



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Quartier général de la Défense nationale
Ottawa (Ontario)
K1A 0K2

AMENDMENT 001 TO SOLICITATION NUMBER W6369-17-A039/C IS RAISED TO:

- 1.0 Provide clarification and answers to questions from potential suppliers and;
- 2.0 Amend the solicitation to clarify Section 3.3, Section II: Financial Bid.

QUESTIONS AND ANSWERS:

Question 1	Mortuary Services are Charged on Hourly rate – we would like the flexibility to charge a daily rate as well as an hourly rate – would this be acceptable to you?
Answer 1	Since the Level of Effort (LOE) will vary per assigned individual Task Authorization (TA), a Firm All-Inclusive Hourly Rate will provide the Technical Authority (TA), the flexibility to issue TA's based on a minimum LOE of 0.25 hours, or a maximum LOE of 1 day, or more.

Question 2	In 3.3 it stipulates that fees in the pricing schedule exclude travel and living expenses, however on page 13 of the tender it says the pricing should include all expenses excluding travel – it would be preferable to pass on any properly incurred and reasonable expenses at cost. Could this please be considered?
Answer 2	For evaluation purposes, Bidders must submit their rate(s) for Professional Fees, excluding travel and living expenses. However, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the <i>National Joint Council Travel Directive</i> and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

Question 3	In the tender it mentions Customs duties should be included in costing – please could you clarify what figure we would need to include here as these charges would be passed on at cost.
Answer 3	Since it is currently unknown which expenses, in particular, would incur customs duties, Section 3.3 of the Request for Proposal (RFP) has been amended to change "customs duties and excise taxes included," to "customs duties and excise taxes excluded."

Question 4	37.5 hours' worth of work has been assigned to the Mortuary services and other services – does this include travel time? Is there a facilitation to charge for travel time? What if the required work exceeds 37.5 hours?
Answer 4	<p>The estimated annual Level of Effort (LOE) for each proposed resource is 37.5 hours. The estimated LOE does not include travel time.</p> <p>Yes, as per B.3 of the Basis of Payment in "Annex B," the Contractor will be reimbursed for both travel and living expenses that have been reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.</p> <p>If the required work is expected to exceed 37.5 hours, then the Contracting Authority will amend the resulting Task Authorization and/or Contract, as required.</p>



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Question 5	There is no provisions for Hazardous Ordinance support – should we include an hourly / daily rate for this?
Answer 5	No. As per paragraph 4.5.4 of the Statement of Work (SOW), “at risk items such as ammunition and unexploded ordnance that are recovered upon the discovery of the remains are disposed of by local authorities. Should any such device be found later on during the recovery or anthropological process, these devices will be disposed of in accordance with the Commonwealth War Graves Commission (CWGC) instructions or other in-country authorities.”
Question 6	Due to a number of factors outside of our control, we would not be able to meet the published timetable for submission and would only be able to complete a tender if you were to grant us a significant extension in time.
Answer 6	Due to operational requirements, DND will not be able to grant a significant extension in time. DND has been accommodating throughout this process, and any further delay is not fair to those who have been involved, since the beginning of the solicitation process. Interested Bidders, who are unable to meet the required deadline, will always have the option to bid the next time the Contract expires. DND recommends that Bidders monitor BuyandSell for the next Request For Proposal (RFP).

SOLICITATION NO. W6369-17-A039/C IS HEREBY AMENDED AS FOLLOWS:

1.0 DELETE Section 3.3, Section II: Financial Bid, in its entirety, and **REPLACE** with the following:

Section II: Financial Bid

Bidders must submit their financial bid in Canadian funds, and in accordance with the pricing schedule detailed in Attachment 1 to Part 3.

Bidders must submit their rate(s), Canadian customs duties and excise taxes excluded, as applicable, and GST or HST excluded. All rates included in the pricing schedule detailed in Attachment 1 to Part 3 exclude travel and living expenses.

When preparing their financial bid, Bidders should review the Basis of Payment in Annex B; clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.10, Payment, of Part 7 of the bid solicitation.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.