



**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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

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 Logistics Services		
Solicitation No. - N° de l'invitation EP971-200002/A	Date 2020-05-04	
Client Reference No. - N° de référence du client EP971-200002		
GETS Reference No. - N° de référence de SEAG PW-\$\$ZU-002-37764		
File No. - N° de dossier 002zu.EP971-200002	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 05:00 PM on - le 2020-05-07		Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: Carrière, Dominic		Buyer Id - Id de l'acheteur 002zu
Telephone No. - N° de téléphone (613) 203-4871 ()	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

SECTION 1: INTRODUCTION AND INSTRUCTIONS TO BIDDING ORGANIZATIONS

1.1. Intention of this Request for Proposal

This Request for Proposal (RFP) is being issued to supplement existing Warehousing, Inventory Control and Freight Forwarding services in response to the COVID-19 pandemic, for items originating in Asia and being delivered to Canada.

The purpose of this activity is to determine and establish additional capacity and contingency for services outlined in Annex A, above that currently performed by the currently contracted vendor. Canada is currently utilizing this primary contracted vendor for these services, and has intentions to maintain those services going forward.

As the purpose is to provide additional capacity and contingency for services that an existing contracted vendor provides, there will be no commitment to minimum volumes, exclusivity, market share, or any commitment to services resulting from this process.

Public Services and Procurement Canada (PSPC) intend to engage with selected vendors in different manners, including:

- Canada will continue to procure air capacity with many Canadian Airline entities directly, and
- Canada require the option of being able to leverage selected vendor's additional capacity.

This will be at the sole discretion of Canada.

Please note that PSPC will review submissions to this RFP and contact bidding organizations for additional information, however the decision to contract is at Canada's sole discretion.

Notwithstanding this, the intention is that one, or multiple vendor(s) will become Vendor(s) of Record (VOR) in order to pre-qualify the bidding organization for the services outlined in Annex A for the agreed period of time.

1.2. Background

On March 11, 2020, the World Health Organization declared the outbreak of COVID-19 a global pandemic, calling on all countries to scale up emergency response measures. Currently, there are no vaccines or treatments for COVID-19 and there is potential for eventual widespread community transmission in Canada.

The Government of Canada has mobilized a procurement team to acquire materials to support Canada's response to the COVID-19 pandemic. Public Service & Procurement Canada (PSPC), along with other government departments, is supporting this initiative to identify national demand and secure supply of needed products, such as personal protective equipment, medicines, test kits, and other needs as they arise.

Canada has a large domestic supply market, however, the heightened demand for supplies brought on by COVID-19, necessitates action to secure needed supplies from the global market, including the identification, qualification and contracting with alternative suppliers from global markets, including China.

To date, PSPC has sourced supply from a number of countries needed to combat the COVID-19. Example volume (listed in units) requiring logistics support are included in table 1 below. Numbers provided reflect overall total program for multiple locations, for which logistics support may be requested pursuant to this solicitation or through other contracts. As outlined above, please note that there is no guarantee in volumes to any bidding organization as a result of this process.

PWGSC has invoked the National Security Exception under all of Canada's trade agreements and, as a result, the usual disciplines of the trade agreements do not apply to this procurement.

Table 1

SUPPLIES	DELIVERY UNITS									
	2020	-	-	-	-	-	-	-	-	-
	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Total
DISINFECTANT	1M	13M	35M	34M	540k	480k	370k	240k	240k	86M
MEDICAL	3.6M	4.5M	2M	1.3M	104k	8M	100k	100k	100k	2.6M
PROTECTIVE	150M	397M	334M	370M	227M	185M	173M	85M	65M	2,000M

Disinfectant includes cleaning products and hand sanitizers

Medical includes swabs, test kits/reagents, ventilators and thermometers supplies

Protective includes disposable masks, protective clothing, gloves and face protection supplies

1.3 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

1.4 Questions and Requests for Clarifications

All questions and/or requests for clarifications regarding this RFP must be submitted via email to the attention of Dominic Carriere at Dominic.Carriere@tpsgc-pwgsc.gc.ca and Sylvain Cardinal at Sylvain.R.Cardinal@tpsgc-pwgsc.gc.ca no later than 5:00 p.m. EST May 6, 2020. Canada will do its utmost to respond in a timely manner but may not be able to respond to all questions posed.

