



**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
Fuel & Construction Products Division
11 Laurier St./11, rue Laurier
7A2, Place du Portage, Phase III
Gatineau, Québec K1A 0S5

Title - Sujet RFI FOR PWGSC BULK FUEL	
Solicitation No. - N° de l'invitation E60HL-171000/A	Date 2016-11-25
Client Reference No. - N° de référence du client E60HL-171000	GETS Ref. No. - N° de réf. de SEAG PW-\$\$HL-604-71963
File No. - N° de dossier hl604.E60HL-171000	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-12-22	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Burke, Robert	Buyer Id - Id de l'acheteur hl604
Telephone No. - N° de téléphone (819) 956-3852 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	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



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

Canada



Request for Information

Public Works and Government Services Canada

Bulk Fuel National Procurement Strategy



www.pwgs-c-tpsgc.gc.ca

Solicitation No. - N° de l'invitation
E60HL-171000/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
hl604

Client Ref. No. - N° de réf. du client

File No. - N° du dossier
hl604 E60HL-171000

CCC No./N° CCC - FMS No./N° VME

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1 INTRODUCTION

1.1 BACKGROUND

Public Works and Government Services Canada (PWGSC) is reviewing how it procures bulk fuel on behalf of federal government departments and agencies.

Government of Canada bulk fuel procurement has been performed in the same fashion for many years. Consultations with key stakeholders are being undertaken to verify if the current procurement approach is still valid, to identify issues and concerns, and help optimize the process. Engaging key stakeholder groups, including federal government departments and agencies and suppliers, will assist PWGSC in developing a strategy to align supply and demand, and ensure value for Canadians.

1.2 OBJECTIVES OF THE REQUEST FOR INFORMATION

The purpose of this Request for Information (RFI) is for PWGSC to engage suppliers to:

- explore different bulk fuel procurement options;
- exchange on respective needs and concerns with the government of Canada's bulk fuel procurement process;
- identify if opportunities exist to streamline the bulk fuel procurement process and achieve economical benefits; and
- optimize a national approach that responds to the needs of all government departments

1.3 NATURE OF THE REQUEST FOR INFORMATION

This RFI is not a bid solicitation and will not result in the award of any contract nor will this RFI result in the creation of a list of suppliers. Therefore, potential suppliers of any goods and services described in this RFI should not earmark goods or facilities, nor allocate resources, as a result of any information contained in this RFI. Whether or not a potential supplier responds to this RFI, it will not preclude that supplier from participating in any future procurement process. In addition, a supplier who does not respond to this RFI, will still be eligible to participate in any future procurement processes. Also, this RFI will not necessarily result in the procurement of any of the services that it describes. It is simply intended to solicit feedback with respect to its content.

Nothing in this RFI shall be construed as a commitment from Canada. Canada may use any non-proprietary information obtained as part of this review or in the preparation of future requirements.

2 INSTRUCTIONS FOR RESPONDING TO THE REQUEST FOR INFORMATION

2.1 CONTENT OF THE REQUEST FOR INFORMATION

This RFI contains an electronic questionnaire that was developed to better explain the needs of the Government of Canada, as well as better understand the markets capacity to satisfy bulk fuel requirements across Canada.

The RFI also includes two excel spreadsheets that identify bulk aviation and marine fuel requirements.

2.2 RESPONDING TO THE REQUEST FOR INFORMATION

a) Electronic Questionnaire

- Industry Feedback:
<http://tpsgc-pwgsc1.sondages-surveys.ca/s/fuelcarburant/>

Respondents are asked to complete the questionnaire in electronic format and submit their responses electronically. Should respondents encounter technical difficulties with the electronic questionnaire, respondents can send an e-mail to robert.burke@tpsgc-pwgsc.gc.ca.

b) Excel Spreadsheets Feedback

As stated above this RFI includes two excel spreadsheets that identify bulk aviation and marine fuel requirements. Each spreadsheet consolidates certain similar requirements together. Suppliers for these types of bulk fuel are requested to review this information and provide feedback on the proposed consolidations and, if possible, provide estimated savings for each consolidation of requirements. Suppliers are also encouraged to propose alternate consolidations. Suppliers are asked to submit their feedback in an email to robert.burke@tpsgc-pwgsc.gc.ca.

