



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

Quebec

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

Relocation Services Division/Division des services de
réinstallation

Portage III 4C1 – 1

11 Laurier Street, Gatineau, Quebec

K1A 0S5

Gatineau

Quebec

K1A 0S5

Title - Sujet IHGRS - RFI	
Solicitation No. - N° de l'invitation 08009-160413/D	Date 2017-11-16
Client Reference No. - N° de référence du client 08009-160413	GETS Ref. No. - N° de réf. de SEAG PW-\$\$ZU-001-31978
File No. - N° de dossier 001zu.08009-160413	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-12-18	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: Sanford(zudiv), Gordon	Buyer Id - Id de l'acheteur 001zu
Telephone No. - N° de téléphone (873) 469-9633 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Foreign Affairs, Trade and Development Canada LB PEARSON BLDG 125 SUSSEX DR. OTTAWA Ontario K1A0G2 Canada	

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

REQUEST FOR INFORMATION
REGARDING
INTERNATIONAL HOUSEHOLD GOODS AND EFFECTS RELOCATION SERVICES (IHGRS)

1. Background and Purpose of this Request for Information

a) Objective

Canada sincerely appreciates the feedback that was provided by respondents to the Draft Request for Proposals (RFP), which was published in Request for Information (RFI) #3.

The purpose of this RFI #4 is to inform industry of a revised Procurement Timeline. Feedback is not requested.

It is anticipated that this RFI may be amended to inform industry of any significant changes since RFI #3 was published.

Notes to Potential Bidders:

1. The Reference No. for the eventual RFP will be a different number than for the RFIs.
2. This solicitation will include mandatory security requirements that bidders will be required to meet. To minimize delays, potential Bidders should initiate the process to obtain the required security clearances as soon as possible by contacting TPSGC.padgasdem-appbhgrs.PWGSC@tpsgc-pwgsc.gc.ca.

Bidders should be aware that Canada is not obligated to delay the award of a contract if a Bidder does not meet the mandatory security requirements prior to contract award.

b) Background

The relocation services could include but are not limited to: the physical movement of the personal household goods and effects (HG&E) and personal motor vehicles (PMV) of federal government employees, Canadian Armed Forces members, and RCMP members between the service area of Canada, the continental United States of America, and overseas. The relocation services include pre-move consultation, packing, loading, scaling, transportation, storage-in-transit (SIT), long-term storage (LTS) – bonded and regular (non-bonded), unloading, unpacking, replacement cost protection (insurance), and claims settlement services.

IHGRS will be delivered through 2 contractors that will provide relocation services to the following organizations, i.e. the "Clients":

- i. Global Affairs Canada (GAC) and other departments and agencies for which GAC administers relocations;
- ii. Department of National Defence (DND);
- iii. Public Services and Procurement Canada (PSPC) Central Removal Services (CRS); and
- iv. Royal Canadian Mounted Police (RCMP).

The lowest priced technically compliant Bidder will be awarded a contract for 65% of Canada's international relocations and the second lowest priced technically compliant Bidder will be awarded a contract for 35% of Canada's international relocations.

DND, RCMP and CRS (as a common service provider for other federal government departments and agencies) currently receive international relocation services via a single integrated contract.

GAC currently receives its services through a number of standing offers and contracts.

2. Estimated Procurement Timeline

The following milestones are planned in the procurement process:

- a) Publish RFP: late January 2018
- b) Bidders Conference: early February 2018
- c) Evaluate Bidder Proposals: March - April 2018
- d) Contract Award: May – June 2018
- e) Contractors' Ramp-up Period: July – September 2018
- f) Accept & Process Move Orders: September 2018
- g) Begin Moving HG&E: October 1, 2018

3. Nature of Request for Information

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

4. Nature and Format of Responses Requested

For this RFI #4, respondents are not requested to provide comments; however, concerns and, where applicable, alternative recommendations regarding how the requirements or objectives described in this RFI could be satisfied may be provided. While respondents are also not requested to provide comments regarding the content, format and/or organization of any draft documents included in this RFI, feedback may be provided. Respondents should explain any assumptions they make in their responses.

5. Response Costs

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

6. Treatment of Responses

- a) **Use of Responses:** Responses will not be formally evaluated. However, the responses received may be used by Canada to develop or modify procurement strategies or the requirements contained in this RFI. Canada will review all responses received by the RFI closing date and may, in its discretion, review responses received after the RFI closing date.
- b) **Review Team:** A review team composed of representatives of Canada will review any responses. Canada reserves the right to hire any independent consultant, or use any Government resources that it considers necessary to review any response. Not all members of the review team will necessarily review all responses.
- c) **Confidentiality:** Respondents should mark any portions of their response that they consider proprietary or confidential. Canada will handle the responses in accordance with the *Access to Information Act*.
- d) **Follow-up Activity:** Canada may, in its discretion, contact any respondents to follow up with additional questions or for clarification of any aspect of a response.

7. Contents of this RFI

This documentation contained in this RFI remain a work in progress and respondents should not assume that new clauses or requirements will not be added to any bid solicitation that may ultimately be published by Canada. Nor should respondents assume that none of the clauses or requirements will be deleted or revised. Comments regarding any aspect of the draft documents are welcome.

8. Format of Responses

- a) **Cover Page:** If the response includes multiple volumes, respondents are requested to indicate on the front cover page of each volume the title of the response, the solicitation number, the volume number and the full legal name of the respondent.
- b) **Title Page:** The first page of each volume of the response, after the cover page, should be the title page, which should contain:
 - i. the title of the respondent's response;
 - ii. the name and address of the respondent;
 - iii. the name, address and telephone number of the respondent's contact;
 - iv. the date; and
 - v. the RFI number.
- c) **Numbering System:** Respondents are requested to prepare their response using a numbering system corresponding to the one in this RFI. All references to descriptive material, technical manuals and brochures included as part of the response should be referenced accordingly.
- d) **Number of Copies:** Canada requests that respondents submit one softcopy, in PDF format, of their response.

9. Enquiries

Because this is not a bid solicitation, Canada will not necessarily respond directly to enquiries in writing or by circulating answers to all potential suppliers. However, respondents with questions regarding this RFI may direct their enquiries to:

E-mail Address: TPSGC.padgasdem-appbhgrs.PWGSC@tpsgc-pwgsc.gc.ca

Canada does not intend to publish another RFI to summarize any feedback received.

10. Submission of Responses

- a) **Time and Place for Submission of Responses:** Respondents should send responses electronically via e-mail to the e-mail address above, by December 18, 2017.
- b) **Responsibility for Timely Delivery:** Each respondent is solely responsible for ensuring its response is delivered on time to the correct address.