All correspondence and/or inquiries regarding this solicitation must reference the RFP number. All questions and inquiries must be in writing and submitted via email; no phone calls, faxes, or in-person inquiries will be responded to. Questions and requests for clarification—and the responses thereto—that Canada believes may be of interest to other bidding organizations will be circulated to all RFP recipients who have indicated an interest in bidding. Any verbal information received from employees of Canada, or any other organization, institution, or entity should not be considered as an official response to any questions regarding this RFP.

1.5 Submission Deadline

Proposals must be received no later than 5:00 p.m. EST May 7, 2020. Offers received after this date or time will be considered late and will be considered only at the discretion of Canada.

1.6 Protocol for Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation

1.7 Statement of Work:

Services required are Warehousing, Inventory Control and Freight Forwarding in response to the COVID-19 pandemic. The statement of work outlined in Annex A outlines the specific request for this RFP.

Please note that most of the current and anticipated shipment volume have an origin of the Shanghai (PVG) gateway, however given current and projected capacity constraints, Canada is looking at additional export gateway options.

1.8. Negotiation

The expectation is that best and final pricing is submitted from all responsive bidding organizations.

Canada does reserve the right to conduct negotiations and/or request clarifications prior to any award. The selection criteria is outlined below in section 1.9.

1.9. Basis for Award

Canada anticipates this RFP will result in one additional freight forwarding provider to supplement the primary contracted vendor currently under contract. Canada reserves the right to award to multiple vendors or none at all.

The RFP will be assessed on the following criteria:

- 1. Experience at Origin countries (40%)**
 - In-country staff, agents and/or contracted partners with experience in obtaining required customs clearance/importation documentation, waivers, etc. with particular focus on presence at PCG & CGO
 - Based on experience with on-time deliveries of time-sensitive shipments to end user consignees.
 - This should be illustrated in response to section 2.1, 2.2 and 2.3.
- 2. Experience at Destination country (20%)**
 - Based on experience with on-time deliveries of time-sensitive shipments to end user consignees.
 - This should be illustrated in response to section 2.1, 2.2 and 2.3.
- 3. Experience in shipping PPE and Medical items (20%)**
 - Based on ability to obtain required duty and VAT exemption waivers, certificates of importation, etc.
 - This should be illustrated in response to section 2.1, 2.2 and 2.3.
- 4. Cost (20%)**
 - Based on the total cost presented for each of the example shipments as outlined in the attached rate table.
 - This should be illustrated in response to section 2.3

1.10. Bidder Selection Process

Canada will base the selection process by applying the weighting mentioned in section 1.9 to:

1. Capability Statement
 - Detail including but not limited to that requested in 2.1, 2.2 and 2.3 and Annex B
2. Experience at Destination country
 - Detail provided in 2.4, and Annex B

The bidder that obtains the highest score will be considered first for a contract with Canada to be negotiated between Canada and the highest scoring bidder. If Canada and the highest scoring bidder are unable to agree on a contract, Canada may negotiate a contract with the next highest scoring bidder, and so forth. Canada may award more than one contract and to more than one bidder.

Canada reserves the right to use 3rd party vendors for RFP assessment.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFP, the offer may be deemed “non-responsive” and thereby disqualified from consideration.

SECTION 2: CAPABILITY STATEMENT AND PRICING

Canada reserves the right but has no obligation to contact bidders to clarify any information or request any missing information prior to or while evaluating proposals.

