



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

SOLICITATION AMENDMENT

MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

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

Terrasses de la Chaudière 5th Floor

10 Wellington Street

Gatineau

Quebec

K1A 0S5

Title - Sujet IHGRS	
Solicitation No. - N° de l'invitation EN578-181495/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client 20181495	Date 2018-04-11
GETS Reference No. - N° de référence de SEAG PW-\$\$ZU-001-32316	
File No. - N° de dossier 001zu.EN578-181495	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-04-30	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
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 (613) 618-2727 ()	FAX No. - N° de FAX () -
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

Solicitation Amendment 001

This solicitation amendment is raised to:

1. Respond to questions relating to this bid solicitation as detailed in Section A; and
2. Modify the bid solicitation as detailed in Sections B.

SECTION A: QUESTIONS AND ANSWERS

QUESTIONS RECEIVED DURING BIDDERS' CONFERENCE:

Number	Question	Answer
Q1	Who is the TA from each department?	TA stands for the Transportation Agent as stated in Annex H. The TA can be different people in each department. The assigned TA is listed on each individual Move Order.
Q2	For the Pricing Schedule spreadsheets (IHGRS Financial Proposal Attachment 2 to Part 3_EN.xls), you mention that the initial period for this Contract is 3 years, with 4 additional, 1-year option periods. Will the rates included in the Pricing Schedule remain the same for all 7 years?	In accordance with Annex B – Basis of Payment, section 5.1, Economic Price Adjustment (EPA) will take effect after 2 years and every year after that.
Q3	What is the process to submit electronic bids?	The ePost Connect process is described in detail in Part 2 – Bidder Instructions, section 2.1 vi. 2.
Q4	Can we use our own scales?	Certified scales must be used (i.e. scales that are provincially/federally verified as operating correctly for trade). At Annex A – Statement of Work, section 2.16, a new subsection e) will be added to reflect this.
Q5	In Section 2.15 b) i) to calculate weight, use SOLAS and tare the container. At various points, there was a mention of scales, however in b), there is no mention of scales. Is it mandatory to use a scale? Method 1 is going to a weight scale. Method 2 is use of weight of goods and add weight of wood for bracing. Can we use either method to satisfy 2.5 b)?	According to the International Maritime Organization (IMO), SOLAS requires weighing of either the loaded container (method 1) or the contents of the container (method 2) in order to substantiate the weight on the bill of lading. The SOW for Sea Container shipments will take a SOLAS presented weight and reduce the weight for a sea shipment by the weight of the container itself (20', 40' and LCL). Note that SOLAS regulations require the use of certified scales, so with presentation of the bill of lading and the supporting documentation that was presented with the load at check-in to the port (scale ticket(s)), Canada will not require additional scaling in Canada outside of random reweighs conducted as part of the Quality Control Inspections. Scale tickets can be used to substantiate the SOLAS provided weight on the bill of lading and must be in accordance with Annex A, section 2.16.

Q6	In Tables 2 and 3 of the Pricing Schedule, weight is listed in kilograms. Is it airline weight (volumetric) or actual weight?	In accordance with amended Annex A, section 2.15 b) ii, Tables 2 and 3 require pricing based on Air Chargeable Weight (ACW). ACW is what the question refers to as airline weight (volumetric).
Q7	Actual weight vs. chargeable weight. Will the contractor invoice Canada for actual weight or is it airlines volumetric weight?	Please see answer to Q6
Q8	Is it possible for Canada to provide the actual gross volume of air shipments?	Please see answer to Q6.
Q9	Can Canada provide historical information for lift van use vs. loose load?	Historical data for Less than Container Load (LCL) will be provided in a future amendment.

