENEUR</b>  |                                     |
| Telephone No. - No de téléphone:<br>Facsimile No. – No de télécopieur:  |                                     |
| <b>NAME AND TITLE OF PERSON AUTHORIZED TO SIGN ON BEHALF OF THE VENDOR/FIRM<br/>NOM ET TITRE DE LA PERSONNE AUTORISÉ A SIGNER AU NOM DU FOURNISSEUR/DE L'ENTREPRENEUR</b> | <b>Corporate Seal</b>               |
| _____   |                                     |
| <b>Signature</b>  | <b>Date</b>                         |



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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Insurance Requirements and any other annexes.

### **2. Summary**

The purpose of this RFP is to establish a contract with a qualified Offeror capable of providing Pack-up kits, warehouse and deliveries as described in the Statement of Work – Annex A attached herein, to meet the needs of the FSD Policy and Monitoring (AEF) of the Department of Foreign Affairs, Trade and Development (DFATD).

Any contract established as a result of this RFP will be in effect from date of contract award until January 31, 2017. There is also the potential of three (3) additional one year option periods under the same terms and conditions.

For services requirements, Bidders must provide the required information as detailed in article 3. of Part 2 of the bid solicitation, in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

### **3. Security Requirement**

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **4. Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within fifteen (15) working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The **2003** (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of **2003**, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

- Delete: sixty (60) days
- Insert: ninety (90) days

## **2. Submission of Bids**

Bids must be submitted only to Foreign Affairs, Trade and Development Canada (DFATD) by the date, time and place indicated on page 1 of the bid solicitation.

Electronic proposals must have separate PDF files attached for each section as detailed in Part 3 – Bid Preparation Instructions. The subject line must be in the following format: Subject Line: Proposal for RFP# **15-104477**. Total email file size cannot exceed 7MB.

Please note: Electronic Proposals must not be copied to any other address or individual. Failure to comply will be grounds for disqualification and the proposal will not be evaluated.

Ensure name, address, Closing Date, and Solicitation Number are clearly identified.

Failure to comply with 2. will be grounds for disqualification and proposal will not be evaluated.

## **3. Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### **Definitions**

For the purposes of this clause, "*former public servant*" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"*lump sum payment period*" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"*pension*" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

## **4. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## **5. Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

## **6. Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of

competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

### **PART 3 - BID PREPARATION INSTRUCTIONS**

#### **1. Bid Preparation Instructions**

Canada requests that bidders provide electronic proposals in separate PDF files as follows:

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications  
Section IV: Additional Information

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

#### **Section I: Technical Bid**

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

The Bidder should provide details outlining the depth and extent of the relevant experience, qualifications and expertise. All claims with regard to experience, qualifications or expertise must be substantiated through the provision of detailed project descriptions including how, when and where the claimed experience, qualifications or expertise were gained. Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during the evaluation. Canada reserves the right to verify any information presented by the Bidder.

The technical bid should state the current level of personnel security held by the consultants and their corresponding Canadian Industrial Security Directorate (CISD) file number(s).

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

#### **Section II: Financial Bid**

- 1.1 Bidders must submit their financial proposal in Canadian funds and in accordance with the Basis of Payment detailed in Annex B. The total amount of Applicable Taxes must be shown separately.
- 1.2 Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- 1.3 Estimates are strictly for evaluation purposes and are not a guarantee under the contract.

#### **1.4 Price Breakdown**

In their financial proposals, Bidders must provide a price breakdown as follows for each firm unit price quoted in response to the Basis of Payment detailed in Annex B.

##### **1.4.1 Applicable Taxes**

In the price breakdown, the Applicable Taxes are to be shown separately. [Instructions to the bidder: consult Article 01, interpretation, of the 2035, General Conditions - Higher Complexity services, to define. Applicable taxes].