The bidding organization is required to submit three (3) documents, namely:

1. Capability Statement
 - a. Detail including but not limited to that requested in 2.1, 2.2 and 2.
2. Experience at Destination country
 - a. Detail provided in 2.4, and Annex B
3. Signed acknowledgement of submission
 - a. Provided in 4.0

2.1. Organizational Capability:

Each organization is required to submit a detailed profile in order for Canada to evaluate the bidding organizations capability. As per the weighting outlined in 1.09, this should include:

1. Experience at Origin countries
2. Experience at Destination country
3. Experience in shipping PPE and Medical items

2.2. Examples and References:

In order to validate these capabilities, Canada requires bidding organizations to provide the following:

- 2 contactable references for regular exporting of similar goods outlined in this RFP from China and Malaysia
- 2 contactable references for regular importing of similar goods outlined in this RFP to Canada
- 3 past performance examples of shipping PPE and medical supplies from both China and Malaysia to Canada or North American destinations since the beginning of 2020.

2.3. Profile and pricing:

In the submitted Capability Statement, please note the following:

- Please advise the onboarding process and associated timelines in establishing a new contractual relationship with Canada and enable the first shipments to commence. This is to be outlined in a project plan format with key dates and milestones.
- Please advise the process and associated timelines of establishing newly charter flights into both the airports you do, and those you may not currently operate.
- Please provide details of how you are able to communicate status and traceability of product within your scope of services including inbound/outbound track and trace.
- Please provide any additional information about your company you feel would add value to the timely and efficient movement of PPE and medical supplies from Asia to Canada.

2.4. Pricing Tables:

Pricing tables for completion are embedded into Annex B. The bidding organization will only be assessed on services that are priced in this table.

Please complete the embedded pricing sheet detailing the following:

- I. A complete profile of your local footprint and multi-modal Freight forwarding services in China.
- II. A complete profile of your local footprint and multi-modal Freight forwarding services in Malaysia.
- III. A complete profile of your local footprint and multi-modal Freight forwarding services in Canada.
- IV. Provide a compressive profile of your recent and projected Air capacity support for COVID-19 related PPE & Medical supplies movement.
- V. Provide detailed rates for all aspects of multi-modal transport including: Air, FCL and LCL

VI. Provide detailed rates of warehousing services to origin (China & Malaysia) & destination (Canada)

As outlined in the pricing tables, it is requested that bidding organizations provide quotation with the following considerations:

1. Canada will procure Air capacity direct from Canadian Operators.
 - a. **In this case please quote origin and destination handling services and a suggested cost structure for line haul service fees: (e.g. flat fee cost per flight, cost per CBM, % mark-up, etc)**
2. Proponent provides complete airport to airport services
 - a. In this case, please provide the available air freight capacity and associated timelines and costing in the attached rate file.

Offers must include all cost and on-time delivery probabilities for each transit segment and ensure the most economical and timely delivery, overall cost of the shipment, as well as the planning details and delivery lead time to determine the best value.

A requirement for consideration is to indicate clearly your terms and conditions for delays or cancellations in the associated tab of the pricing table.

The submissions must include all associated fees, and where possible, a unit cost breakdown for every line item as well as a description of any other costs involved. All items must be clearly labeled and included as these will form the pricing tables for any contracted rates resulting from this process. Prices are to be represented in CAD.

SECTION 3: STANDARD CLAUSES AND CONDITIONS

In addition to detail referenced separately in this RFP document, the following form the standard clauses and conditions that will be utilized for any contract resulting from this RFP.

3.1 Standard Clauses and Conditions:

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

3.2 General Conditions:

2035 (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

3.3 Term of Contract:

3.3.1 Period of the Contract

The period of the Contract is from the date of contract award to May 6, 2021.

3.3.2 Option to Extend the Contract

The bidding organization grants to Canada the irrevocable option to extend the term of the Contract by up to 12 additional month periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

3.3.3 Termination on Thirty Days' Notice

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

3.4 Task Authorization:

The Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization. The Work described in the Task Authorization must be in accordance with the scope of the Contract.

3.4.1 Task Authorization Process

3.4.1.1 The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex D.

3.4.1.2 The Task Authorization will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the activities or submission dates for

the deliverables. The Task Authorization will also include the applicable basis and methods of payment as specified in this Contract.

3.4.1.3 The Contractor must provide the Contracting Authority, within 24 hours of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

3.4.1.4 The Contractor must not commence work until a Task Authorization authorized by the Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before an approved Task Authorization has been received will be done at the Contractor's own risk.