QUESTIONS RECEIVED IN WRITING DURING BID SOLICITATION:

Q10	There is a conflict in information relating to experience of the National Director in Part 7.9 e) and Attachment 1 to Part 4, MT4. In 7.9 e), it includes 3 years' experience in International Moving, which is not part of MT4.	MT4 experience is correct and 7.9 e) will be amended to be the same, i.e. A minimum of 5 years management experience in the previous 10 years in the moving industry.
Q11	MT4 of the Mandatory Technical Criteria Is the National Director required to be within the NCR?	The National Director is not required to reside within the NCR, although he/she may be required to attend meetings in the NCR (e.g. the Performance Review Meeting described in section 2.3 of Annex A).
Q12	GTT - 1.0 e i) a) Will the list of circumstances that warrant a GTT extension be expanded to list more reasons that are beyond the contractors' control? By not updating the list to be more inclusive and specific, and leaving the decisions to the discretion of TA's would leave contractors open to service failures that may not be warranted. The list of circumstances that could result in unavoidable delays does not cover all such circumstances. This list needs to be expanded to include: <ul style="list-style-type: none"> • act of war • strike • fire • sinking of carrier vessel • cancellation of scheduled carrier • vessel ice conditions • vessel breakdown in transit • delays caused by weather • change of rail terms and conditions • delays in containers moving inland via rail due to: <ul style="list-style-type: none"> o rail being overbooked o 20' containers needing to wait for matching 20' container to travel 	a) Please refer to Appendix 2 – GTT, Section 1.0. Appendix 2 remains as-is.

<ul style="list-style-type: none">• delays imposed by government agencies and / or their foreign equivalents<ul style="list-style-type: none">o Customs inspections (x-ray or physical)o Documentation holdso Quarantine inspectionso Customs inspections at origin / transshipment / destination ports / airportso Customs inspections at destination warehouse• awaiting authorization from destination Embassy and / or mover to send the shipment (to ensure diplomatic accreditation and documents are in order to facilitate import clearance prior to shipments arrival)• delays in receiving export customs clearance• delays in receiving import customs clearance• shippers not providing all required documents needed to send to the shipment• Canada not providing documents / information required to facilitate the movement of the shipment• Sea Containers being bumped to a later vessel due to stability issues• Sea Containers being bumped to a later vessel due to low water levels, which results in vessel having to hold less cargo• Lack of vessel space when booking containers at origin• Destination port being omitted whilst vessel is in transit• Delays at Transshipment Ports whilst waiting for connecting vessels, or due to port congestions• Air Shipments being delayed due to seasonal volume increases• Air Shipments being delayed departing origin to due high priority shipments taking precedence over personal effects (perishable goods, passenger luggage on flights limiting the cargo space, etc.)• Errors made by origin, transshipment, and destination ports / airports (any ports or airports cannot be deemed as a subcontractor as there is no choice but to have them involved in the shipment process, need to be treated in same regards as customs offices) <p>b) Can you please advise why, during the bidder's conference, that it was stated that GTT extensions will not be given for delays at transshipment ports?</p>	<p>b) The total shipping time to/from the Canadian Ports to the overseas location are included in the Appendix 2 – GTT Table in consideration of transshipment if that is part of the routing.</p>
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	<p>c) How can contractors be expected to lose days out of the GTT for Transshipment port delays that are beyond the control of the contractor?</p> <p>It is close to impossible for a shipment to arrive and depart from a transshipment port on the same day. The delays in awaiting connecting vessels at a transshipment port will vary depending on how congested the port is, if the connecting vessels were already full booked etc.</p>	<p>c) The total shipping time to/from the Canadian Ports to the overseas location are included in the Appendix 2 – GTT Table in consideration of shipping delays.</p>
Q13	<p>GTT - 1.0 e ii) Can you please advise how a contractor, within 1 business day, can request a GTT extension with a specific number of days in the request, if the number of days needed is not known?</p> <p>For example, if a shipment is on exam hold, when we receive the exam hold notification we would not know how long the exam hold would take in order to make a GTT extension request with a specific number of days for the extension.</p>	<p>Canada needs to first be informed of a delay, not necessarily the number of days needed. As the number of days becomes known, and if they cannot be absorbed in the GTT and the circumstances are beyond the Contractor's control, then a request to extend the GTT needs to be made to the TA.</p>
Q14	<p>GTT - 1.0 e iii & iv) Can you please specify what Canada believes constitutes to be a subcontractor on the services provided in this contract?</p> <p>Many of the parties involved in the shipping process are mandatory to use with no choice, and as such these entities, cannot be considered subcontractors under the contract. Delays caused by these entities need to result in extensions of the Transit times. The following is a list of such entities, but is not all inclusive:</p> <ul style="list-style-type: none"> • CBSA / CFIA / Foreign Equivalent • Government of Canada Offices <ul style="list-style-type: none"> o Embassies o GAC / CRS / DND / RCMP TA's o Transport Canada • The shippers themselves • Origin / Destination Ministry of Foreign Affairs Offices • Airports (origin, transshipment, destination) • Deconsolidation Warehouses for Air and LCL Shipments • Sea Ports (origin, transshipment, destination) • Inland Ports and Rail Terminals • Railways 	<p>The Contractor is responsible for all of the Work, including that of its subcontractors, as defined in Annex H.</p> <p>For further reference, please see General Conditions 2035 (2016-04-04), 06 Subcontracts.</p> <p>If delays cannot be absorbed in the GTT and the circumstances are beyond the Contractor's control, then a request to extend the GTT needs to be made to the TA.</p>
Q15	<p>1.1 GTT Compilation and Extensions</p> <p>Will "Table 1 – Guaranteed Transit Time (GTT)" be undated to include the following Inland shipping ports in Canada, with additional time for each location added?</p>	<p>Appendix 2, Table 1 has three sea ports. No additional ports will be added.</p>