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

**Section IV: Additional Information**

**Bidder's Proposed Site(s) or Premises Requiring Safeguarding Measures**

**1.1** As indicated in Part 6 under Security Requirements, the Bidder must provide the full address(es) of the Bidder's and proposed individual(s)' site(s) or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

**1.2** The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Bidder and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

**In Section IV of their bid, Bidders should provide:**

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
4. for Part 2, article 3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
5. for Part 6, article 1, Security Requirement, of the bid solicitation:
  - a) the name of each individual who will require access to classified or protected information, assets or sensitive work sites.

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

**1.1 Technical Evaluation**

**1.1.1 Mandatory Technical Criteria**

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement at bid closing time.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

| MANDATORY CRITERIA |   | REF PAGE # | PASS | FAIL |
|--------------------|---|------------|------|------|
| M1                 | Entity                                    |            |      |      |
| M2                 | Subcontracting                            |            |      |      |
| M3                 | Experience of the Firm                    |            |      |      |
| M4                 | Insurance                                 |            |      |      |
| M5                 | Base of Operations                        |            |      |      |
| M6                 | Facilities and Transportation requirement |            |      |      |

| MANDATORY CRITERIA |                      | REF PAGE # | PASS | FAIL |
|--------------------|----------------------|------------|------|------|
| M7                 | Security Requirement |            |      |      |
| M8                 | Workplan             |            |      |      |
| M9                 | Language Requirement |            |      |      |

| Item      | Mandatory Criteria  | Met / Not Met | Cross Reference to Proposal |
|-----------|---|---------------|-----------------------------|
| <b>M1</b> | The Bidder must be a legal entity duly registered and authorized to carry on business in Canada. The Bidder must provide a statement to certify that it is either a sole proprietorship, partnership or corporate entity, indicating laws under which the entity was registered or formed, together with the registered or corporate name.  |               |                             |
| <b>M2</b> | The Bidder must state in writing that there will be no subcontractors involved in the delivery of the services described in Annex A - Statement of Work.  |               |                             |
| <b>M3</b> | The Bidder must demonstrate that the firm has a minimum of three (3) years continuous experience in Warehousing and Transportation to the date of the bid closing.  |               |                             |
| <b>M4</b> | The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex D.  |               |                             |
| <b>M5</b> | The Bidder must have the commercial warehouse facilities in the National Capital Region and the individual in charge of the contract work must be based in the National Capital Region. The complete address of the warehouse must be submitted.  |               |                             |
| <b>M6</b> | The Bidder must have the commercial warehouse facilities and transportation to store, deliver and pick-up pack up kits and spare items. Refer to PR5.   |               |                             |
| <b>M7</b> | The Bidder must comply with the security requirement (Enhanced Reliability) at the time of the RFP closing date. Proof of certificate must be provided.   |               |                             |
| <b>M8</b> | The Bidder must provide a detailed work plan which will be evaluated in the Point Rated Technical Criteria.   |               |                             |
| <b>M9</b> | The Contractor must be able to provide a fluent service to Clients in both official languages. The majority of visits require service in English but on occasion fluent service in French must be available. The Contractor must indicate how they will meet the language requirements outlined in article 4 of Annex A, and identify the language capabilities of all proposed personnel.<br><br>A telephone conversation may be administered to ensure the Bidder has bilingual services. |               |                             |

### 1.1.2 Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids must achieve an overall minimum percentage of 70%. Bids that do not meet this requirement will be declared non-responsive. Each point rated technical criterion should be addressed separately.



Proposals must identify the qualifications and experience of the firm and the proposed resource personnel to carry out the tasks by systematically addressing each of the requirements as detailed below.

Proposals must provide supporting information in number of years/projects consisting of detailed resume(s) that clearly describe the degree and nature of the knowledge/experience possessed by each proposed resource personnel including that of the firm as applicable. Supporting information shall include the previous experience with respect to the factors listed below. Up to the number of points specified below will be awarded for each factor based on length and depth of experience. The points will then be totaled.

