



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

**Bid Receiving - PWGSC / Réception des
soumissions – TPSGC**

11 Laurier St. / 11, rue Laurier

Place du Portage , Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**LETTER OF INTEREST
LETTRE D'INTÉRÊT**

Comments - Commentaires

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

**Civilian Aircraft Division/Division des Avions Civils
Portage III 8C1 - 50**

11 Laurier St./11 rue Laurier

Gatineau

Québec

K1A 0S5

Title - Sujet SO - MISCELLANEOUS AIRCRAFT PARTS	
Solicitation No. - N° de l'invitation T8493-140035/A	Date 2015-10-30
Client Reference No. - N° de référence du client T8493-140035	GETS Ref. No. - N° de réf. de SEAG PW-\$CAG-006-25404
File No. - N° de dossier 006cag.T8493-140035	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-11-16	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Cormier, Manon	Buyer Id - Id de l'acheteur 006cag
Telephone No. - N° de téléphone (819) 956-0512 ()	FAX No. - N° de FAX (819) 997-0437
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N°de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

REQUEST FOR LETTERS OF INTEREST (LOI)

Transport Canada Miscellaneous Spare Parts for Transport Canada Aircraft Fleets

CONSULTATIVE PROCESS

This Letters of Interest (LOI) is to engage industry to discuss the procurement of miscellaneous parts for Transport Canada (TC) Aircraft Fleets, on an as and when required basis.

In order to ensure a successful procurement for the acquisition of the parts, Canada will engage with industry in a consultative process as the first step of this procurement. This consultative process will start with the posting of this LOI and continue until the RFP is posted and will include One-on-One industry consultation and engagement sessions as required, sharing the requirements with industry for comments and posting a draft Request for Supply Arrangement (RFSa) on Government Electronic Tendering Service (buyandsell.gc.ca) for industry feedback.

The topics of discussion will include TC's requirements, the proposed selection criteria, Basis of Payment and the overall procurement process. The purpose of the Industry Consultation Sessions is to provide Industry a clear understanding of Canada's requirement and obtain feedback from industry with regard to the best commercial practices of industry. Canada will hold One-on-One industry engagement sessions with all interested suppliers through face to face meetings or any alternate form (i.e. Teleconference) as agreed to by both parties.

Consultative Process

The supplier community will be welcome to participate in the consultative process for the acquisition of the parts and to participate in a One-on-One Session on a first come first serve basis. Industry must first sign and agree to the Industry Engagement Agreement (attached as Annex B) and request a date and time for the consultation. Once Canada has received the signed Engagement Agreement additional documents and information pertaining to this procurement will be shared, if required, with the company for their review before the One-on-One Industry Engagement session with Canada. Industry is encouraged to provide written comments and recommendations on the proposed topics for discussion as well as any additional topics industry may wish to discuss 4 working days before their One-on-One engagement session with Canada.

All documented information on this procurement is subject to the Access to Information Act. Canada will safeguard and protect within the extent of the law, all information provided from industry and will not share with any other companies.

One-on-One Sessions

Following sign-off by industry of the Engagement Agreement, Canada will provide, if required, addition details about the procurement and schedule the One-on-One industry engagement sessions with interested potential suppliers individually to ensure that potential suppliers have a clear understanding of Canada's requirement and to gather any concerns, recommendations and solutions that industry may have on this procurement. On completion of the One-on-One Sessions, Canada will analyze and summarize industry input, identify topics that need to be addressed and revise solicitation document(s), if applicable and post a draft RFSA on buyandsell.gc.ca for industry comments.

Draft Request for Supply Arrangement

A draft RFSA for the acquisition of the parts will be made available on buyandsell.gc.ca for comments from industry prior to release of the final version of the RFSA on buyandsell.gc.ca.

Registration

Participants wishing to attend the One-on-One Sessions in person and via video/teleconference must provide the signed Annex B Industry Engagement Agreement and register by notifying the PWGSC Point of Contact, identified herein, by closing date of the LOI.

Sessions will be scheduled on a first come first serve basis. Participants must identify themselves by their legal company name, corporate address, and the names of representatives attending by their respective title as well as their office address, telephone number and e-mail address.

Canada may choose to provide the above information to potential suppliers or interested parties upon request. Call In co-ordinates, for those wishing to participate in a video/teleconference will be provided 24 hours prior to the Session Date.

Session Details:

One-on-one sessions are available am (10h00 to 12h00) and pm (13h00 to 15h00)

The remaining **One-on-One Sessions** are as follows:

November 24, 2015 – pm session

November 25 and 26, 2015: am and pm

December 2, 2015: am and pm

December 3, 2015: pm

December 8 and 9, 2015: am and pm

Location: Place du Portage

Admission: Pre-registration is required.