When sending feedback on the excel spreadhseets, respondents are asked to include the title "RFI Response – Procurement of Bulk Fuel" in the subject line of their email.

c) Additional information or comments

In addition, respondents are encouraged to provide their comments, concerns, or recommendations by submitting an email to robert.burke@tpsgc-pwgsc.gc.ca. Respondents should explain any assumptions they make in their submissions.

When sending additional information or comments, respondents are asked to include the title "RFI Response – Procurement of Bulk Fuel" in the subject line of their email.

Note: Suppliers that are sending feedback on the excel spreadsheets and sending additional comments can submit one email with both sets of feedback.

d) Deadline for submitting a response

All those who are interested in submitting a response to this RFI are asked to submit their feedback by the closing date found on the cover page of this Request for Information.

2.3 TREATMENT OF RESPONSES

a) Use of responses

Canada intends to use the responses to draft a Bulk Fuel National Procurement Strategy and also to structure the topics of discussion for future consultations. Canada will review all responses received by the RFI closing date. However, Canada may, at its discretion, review responses received after the RFI closing date.

b) Review team

A review team consisting of public servants representing PWGSC will review the responses received. Canada reserves the right to hire independent consultants or use any Government resources that it deems necessary to review any response. Not all members of the review team will necessarily review all responses.

c) Confidentiality

Information provided may be used by Canada in the preparation of the Bulk Fuel National Procurement Strategy and for other future procurement requirements. As a result, respondents are advised not to include any proprietary information in the response submitted. All responses will be handled in accordance with the *Access to Information Act*.

d) Follow-up activity

At its discretion, Canada may:

- i) contact any respondents to follow up with additional questions or for clarification of any aspect of a response;
- ii) convene with any or all respondents in order to discuss any aspect of a response.

Should Canada request any or all respondents to meet to discuss their response, it shall be optional and participation would be at the respondent's expense.

e) Consultations

PWGSC may consult industry across Canada, in person or by video/teleconference, in one-on-one meetings, in focus groups, by webinars or through other formats. Consultations may be held throughout and following the period of the Request for Information.

If respondents are interested to participate in future consultations, they are encouraged to provide their contact information at the end of the questionnaire:

2.4 ENQUIRIES

Since this is not a bid solicitation, Canada will not necessarily respond in writing to enquiries or distribute the responses. However, respondents with questions regarding this RFI may send an email to the following address:

robert.burke@tpsgc-pwgsc.gc.ca

2.5 RESPONSE COSTS

Canada will not reimburse respondents for expenses incurred in responding to this RFI.

2.6 OFFICIAL LANGUAGES

Responses to this RFI may be submitted in either of Canada's official languages.

3. OVERVIEW OF POTENTIAL SOLICITATION STRATEGY

3.1 NEXT STEPS

Once all feedback has been considered, PWGSC will apply the comments and feedback to the Bulk Fuel National Procurement Strategy.

PWGSC will post a draft National Procurement Strategy for bulk fuel in the form of a draft Request for Standing Offer to <https://buyandsell.gc.ca/procurement-data/tenders>. Stakeholders will have the opportunity to provide further feedback.

Ultimately, PWGSC will develop the necessary procurement tools in accordance with the final Bulk Fuel National Procurement Strategy.

3.2 ESTIMATED SCHEDULE

PWGSC proposes the following schedule:

Consultations:	January/February 2017
Post draft National Procurement Strategy for bulk fuel:	March 2017
Develop Procurement Tools:	Fiscal year 2017-2018