Based on the Bidder's Proposal, each rated item will be allocated points on a percentage basis as follows:

| <b>RATING TABLE</b><br><b>APPLICABLE FOR PR2 COMPREHENSION OF THE WORKPLAN</b> |  |
|--|--|
| <b>PERCENTAGE OF AVAILABLE POINTS</b>  | <b>BASIS FOR PERCENTAGE DISTRIBUTION</b>   |
| 0%   | The response is deficient. Bidder receives 0% of the available points for this element.  |
| 50%  | The response includes some information, but is also missing a substantial amount of information. Some elements poorly described. Bidder receives 50% of the available points for this element. |
| 70%  | The response includes most of the information required to be complete meeting the established minimum. Bidder receives 70% of the available points for this element.                           |
| 85%  | The response includes a substantive amount of the information required to be complete. Bidder receives 85% of the available points for this element.   |
| 100%   | Substantial details provided leading to a complete and thorough understanding of the requirement. Bidder receives 100% of the available points for this element.                               |

| ITEM   | TITLE  | MAXIMUM POINTS AVAILABLE | POINTS ACHIEVED                    |
|--|--|--------------------------|------------------------------------|
| <b>PR1</b>                                   | <b>a. Experience of the bidder</b>                                       | <b>20</b>                |                                    |
|  | <b>b. Experience of the employees</b>                                    | <b>20</b>                |                                    |
|  | <b>c. References</b>   | <b>15</b>                |                                    |
| <b>PR2</b>                                   | <b>Comprehension of the Workplan</b>                                     | <b>50</b>                |                                    |
| <b>PR3</b>                                   | <b>Installation and operational handover</b>                             | <b>30</b>                |                                    |
| <b>PR4</b>                                   | <b>Warehouse information</b>   | <b>25</b>                |                                    |
| <b>PR5</b>                                   | <b>Information on commercial warehouse facilities and transportation</b> | <b>20</b>                |                                    |
| <b>Total</b>                                 |  | <b>180</b>               |                                    |
| Minimum Points Required                      |  | 126                      |                                    |
| <b>Point Rated Requirements</b>              |  | <b>Point Rating</b>      | <b>Max Points</b>                  |
|  |  |                          | <b>Cross Reference to Proposal</b> |
| <b>PR1. BIDDER'S AND EMPLOYEE EXPERIENCE</b> |  |                          |                                    |

|   |   |    |  |
|---|---|----|--|
| <p>Combined experience profile of the Bidder's suggested employee including references to equivalent contracts by providing references of past or existing contracts detailing where the company and/or employee gained their experience. For each contract reference, the Bidders shall indicate the contract duration, contract value, the client's contact persons, Current Phone and Fax Numbers.</p> | <p><b>a. Company experience</b><br/>3 to 5 years - 5 points<br/>6 to 8 years - 10 points<br/>9 to 10 years - 15 points<br/>10+ years - 20 points</p>                            | 20 |  |
|   | <p><b>b. Employee experience profile (attached resume)</b><br/>3 to 5 years - 5 points<br/>6 to 8 years - 10 points<br/>9 to 10 years - 15 points<br/>10+ years – 20 points</p> | 20 |  |
|   | <p><b>c. References</b><br/>1 to 2 references - 5 points<br/>3 to 5 references - 10 points<br/>5+ references - 15 points</p>  | 15 |  |
| <b>PR2. COMPREHENSION OF THE WORKPLAN</b>   |   |    |  |
| <b>Comprehension of the workplan</b>  |   | 50 |  |
| Does workplan systematically address Annex A - Statement of work?   | 10points  |    |  |
| Does workplan describe specific methods?  | 10 points   |    |  |
| Does the workplan identify which resources(s) will do the work /curriculum vitae?   | 10 points   |    |  |
| Does the workplan identify what equipment will be used?   | 10 points   |    |  |
| Does the workplan demonstrate experience with contract of same size and/or scope as identified in Annex A – Statement of Work?  | 10 points   |    |  |
| <b>PR3. INSTALLATION AND OPERATIONAL HANDOVER</b>   |   |    |  |
| Indicated time for installation and operational handover of all inventory and services from time of award of Contract (if awarded)  | 0 to 5 business days - 30 points<br>6 to 10 business days - 20 points<br>11 to 15 business days - 10 points<br>16+ business days - 5 points                                     | 30 |  |
| <b>PR4. WAREHOUSE INFORMATION</b>   |   |    |  |
| Indicated information of warehouse on the following:  |   | 25 |  |
| Security system   | 5 points  |    |  |
| Controlled People access  | 5 points  |    |  |
| Climate Control   | 5 points  |    |  |
| Temperature Control   | 5 points  |    |  |
| Sprinkler System  | 5 points  |    |  |

