Request solicitation number 1000023904, Question and Answer

Q1. In order to adequately demonstrate mandatory technical criterion TO1, is it sufficient to produce a list of bailiffs from the Chambre des huissiers de justice du Québec instead of a copy of all our bailiffs' licences to practice? This flexibility would significantly reduce the number of pages in our submission, and still meet the PPSC requirements.

A1. Yes, this is sufficient.

Q2. We would like clarifications regarding the information to provide at Annex C. We are unsure what information the PPSC expects in the Price Schedule (Annex C) because at page 14 it states that Annex C must include: all other fees the Bidder may charge which is not specified in the Tariff of fees and the transportation expenses of bailiffs and the TPF 2017.

A2. All the services we are requesting are governed and reviewed annually in the Tariff of fees. The PPSC will reimburse actual and justified disbursements according to our requests.

Q3. We understand that we do not have to discuss in Annex C all the fees that may be charged for the acts set out in the Tariff of fees and transportation expenses of bailiffs (Tariff), for example serving fees, as they are already included in the Tariff. Is this correct?

A3. Yes, that is correct.

Q4. Similarly, we understand that we do not need to include or itemize in Annex C all the fees that might be charged and are set out in the Tariff of Professional Fees 2017 (TPF 2017), for example management fees, fees to issue or produce court proceedings and fees to transfer files to correspondents. Is this correct?

A4. Yes, that is correct.

Q5. If our understanding is correct, what fees are specifically targeted by Annex C? If our understanding is incorrect, could you enlighten us? Does the PPSC expect each Bidder to itemize in Annex C the fees they suggest charging for services set out in the TPF 2017?

A5. Considering our requests are covered by the Tariff of fees, no other addition to the table in Annex C is required.