	<p>The inland ports serviced are:</p> <ul style="list-style-type: none"> • Calgary, AB • Edmonton, AB • Saskatoon, SK • Regina, SK • Winnipeg, MB • Toronto, ON • St John's, NL <p>Additional times to each of these locations should be added in the GTT compilation in addition to the GTT times in the table, and instead of the 1 day per 500km. Sea Freight is booked with shipping lines to and from these inland ports, and not solely from 3 sea ports listed in the tables. These times should be as follows:</p> <p>Additional Days of GTT to be added: Inland Terminal of Origin/Destination : Sailing/Arrival Port</p> <ul style="list-style-type: none"> • Vancouver: Montreal (M) – 12; Halifax – 15 • Edmonton: M – 10; Vancouver (V) – 5; H – 13 • Calgary: M- 10; V – 5; H – 13 • Regina: M – 9; V – 7; H – 12 • Saskatoon: same as above • Winnipeg: M – 7; V – 8; H – 11 • Toronto: M – 5; V – 10; H – 9 • Montreal: V – 12; H – 7 • Halifax: M – 7; V – 15 • St John's: H – 14 <p>*All Shipments St. John's, NL are to be routed Via Halifax Sea Port</p>	
<p>Q16</p>	<p>Annex B – Basis of Payment 2.2) Can you please advise the minimum weight charge for Loose Load Containerized sea shipments, that is to be used for Origin and destination services? This information is missing from the RFP.</p>	<p>In accordance with Annex B, amended section 2.2 c), a minimum weight charge of 454kg applies for all sea shipments.</p>
<p>Q17</p>	<p>IHGRS Financial Proposal Attachment 2 to Part 3 Table 6 – Move Services Are the rates requested for the USA to included locations such as Hawaii and Alaska?</p>	<p>Origin and Destination services for the USA need to service cross postings to/from anywhere in the USA, including Hawaii and Alaska.</p>
<p>Q18</p>	<p>IHGRS Financial Proposal Attachment 2 to Part 3 Table 6 – Move Services Can you please advise why Mexico has only 1 rate for the entire country and not specific cities listed, as with all other international locations?</p>	<p>Mexico is not an international destination included in the Canada to Overseas location list (not in scope) so only on cross posting would either an origin or destination rate be needed.</p>