| <b>PR5. INFORMATION ON COMMERCIAL WAREHOUSE FACILITIES AND TRANSPORTATION</b>      |           |    |  |
|--|-----------|----|--|
| Pictures of warehouse  | 10 points | 20 |  |
| Pictures of transportation vehicles that will be used for deliveries and pick-ups. | 10 points |    |  |

## 2. Basis of Selection

### 2.1 Lowest Price per Point

To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation;
- b. meet all mandatory technical evaluation criteria; and
- c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating.

2.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

#### THE FOLLOWING TABLE IS FOR ILLUSTRATIVE PURPOSES ONLY

| <b>Bidder</b>    | <b>Quoted Price Excluding Taxes</b> | <b>Total Technical Points</b> | <b>Cost Per Point</b>     |
|------------------|-------------------------------------|-------------------------------|---------------------------|
| <b>Bidder 1</b>  | <b>75,000.00</b>                    | <b>78</b>                     | <b>961.54 per point</b>   |
| <b>Bidder 2</b>  | <b>92,000.00</b>                    | <b>83</b>                     | <b>1,108.44 per point</b> |
| <b>*Bidder 3</b> | <b>81,000.00</b>                    | <b>88</b>                     | <b>920.46 per point</b>   |

**\*In the above scenario, Bidder #3 would be declared the successful bidder.**

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

### 1. Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame specified will render the bid non-responsive.

#### 1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

## 1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_eq/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_eq/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_eq/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

## 1.3 Additional Certifications Precedent to Contract Award

### 1.3.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

### 1.3.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

## Certification

By submitting an Offer, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

\_\_\_\_\_  
Name & Signature of Authorized Individual

\_\_\_\_\_  
Date

## PART 6 – SECURITY AND INSURANCE REQUIREMENTS

### 1. Security Requirements

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

- (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (e) the Bidder must provide the address(es) of proposed site(s) or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

2. For additional information on security requirements, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

## 2. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 1. Statement of Work

The Offeror must perform the Work in accordance with the Statement of Work at Annex A.

### 2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 2.1 General Conditions

[2035](#) (2014-09-25), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### 3. Security Requirements

3.1 The following security requirements apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **PROTECTED B**, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval.

After approval has been granted or approved, these tasks may be performed up to the level of **PROTECTED B**.

4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide, attached at Annex C;
  - b. Industrial Security Manual (Latest Edition).

### **3.2 Contractor's Site(s) or Premises Requiring Safeguarding Measures**

**3.2.1** The Contractor must diligently maintain up-to-date, the information related to the Contractor's and individual(s) site(s) or premises, where safeguarding measures are required in the performance of the Work, for the following address(es): (*to be completed at contract award*)

*Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country*

**3.2.2** The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Contractor and individual(s) hold a valid security clearance at the required level.

## **4. Term of Contract**

### **4.1 Period of the Contract**

The Work is to be performed during the period of (*to be completed at contract award*) to (*to be completed at contract award*).