3.5 Canada's Obligation – Portion of the Work – Task Authorizations:

Canada's obligation with respect to the portion of the Work under the Contract that is performed through Task Authorizations is limited to the total amount of the actual tasks performed by the Contractor.

3.6 Periodic Usage Reports – Contracts with Task Authorizations:

3.6.1 The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

3.6.2 The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

3.6.3 The data must be submitted on a bi-weekly basis to the Contracting Authority. This schedule may be adjusted based on mutual agreement between the Contracting Authority and the Contractor.

3.6.4 The data must be submitted to the Contracting Authority no later than five (5) calendar days after the end of the reporting period.

3.6.5 Reporting Requirement – Details

A detailed and current record of all authorized tasks must be kept for this contract. This record must contain for each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

3.6.6 For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized Task Authorizations; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized Task Authorizations.

3.7 Payment:

3.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all its obligations under the contract, the Contractor will be paid in accordance with Annex B, Basis of Payment, for work performed pursuant to this Contract.

3.7.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract, inclusive of any revisions, must not exceed the sum of \$ (to be inserted at contract award). Customs duties are included and the Applicable Taxes are extra as per outlay.

No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

3.8.3 Method of Payment

Canada will make Progress Payments in accordance with the Basis of Payment detailed at Annex B and the payment provisions of the Contract if:

- a. an accurate and complete claim for payment using [PWGSC-TPSGC 1111](#), Claim for Progress Payment detailed in Annex D, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all the certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives;
- c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

3.9 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit
C0305C (2014-06-26), Cost Submission

3.10 Invoicing Instructions

3.10.1 The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment detailed in Annex C.

3.10.2 The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place. The Project Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

The Contractor must not submit claims until all work identified in the claim is completed.

3.11 Certifications

3.11.1 Compliance

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

3.11.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCPLimited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

3.12 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

3.13 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the 2035 (2018-06-21) General Conditions - Higher Complexity – Services;
- (c) Annex A, Statement of Work and associated Task Authorizations;
- (d) Annex B, Basis of Payment
- (e) Annex C, Form PWGSC-TPSGC 1111, Claim for Progress Payment; and
- (f) Annex D – Task Authorization Form

3.14 Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance coverage is at the Contractor's expense.

4.0 BIDDING ORAGNIZATION REPRESENTATIVE AND SIGNATURE:

The detail provided in this RFP is a true and accurate representation of capability and pricing, and submitted on behalf of the company listed in this section.

The bidding organization accepts the terms and conditions outlined in this RFP package.

Company Name:

Authorized representative:

Name:

Title:

Phone:

Email:

Signature

Date

ANNEX A

STATEMENT OF WORK

1. Title

Warehousing, Inventory Control and Freight Forwarding in response to the COVID-19 pandemic

2. Background

Canada has a requirement to establish a Task Based Agreement to receive, inspect, record, warehouse material and goods, as well as freight forwarding dispatch by air or surface across Canada.

3. Objective

Annex A is broken into the following Appendices:

- a) Appendix A-1: Warehousing;
- b) Appendix A-2: Inventory Control; and
- c) Appendix A-3: Inbound Freight Logistics Support and Freight Forwarding

The Contractor may be notified by a Task Authorization Form, attached as Annex E. The Task Authorization Form will contain details of the Work as well as pricing details in accordance with the pricing table in the Basis of Payment. All Tasks must be conducted in full compliance with this Statement of Work.

Appendix A-1: Warehousing

- a) The warehouse must be in a good state of repair and must have adequate lighting.
- b) The warehouse needs to be humidity controlled to the extent that products will not be damaged while in storage (maximum 40% humidity level).
- c) The warehouse must be equipped with an alarm system for after-hours security, monitored by a security service company.
- d) During working hours, the doors to the warehouse will be either locked or supervised.
- e) Good warehousing practices should be employed at all times, e.g. stacks away from the wall, active warehousing, good housecleaning program, rodent and pest control program, etc.
- f) Access to government owned material is not permitted to other than regular employees normally engaged in providing warehousing services.