Point of Contact:

Manon Cormier, Supply Specialist

Public Works and Government Services Canada

Place du Portage, Phase 3, 8C1, 11 Laurier Street

Gatineau, QC K1A 0S5

E-mail: manon.cormier@tpsgc-pwgsc.gc.ca

Reference: T8493-140035/A

Tel: (819) 956-0512

Attached Documents:

Annex A - Transport Canada Requirement Information

Annex B - Engagement Agreement

Rules of Engagement:

1. The invitation is extended to interested OEM's or potential suppliers/distributors of parts for the aircraft fleets identified in Annex A. Each interested supplier may register up to five (5) representatives to attend the One-on-One industry engagement session.
2. To participate in a One-on-One Session, Industry must first sign and agree to the Industry Engagement Agreement (attached as Annex B). During the consultation period, additional information, documentation and engagements will only be offered to the companies that have provided a signed Industry Engagement Agreement for this procurement.
3. Attendees are responsible for their own transportation, accommodation, meals parking and all other expenses.
4. Participation in the Consultative Process is not a mandatory requirement for submitting bid(s) once the final RFSA is issued.
5. Media cannot participate in the Consultative Process.
6. No electronic recordings, audio or visual, will be permitted during the sessions.
7. The LOI document is not a bid solicitation and a contract will not result from it.
8. The requirement is currently being developed and is subject to change based on the evolution of the requirement, which may be as a result of information provided by Industry during this consultation process.
9. Potential respondents are advised that any information submitted to Canada in response to this LOI may be used by Canada in the development of a competitive RFSA.
10. The issuance of this LOI does not create an obligation for Canada to issue a subsequent RFSA and does not bind Canada legally or otherwise, to enter into any agreement or to accept or reject any suggestions.
11. Canada assumes no responsibility or obligation with respect to the cost of preparing a response to this LOI.
12. As a result of this LOI there will be no listing of firms for the purposes of undertaking future work.

13.

ANNEX A

REQUIREMENT

This requirement is to establish a Supply Arrangement (SA) to acquire miscellaneous parts for Transport Canada (TC) Aircraft Fleets, on an as and when required basis. TC Aircraft Fleets consist of the following models and related manufacturers:

PLATFORMS	QUANTITY	RELATED MANUFACTURERS
BO-105	13	Eurocopter (MBB), Allison
Citation II	5	Cessna, Pratt & Whitney
Challenger Series	4	Bombardier, General Electric, Rockwell Collins
Dash 7/8	3	Pratt & Whitney
King Air C90A	5	Pratt & Whitney, Beechcraft
Bell 206B	3	Bell/Textron
Bell 206L/Bell 212	8	Bell/Textron, Allison
Bell 407	3	Bell/Textron, Allison
Bell 429	15	Bell/Textron, Pratt & Whitney
Bell 412 EPI	New in 2016	Bell/Textron, Pratt & Whitney

Miscellaneous parts are defined as: parts, components, accessories, hardware, tools and tires.

GSIN CODES: 1560, 1600, 1610, 1615, 1620, 1630, 1640, 1650, 1660, 1680 and 2620.

ANNEX B

INDUSTRY CONSULTATION PROCESS - ENGAGEMENT AGREEMENT

An overriding principle of the industry consultation is that it be conducted with the utmost fairness and equity between all parties. No one person or organization shall receive nor be perceived to have received any unusual or unfair advantage over the others.

This Engagement Agreement will apply beginning with the signing of this Engagement Agreement and concluding with the release of the Request for Supply Arrangement (RFSA) on the Government Electronic Tendering Service (GETS).

All documentation provided by Canada throughout the Industry Consultative Process for this requirement, which begins with the posting of the Letter of Interest (LOI) and concludes when the RFSA is published on the GETS, will be provided to all participants who have agreed to and signed this Engagement Agreement ("Participant"). The Industry Consultative Process will consist of Industry Engagement Sessions and any other processes deemed necessary by the Contracting Authority.

Canada will solicit comments from Participants on various issues raised. Any solutions, ideas or issues raised during the one-on-one sessions will be first analyzed for further consideration by Canada. A Record of Discussion following each session will be distributed to all Participants of that session. Should the Contracting Authority believe the need for further input from the participants is necessary, follow-on sessions with all participants will be considered.

Canada will not disclose proprietary or commercially sensitive information concerning a participant to other participants or third parties, except and only to the extent required by law.

TERMS AND CONDITIONS:

The following terms and conditions apply to the Consultative Process. In order to encourage open dialogue, Participants agree to the following:

- a. Participants are expected to discuss their views concerning the acquisition of miscellaneous aircraft parts;
- b. Everyone shall have equal opportunity to share their ideas and suggestions;
- c. All media questions shall be directed to PWGSC Media Relations Office at 819-956-2307;
- d. Participants are to direct inquiries and comments only to authorized representatives of Canada, as directed in notices given by the Contracting;
- e. Media cannot participate in the Industry Consultative Process;
- f. Canada is not obligated to issue any RFSA, or to negotiate any contract for purchase of any aircraft parts as a result of this Consultative Process;
- g. If Canada does release a RFSA, the terms and conditions of the RFSA shall be at the sole discretion of Canada;

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- h. Canada will not reimburse any person or entity for any cost incurred in participating in this industry consultative process;
- i. Participation is not a mandatory requirement. Not participating in this consultative process will not preclude a from submitting a proposal(s);
- j. Failure to agree to and sign the Engagement Agreement will result in the exclusion from participation in the one-on-one sessions and any further information on this industry consultation process; and
- k. It is requested that the contact information (name, phone number, e-mail address) for the company representative be provided with this signed agreement.

INDUSTRY ENGAGEMENT AGREEMENT:

Attendance at the one-on-one industry engagement sessions for this requirement shall be conditional on the formal acceptance of this Industry Engagement Agreement. A duly authorized officer of the company shall sign this Industry Engagement Agreement in this regard.

Name of company:	
Name of Individual:	
Phone Number:	
E-mail Address:	

Signature: _____

Date: _____