### **4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (15) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **5. Authorities**

### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Chantal Lafleur  
Title: Contracting Specialist  
Foreign Affairs, Trade and Development Canada  
Address: 125 Sussex Drive, Ottawa, Ontario K1A 0G2  
Telephone: 343-203-1326  
E-mail address: chantal.lafleur@international.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### **5.2 Project Authority**

The Project Authority for the Contract is:

*(To be identified at Contract Award)*

Name: \_\_\_\_\_

Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

The 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.

### 5.3 Contractor's Representative

*(To be identified at Contract Award)*

Name:  
Title:  
Telephone:  
E-mail address:

### 6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

### 7. Payment

#### 7.1 Basis of Payment

The Offeror will be reimbursed for the costs reasonably and properly incurred in the performance of the Work as described in the Statement of Work in Annex A, as determined in accordance with the Basis of Payment in Annex B.

#### 7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ *(to be included at contract award)*. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### 7.3 Monthly Payments

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice 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 performed has been accepted by Canada.

## **8. 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.

Each invoice must be supported by:

- a. a copy of time sheets to support any time claimed;
- b. copies of all Work Orders for Pack-up Kits (Annex E) for the applicable invoice period and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers and approvals from the Project Authority for all direct expenses; and
- d. a copy of the monthly progress report.

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## **9. Certifications**

### **9.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **10. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## **11. Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2014-09-25), General Conditions – Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) the Contractor's bid dated \_\_\_\_\_. *(To be identified at Contract Award).*

## **12. Insurance**

SACC Manual clause G1001C (2013-11-06) Insurance – Specific Requirements.



## **ANNEX "A" - STATEMENT OF WORK**

### **1. Objective**

The purpose of the pack-up kits is to provide basic household items such as dishes and linens to employees of Canada ("Clients") returning from overseas postings. Clients may request the use of a Pack-up kit while awaiting receipt of their effects either being shipped back to Canada or delivered from local long term storage.

### **2. General Requirements**

a) Under the direction of the Project Authority, the Contractor is to provide storage, delivery, pick-up and maintenance of thirty three (33) pack-up kits, each valued at \$2,200, and to replenish and/or prepare additional pack-up kits, as requested. An inventory of a large pack-up kit is included in Annex 'F'. N.B. The storage/warehousing component must be considered as DFATD dedicated space area.

b) Pick-up and deliveries will normally be within the National Capital Region, environs.

c) Each kit is to be stored in container(s) for ease of storage and transport. Containers will be stored on a wood pallet of three (3) feet x four (4) feet. There are thirty three (33) kits in all: twenty six (26) large kits consisting of two (2) cartons, the equivalent of thirty two (32) cubic feet. in dimensions and weighing a total of 222 pounds; and seven (7) small kits, consisting of two (2) cartons, the equivalent of twenty five (25) cubic feet in dimensions and weighing a total of 165 pounds.

d) A storage cabinet must be provided by the Contractor for all spare items. The storage cabinet is to be one hundred and twenty (120) cubic feet.

e) The Project Authority and the Contractor will conduct an annual inventory of the kit contents and spare items, and inspect the storage facilities.

f) The Contractor will make available the services of one (1) warehouse employee at their expense for the purpose of the annual inventory of the pack-up kits contents, spare items, and inspection of facilities.

g) If additional kits and/or items are required, the Contractor will be reimbursed for shopping time, transportation and the cost of items purchased upon presentation of original receipts.

The Project Authority and the Department of Foreign Affairs, Trade and Development will prepare a Work Order for each delivery/pick-up of pack-up kits; a sample Work Order for pack-up kits is attached hereto as Annex E.