The Contractor may be required to:

- g) Receive, store, order preparation and prepare for shipping across Canada.
- h) Have the capability for Canada to place orders for deliveries by sending an email to an order processing general email address (TBC at a later date).
- i) Provide warehousing services that operate with a computerized location system that identifies the location of each item warehoused.
- j) Provide telephone communication with the point of contact at the warehouse 24/7
- k) Pick & pack, address and prepare the goods for transport as indicated in the Task Authorization.
- l) Provide crating service.
- m) Identified Users must be allowed free access to the warehouse for the purpose of inspecting the material. Visits are to be by appointment and must be during normal working hours. Any necessary labor by Contractor personnel, in making material accessible for examination or inspection by lowering from upper storage levels, will be charged at the specified hourly labor rate in Annex B-1 of this contract. Each Identified User will provide a list of personnel authorized to access the warehouse at the request of the Contractor.
- n) Provide other warehousing services as required.

Appendix A-2: Inventory Control

The Contractor may be required to:

- a) Maintain and control an inventory of all items warehoused at specified locations
- b) Provide a daily updated inventory list that will be sent to all necessary contacts as requested by Canada.
- c) Provide full reporting and inventory management services online in real time.
- d) Provide the ability to carry out stocktaking activities when requested.
- e) Ensure adherence to all legislation pertaining to storage of dangerous goods, flammable goods, perishables, and other similar requirements.
- f) Provide other inventory control services as required.

Appendix A-3: Inbound Logistical Support and Freight Forwarding

- a) Shipments are as required on a door-to-door basis.
- b) All shipments will originate from airports, seaports or warehouse facilities.
- c) The Basis of Payment/pricing sheets indicate on what basis the shipments are to be made, ie door-to-door, door-to-warehouse, or door-to-airport.
- d) Responsible for the loading and unloading of the equipment on to and off of the airplane.
- e) Responsible for the loading of the equipment into delivery trucks at the airport and for the delivery to the final location or the selected warehouse.
- f) Provide shipping details to the Contracting Authority or the point of contact identified in the Task Authorization.
- g) For air and surface shipments, upon receipt from the warehouse of the completed confirmation, dispatch the document(s) providing the relevant details for air and surface shipments; issue the airway bill (AWB). The airway bill number and flight details are to be provided by e-mail, as soon as possible to the Contracting Authority or the point of contact identified in the Task Authorization.
- h) For all deliveries, provide a packing slip, which should record the shipment number, method of wrapping, bar code and serial number.
- i) Provide a small goods packaging, franking and mailing service or shipping requested via postal services. Packaging must comply with all postal requirements. This service is at no additional cost to the Identified Users except for shipping service. Postage and envelopes are to be charged at actual cost plus the percentage markup detailed in the Annex "B" - Basis of Payment.
- j) Provide Materiel Handling Equipment (MHE) at origin, during transit and at destination. The Contractor is responsible for all loading, securing and unloading at origin, during transit and at destination.
- k) The Contractor will be responsible for providing all necessary shipping, lashing and securing material for tarping the vehicles and trailers prior to departure from origin. The vehicle and trailers are to remain tarped for the duration of the move.
- l) Provide full live tracking for all parcels with an access link.
- m) Provide other Inbound logistical support and freight forwarding as required.

Annex B

Basis of Payment

Please communicate with Dominic Carriere at Dominic.Carriere@tpsgc-pwgsc.gc.ca to obtain a copy of the pricing tables.