<p>Q19</p>	<p>IHGRS Financial Proposal Attachment 2 to Part 3, Table 8 – FCP Are the currencies listed in this table mandatory currencies, are we allowed to change a currency listed to be another? For example, changing New Zealand from being USD to NZD.</p>	<p>You must either select the currency listed for a country, or the default is CAD. Changing the listed currencies is not allowed.</p>
<p>Q20</p>	<p>Term Conflict - Item MT4 – National Director Page 27 and item 7.9 Authorities e) Contractor Representative 7.9 e) includes ‘3 years’ experience in the previous 10 years directly related to the management of international moves for HG&E and PMV’s of similar or greater in scope to the services described in Annex A (SOW). Item MT4 does not include this term. Which is the accurate term?</p>	<p>Please see Answer to Q10.</p>
<p>Q21</p>	<p>Joint Venture Submissions The RFP document specifies how experience will be considered for Joint Ventures, but does not state how to submit the document as a Joint Venture. Is there a specific term in PWGSC’s supply manual that can be referenced to outline a template for Joint Ventures or can the Federal Government amend the RFP document to include specific completion details so that a bidder may not be unintentionally considered non-compliant.</p>	<p>As described in section 2.1 of Part 2 – Bidder Instructions, 2003 (2017-04-27) Standard Instructions - Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation. If a bid is submitted by a joint venture, it must be in accordance with the section entitled Joint venture (i.e. section 17). For a Joint Venture, the bid and any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. For all members of a joint venture to sign the bid, please submit a Form 1 (BID SUBMISSION FORM) for each company.</p>
<p>Q22</p>	<p>Part 6 – Security, Financial and Other Requirements (6.1.2) For Foreign Suppliers Does a joint venture partner need to contact Canada to be added to the list of approved carriers to complete the required security requirements or does this notification suffice?</p>	<p>As stated in 6.1.2 g), in the case of a joint venture Bidder, each member of the joint venture must meet the security and privacy requirements. If a Canadian supplier joint venture member does not have the required security clearance they should initiate the process via an email to the Contracting Authority.</p>
<p>Q23</p>	<p>Part 6 – Security, Financial and Other Requirements We are under the assumption that each joint venture partner must have their own Security Clearance code, CSO and ACSO. Is this a correct assumption?</p>	<p>Yes, each member of the joint venture must meet the security and privacy requirements.</p>
<p>Q24</p>	<p>Part 6 – Security, Financial and Other Requirements (6.3) Is the reference to Annex A correct or should it be Annex E?</p>	<p>The reference in section 6.3 a) should be Annex E, not Annex A. The solicitation will be amended.</p>

Q25	We learned that the above RFQ came out and have heard that moving companies had been invited for an "orientation meeting". Can you please advise whether there is another opportunity to participate in such an event?	In section 2.7 of the RFP, an open invitation to a Bidders' Conference on March 27, 2018, was announced. There will not be a second Bidders' Conference; however, the material that was presented is included in the attachments to this solicitation. In addition, the questions that were raised during the Bidder Conference form part of the Questions and Responses that are also part of this solicitation amendment.
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SECTION B: MODIFICATIONS TO BID SOLICITATION

Modification 1:

At section 7.9 e) of Part 7 – Resulting Contract Clauses:

Delete: , and a minimum of 3 years' experience in the previous 10 years directly related to the management of international moves for HG&E and PMVs of similar or greater in scope to the services described in Annex A (SOW)

Modification 2:

At section 2.16 of Annex A – Statement of Work, insert new subsection e):

2.16 e) Certified scales must be used (i.e. scales that are provincially/federally verified as operating correctly for trade).

Modification 3:

At section 6.3 a) of Part 6 – Security, Financial and Other Requirements:

Delete: Annex A

Insert: Annex E

Modification 4:

At section 2.15. b) ii. of Annex A – Statement of Work:

Delete: For Air freight shipments use the actual scaled weight (i.e. gross weight not air chargeable) from the air waybill. For calculating the origin and destination billable weight, the air freight container must be deducted from the gross weight or provide scale tickets in accordance with sections 2.17 and 2.18;

Insert: For Air freight shipments use the Air Chargeable Weight (ACW) from the air waybill. For calculating the origin and destination billable weight, the air freight container must be deducted from the gross weight or provide scale tickets in accordance with sections 2.17 and 2.18.

Modification 5:

At section 2.2 d) of Annex B – Basis of Payment:

Delete: The minimum weight charge for an air shipment is 100 kg related to all Air Freight Services, Origin and Destination Services; and

Insert: The minimum weight charge for an air shipment is 100 kg ACW related to all Air Freight Services. Origin and Destination Services will be charged in accordance with Annex A, section 2.15 b) ii.; and

Modification 6:

At section 1.2.1 of Part 1 – General Information:

Delete: The detailed Historical Data for 2013 to 2016 is contained in a separate spreadsheet included as part of this RFP.

Insert: The detailed Historical Data for 2013 to 2016 are contained in separate spreadsheets included as part of this RFP.

ALL OTHER TERMS AND CONDITIONS OF THE BID SOLICITATION REMAIN UNCHANGED