### **3. The Contractor will:**

a) store the pack-up kits and spare items in a clean warehouse;

b) deliver and/or pick up the kits to and from the Client's residence and at Client's convenience between the hours of 8:00 am and 6:00 p.m., unless mutually agreed at another time; any mutually agreed alternate time outside normal working hours must be in writing;

c) review inventory listing (Annex F) with the employee at delivery time (one (1) copy of this inventory to be included with the invoice at time of billing);

d) at time of pick up, verify this inventory listing Annex F with the Client and note discrepancies (one (1) copy of this inventory to be included with the invoice at time of billing);

e) upon return of the kit to the warehouse - reopen the kit, verify, clean, and replace missing and broken items, and prepare the kit for the next usage;

f) purchase replacement items when authorized in writing by DFATD and invoice at cost price including item cost, shopping time and transportation to market. (Copy of Work Order Annex E is to be included with the invoice at time of billing);

g) dry clean items, as required and following authorization in writing by DFATD Project Authority and invoiced at cost price include transportation and time (copy of Work Order Annex E to be included with the invoice at time of billing);

h) pick up and return empty boxes from the Client's residence to the Contractor's warehouse for storage include transportation & time.

i) kits are to be loaned out on a "first to arrive in Canada first served" basis as determined by the Project Authority;

j) attach a copy of the Work Order Annex E document to the invoice, when delivery and/or pick-up is requested.

#### **4. Description of service:**

a) The timing of delivery or pick-up shall be at the Client's preference and would normally be between 8:00a.m. and 6:00 p.m., unless mutually agreed at another time and should be in writing and approved by the Project Authority. The average delivery time per kit is two (2) hours and average pick-up time is three (3) hours.

b) Kits will be delivered by two (2) employees of the Contractor that have good knowledge of the contents of the kits and of the procedures for delivery and pick-up. At least one of the Contractor's employees performing the delivery or pick-up must be fluent in the official language of the Client.

c) Delivery shall include unpacking, confirming the inventory of the kit, and obtaining the signature of the Client.

d) The service also includes maintaining all necessary control documents, such as inventory check list, delivery and pick-up, sign off and Client's instruction sheet.

e) Upon return of the kit to the warehouse, the Contractor must verify the inventory of the contents, taking note of damaged or missing items, and notify DFATD, in writing, of loss or damage. Missing or unusable items should be replaced with spares prior to subsequent usage of the kit.

f) If dry cleaning and/or replacement of items is required the Contractor must notify and get approval of Project Authority; all expenses shall be supported by appropriate invoices.

#### **5. Preparation of Pack-up Kit**

If more kits are requested by the Project Authority, the Contractor must supply the items as per attached inventory list Annex F. Invoices for preparation of new kits shall include shopping time and transportation charges as applicable.

Release and use of the pack-up kits will require prior approval from the Project Authority.

**ANNEX "B" - BASIS OF PAYMENT**

**1A- Contract Period (From (to be completed at contract award) to (to be completed at contract award))**  
During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

| <b>PRICING SCHEDULE 1 – INITIAL CONTRACT PERIOD ONE (19 months)</b> |   |  |  |                    |
|---|---|--|--|--------------------|
|   | <b>Category</b>   | <b>Firm All-Inclusive Rate</b>           | <b>Number (time, deliveries, pickup, requests, km, costs)</b>    | <b>Subtotal</b>    |
|   |   | <b>A</b>                                 | <b>B</b>   | <b>C = (A X B)</b> |
| 1   | Storage: per pack-up kit, per month (to be pro-rated daily) | Rate per month:<br>_____ CAD             | 19 months X (July 1, 2015 to January 31, 2017) X 33 pack-up kits |                    |
| 2   | Storage: spare items  | Rate per month:<br>_____ CAD             | 19 months X (July 1, 2015 to January 31, 2017) X 33 pack-up kits |                    |
| 3   | Delivery in NCR   | Rate per kit:<br>_____ CAD               | 125 deliveries   |                    |
| 4   | Pick-Up in NCR  | Rate per kit:<br>_____ CAD               | 125 pick-ups   |                    |
| 5   | Delivery and/or Pick-Up on any individual items             | Rate per kit:<br>_____ CAD               | 16 requests  |                    |
| 6   | Delivery and/or pick-up Outside National Capital Region     | Rate per km:<br>_____ CAD                | 160km  |                    |
| 7   | Deliveries on weekends, holidays and/or after hours         | Rate per kit:<br>_____ CAD               | 8 requests   |                    |
| 8   | Dry cleaning, delivery and pick up                          | Hourly rate:<br>_____ CAD                | 15 requests  |                    |
| 9   | Other request delivery and pick up                          | Hourly rate:<br>_____ CAD                | 15 requests  |                    |
| <b>Pricing Schedule 1 Total (Tax excluded):</b>                     |   |  |  | _____ CAD          |
| 10  | Transition cost for 33 pack up kits and spare items         | Rate for a one-time charge:<br>_____ CAD | 1 request upon contract award                                    | _____ CAD          |