Annex C

Form **PWGSC-TPSGC 1111**, Claim for Progress Payment

*If necessary, use form PWGSC-TPSGC 1112 to record detail costs
Si nécessaire, utiliser le formulaire PWGSC-TPSGC 1112 pour inscrire les coûts détaillés*

Contractor's Name and Address Nom et adresse de l'entrepreneur	Claim No. N° de la demande	Date YYYY-MM-DD / AAAA-MM-JJ	Contract Price - Prix contractuel
	File No. - N° du dossier		Contract Serial No. N° de série du contrat
Contractor's Procurement Business Number (PBN) Numéro d'entreprise-appvisionnement (NEA) de l'entrepreneur	Financial Code(s) - Code(s) financier(s)		

Contractor's Report of Work Progress (if needed, use additional sheets)
Compte rendu de l'avancement des travaux par l'entrepreneur (si nécessaire, utiliser des feuilles supplémentaires)

Period of work covered by the claim Période des travaux visée par la demande ▶		Current Claim Demande courante		Previous Claims Demandes précédentes		Total to Date Total à date
Description: (Expenditures must be claimed in accordance with the basis and/or method of payment of the contract) Description : (Les dépenses doivent être réclamées conformément à la base de paiement et (ou) à la méthode de paiement du contrat).		(A)	Tax Rate Taux de taxe	(B)	Tax Rate Taux de taxe	(A + B)
			%		%	
			%		%	
			%		%	
			%		%	
			%		%	
			%		%	
			%		%	
			%		%	
			%		%	
			%		%	
			%		%	
			%		%	
Contractor's GST No. N° de TPS de l'entrepreneur		Subtotal Sous-total				
Contractor's QST No. No. de TVQ de l'entrepreneur		Applicable taxes Taxes applicables				
Total						
Less holdbacks on expenditures only (Applicable taxes excluded) Moins les retenues sur les dépenses uniquement (Taxes applicables en sus)						

Total Amount of Claim (including applicable taxes)
Montant total de la demande (incluant les taxes applicables)

Percentage of the work completed Pourcentage des travaux achevés	%	Current Claim Demande courante	►	Amount due Montant dû
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CERTIFICATE OF CONTRACTOR

ATTESTATION DE L'ENTREPRENEUR

I certify that:

- All authorizations required under the contract have been obtained. The claim is consistent with the progress of the work and is in accordance with the contract.
- Indirect costs have been paid for or accrued in the accounts.
- Direct materials and the subcontracted work have been received, accepted and either paid for or accrued in the accounts following receipt of invoice from supplier/subcontractor, and have been or will be used exclusively for the purpose of the contract.
- All direct labour costs have been paid for or accrued in the accounts and all such costs were incurred exclusively for the purpose of the contract;
- All other direct costs have been paid for or accrued in the accounts following receipt of applicable invoice or expense voucher and all such costs were incurred exclusively for the purpose of the contract; and
- No liens, encumbrances, charges or other claims exist against the work except those which may arise by operation of law such as a lien in the nature of an unpaid contractor's lien and in respect of which a progress payment and/or advance payment has been or will be made by Canada.

J'atteste que :

- Toutes les autorisations exigées en vertu du contrat ont été obtenues. La demande correspond à l'avancement des travaux et est conforme au contrat.
- Les coûts indirects ont été réglés ou portés aux livres.
- Les matières directes et les travaux de sous-traitance ont été reçus, et le tout a été accepté et payé, ou encore porté aux livres après réception de factures envoyées par le fournisseur ou le sous-traitant; ces matières et ces travaux ont été ou seront utilisés exclusivement aux fins du contrat.
- Tous les coûts de la main-d'oeuvre directe ont été réglés ou portés aux livres et tous ces coûts ont été engagés exclusivement aux fins du contrat.
- Tous les autres coûts indirects ont été réglés ou portés aux livres après réception des factures ou pièces justificatives pertinentes et tous ces coûts ont été engagés exclusivement aux fins du contrat.
- Il n'existe aucun privilège ni demande ou imputation à l'égard de ces travaux sauf ceux qui pourraient survenir par effet de la loi, notamment le privilège d'un entrepreneur non payé à l'égard duquel un paiement progressif et/ou un paiement anticipé a été ou sera effectué par le Canada.

Contractor's Signature - Signature de l'entrepreneur

Check the box if the claim is being made with respect to advance payment provisions included in the basis of payment of the contract.

☐

This claim, or a portion of this claim, is for an advance payment.