**1B- Option to Extend the Term of the Contract (From (to be completed at contract award) to (to be completed at contract award))**

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

| <b>PRICING SCHEDULE 2 –OPTION PERIOD ONE (12 months)</b> |   |                                |   |                    |
|--|---|--------------------------------|---|--------------------|
|  | <b>Category</b>   | <b>Firm All-Inclusive Rate</b> | <b>Number (time, deliveries, pickup, requests, km, costs)</b> | <b>Subtotal</b>    |
|  |   | <b>A</b>                       | <b>B</b>  | <b>C = (A X B)</b> |
| 1  | Storage: per pack-up kit, per month (to be pro-rated daily) | Rate per month:<br>_____ CAD   | 12 months X 33 pack-up kits                                   |                    |
| 2  | Storage: spare items  | Rate per month:<br>_____ CAD   | 12 months X 33 pack-up kits                                   |                    |
| 3  | Delivery in NCR   | Rate per kit:<br>_____ CAD     | 80 deliveries   |                    |
| 4  | Pick-Up in NCR  | Rate per kit:<br>_____ CAD     | 80 pick-ups   |                    |
| 5  | Delivery and/or Pick-Up on any individual items             | Rate per kit:<br>_____ CAD     | 10 requests   |                    |
| 6  | Delivery and/or pick-up Outside National Capital Region     | Rate per km:<br>_____ CAD      | 100km   |                    |
| 7  | Deliveries on weekends, holidays and/or after hours         | Rate per kit:<br>_____ CAD     | 3 requests  |                    |
| 8  | Dry cleaning, delivery and pick up                          | Hourly rate:<br>_____ CAD      | 10 requests   |                    |
| 9  | Other request delivery and pick up                          | Hourly rate:<br>_____ CAD      | 10 requests   |                    |
| <b>Pricing Schedule 2 Total (Tax excluded):</b>          |   |                                |   | _____ CAD          |

**1C- Option to Extend the Term of the Contract (From (to be completed at contract award) to (to be completed at contract award))**

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

| <b>PRICING SCHEDULE 3 –OPTION PERIOD TWO (12 months)</b> |   |                                |  |                    |
|--|---|--------------------------------|--|--------------------|
|  | <b>Category</b>   | <b>Firm All-Inclusive Rate</b> | <b>Number: (time, deliveries, pickup, requests, km, costs)</b> | <b>Subtotal</b>    |
|  |   | <b>A</b>                       | <b>B</b>   | <b>C = (A X B)</b> |
| 1  | Storage: per pack-up kit, per month (to be pro-rated daily) | Rate per month:<br>_____ CAD   | 12 months X 33 pack-up kits                                    |                    |
| 2  | Storage: spare items  | Rate per month:<br>_____ CAD   | 12 months X 33 pack-up kits                                    |                    |
| 3  | Delivery in NCR   | Rate per kit:<br>_____ CAD     | 80 deliveries  |                    |
| 4  | Pick-Up in NCR  | Rate per kit:<br>_____ CAD     | 80 pick-ups  |                    |
| 5  | Delivery and/or Pick-Up on any individual items             | Rate per kit:<br>_____ CAD     | 10 requests  |                    |
| 6  | Delivery and/or pick-up Outside National Capital Region     | Rate per km:<br>_____ CAD      | 100km  |                    |
| 7  | Deliveries on weekends, holidays and/or after hours         | Rate per kit:<br>_____ CAD     | 3 requests   |                    |
| 8  | Dry cleaning, delivery and pick up                          | Hourly rate:<br>_____ CAD      | 10 requests  |                    |
| 9  | Other request delivery and pick up                          | Hourly rate:<br>_____ CAD      | 10 requests  |                    |
| <b>Pricing Schedule 3 Total (Tax excluded):</b>          |   |                                |  | _____ CAD          |