I certify that:

- The funds received will be used solely for the purpose of the contract and attached is a complete description of the purpose to which the advance payment will be applied.
- The amount of the payment is established in accordance with the conditions of the contract.
- The contractor is not in default of its obligations under the contract.
- The payment is related to an identifiable part of the contractual work.

Title - Titre

Date (YYYY-MM-DD / AAAA-MM-JJ)

Cocher la case si la demande est faite en rapport avec les dispositions relatives aux paiements anticipés qui se trouvent dans la base de paiement du contrat.

Cette demande, ou une partie de cette demande, est pour un paiement anticipé.

J'atteste que :

- Les fonds reçus ne serviront uniquement qu'aux fins du contrat; ci-joint est une description complète des fins auxquelles le paiement anticipé sera utilisé.
- Le montant du paiement est établi conformément aux conditions du contrat.
- L'entrepreneur n'a pas manqué à ses obligations en vertu du contrat.
- Le paiement porte sur une partie identifiable des travaux précisés dans le contrat.

Contractor's Signature - Signature de l'entrepreneur

CERTIFICATES OF DEPARTMENTAL REPRESENTATIVES

Scientific/Project/Inspection Authority: I certify that the work meets the quality standards required under the contract, and its progress is in accordance with the conditions of the contract.

Inspection Authority (all other contracts): I certify that the quality of the work performed is in accordance with the standards required under the contract.

Title - Titre

Date (YYYY-MM-DD / AAAA-MM-JJ)

ATTESTATIONS DES REPRÉSENTANTS DU MINISTÈRE

Autorité scientifique ou responsable du projet / de l'inspection : J'atteste que les travaux sont conformes aux normes de qualité exigées en vertu du contrat et que leur avancement est conforme aux conditions du contrat.

Responsable de l'inspection (tous les autres contrats) : J'atteste que la qualité des travaux exécutés est conforme aux normes exigées en vertu du contrat.

Signature of Scientific / Project / Inspection Authority
Signature de l'autorité scientifique ou responsable du projet / de l'inspection

Date (YYYY-MM-DD / AAAA-MM-JJ)

PWGSC Contracting Authority: I certify that, to the best of my knowledge, the claim is consistent with the progress of the work and is in accordance with the contract. This claim, however, may be subject to further verification and any necessary adjustment before final settlement.

Autorité contractante de TPSGC : J'atteste, au meilleur de ma connaissance, que la demande correspond à l'avancement des travaux et est conforme au contrat. Toutefois, cette demande pourrait faire l'objet d'une autre vérification et de tout rajustement nécessaire avant le règlement final.

Contracting Authority Signature de l'autorité contractante

Client's Authorized Signing Officer - (must sign the interim claim): I certify that the claim is in accordance with the contract.

Title - Titre

Date (YYYY-MM-DD / AAAA-MM-JJ)

Signataire autorisé du client - (doit signer la demande provisoire) : J'atteste que la demande est conforme au contrat.

Client Signature du client

Client's Authorized Signing Officer - (must sign the final claim): I certify that all goods have been received and all services have been rendered, that the work has been properly performed and that the claim is in accordance with the contract.

Title - Titre

Date (YYYY-MM-DD / AAAA-MM-JJ)

Signataire autorisé du client - (doit signer la demande finale) : J'atteste que tous les biens ont été reçus, que tous les services ont été rendus, que tous les travaux ont été exécutés convenablement, et que la demande est conforme au contrat.

Client Signature du client

Title - Titre

Date (YYYY-MM-DD / AAAA-MM-JJ)

Annex D**TASK AUTHORIZATION Form**

Contractor Name:					Amendment #:			
Contract #:					Increase/Decrease \$:			
Task Authorization #:					Previous \$:			
SOW Line #	Item to Move	Qty	Pick-Up Location	Pick-Up Date NLT	Drop Off Location	Delivery timeline	Unit Price	Extended Price
Sub-Total								
HST/GST								
Total								

TO THE CONTRACTOR

You are required to provide the above services in accordance with the terms of the above referenced contract. Only services included in the contract must be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices must show the reference Contract & Task number and must be prepared in accordance with the instructions set out in the contract.

Contract Authority:

Name: _____

Signature: _____