**1D- Option to Extend the Term of the Contract (From (to be completed at contract award) to (to be completed at contract award))**

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

| <b>PRICING SCHEDULE 4 –OPTION PERIOD THREE (12 months)</b> |   |                                |  |                    |
|--|---|--------------------------------|--|--------------------|
|  | <b>Category</b>   | <b>Firm All-Inclusive Rate</b> | <b>Number: (time, deliveries, pickup, requests, km, costs)</b> | <b>Subtotal</b>    |
|  |   | <b>A</b>                       | <b>B</b>   | <b>C = (A X B)</b> |
| 1  | Storage: per pack-up kit, per month (to be pro-rated daily) | Rate per month:<br>_____ CAD   | 12 months X 33 pack-up kits                                    |                    |
| 2  | Storage: spare items  | Rate per month:<br>_____ CAD   | 12 months X 33 pack-up kits                                    |                    |
| 3  | Delivery in NCR   | Rate per kit:<br>_____ CAD     | 80 deliveries  |                    |
| 4  | Pick-Up in NCR  | Rate per kit:<br>_____ CAD     | 80 pick-ups  |                    |
| 5  | Delivery and/or Pick-Up on any individual items             | Rate per kit:<br>_____ CAD     | 10 requests  |                    |
| 6  | Delivery and/or pick-up Outside National Capital Region     | Rate per km:<br>_____ CAD      | 100km  |                    |
| 7  | Deliveries on weekends, holidays and/or after hours         | Rate per kit:<br>_____ CAD     | 3 requests   |                    |
| 8  | Dry cleaning, delivery and pick up                          | Hourly rate:<br>_____ CAD      | 10 requests  |                    |
| 9  | Other request delivery and pick up                          | Hourly rate:<br>_____ CAD      | 10 requests  |                    |
| <b>Pricing Schedule 4 Total (Tax excluded):</b>            |   |                                |  | _____ CAD          |

**2. SUMMARY PRICING SCHEDULE**

|  |           |
|--|-----------|
| Total Evaluated Price (Sum of Schedules 1, 2, 3 and 4) =<br>(taxes excluded) | _____ CAD |
|--|-----------|

## **ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST**

See attached.

## ANNEX "D" – INSURANCE REQUIREMENTS

### 1. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Foreign Affairs, Trade and Development Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

**For the province of Quebec, send to:**

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

**For other provinces and territories, send to:**

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be



responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

**2. Automobile Liability Insurance**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

**3. Warehouseman's Legal Liability Insurance**

1. The Contractor must obtain Warehouseman's Legal Liability Insurance coverage on Government Property, and maintain it in force while under its care, custody or control for storage, in an amount of not less than \$250,000.00. The Government's Property must be insured on a Replacement Cost (new) basis.
2. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to Government Property to ensure that claims are properly made and paid.
3. The following endorsements must be included:
  - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - b. Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
  - c. Loss Payee: Canada as its interest may appear or it may direct.
  - d. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of Foreign Affairs, Trade and Development Canada and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.
  - e. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Foreign Affairs, Trade and Development Canada and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.



