



**Warehousing and Delivery of Pack-up kits (PUKs)**

**Foreign Affairs, Trade and Development Canada**

**REQUEST FOR PROPOSAL (RFP) # 21-184674**

**AMENDMENT NO. 02**

This RFP amendment No. 01 is raised to make the following changes to the solicitation:

1. Respond to the questions #01 to #12.
2. Amend Annex B – Basis of Payment.

We remind all Bidders to address their questions to [internationalproposals@international.gc.ca](mailto:internationalproposals@international.gc.ca).

**Question 1:**

In Annex B, Basis of Payment the Warehousing: move-in kits

How should the amount be presented? Annual room rental rate x 3 years (for column A)?

Does the monthly price fluctuate according to the number of PUK's we have in inventory?

**Answer 1:**

You should provide firm all-inclusive unit price for each column based on the estimated value. The monthly price will vary based on the monthly usage.

**Question 2:**

In Annex B, Basis of Payment the, Warehousing: Replacement Items

How should the amount be presented? Annual rental rate for the cabinet x 3 years (for column A)?

**Answer 2:**

You should provide firm all-inclusive unit price for each column based on the estimated value.



**Question 3:**

In Annex B, Basis of Payment the Delivery of kits in the NCR  
Estimated 80 deliveries over a period of 3 years (for column A)?  
What are the cities or the extent of the NCR?  
Is it possible to have more than one delivery per day?

**Answer 3:**

You should provide firm all-inclusive unit price for each column based on the estimated value. The National Capital Region is considered Ottawa, Gatineau (formerly *Ottawa–Hull*), and surrounding urban and rural communities. Yes, it is possible to have more than one delivery per day.

**Question 4:**

Pickup of kits in the NCR, same principle as in Question 3.

**Answer 4:**

You should provide firm all-inclusive unit price for each column based on the estimated value. The National Capital Region is considered Ottawa, Gatineau (formerly *Ottawa–Hull*), and surrounding urban and rural communities. Yes, it is possible to have more than one delivery per day.

**Question 5:**

Delivery or pick-up of any individual item in the NCR  
Not too clear. Do we have to send 2 employees to get a soup ladle?  
Is it possible to have items of little value sent via Purolator or other?

**Answer 5:**

No, it is not necessary to send 2 employees. You would only need to send an employee who speaks the language of the client. Yes, it is possible to have items of little value sent via Purolator but you will be responsible for any loss or damage.

**Question 6:**

Delivery or pick-up of kits outside the NCR. Do we only have to enter the rate per km for the excess x 100 km or do we add the amount of item 2 + 100 km?

**Answer 6:**

You should enter the all-inclusive unit price per KM in excess of 100 km.



**Question 7:**

Delivery or pick-up of any individual item outside the NCR?

Do we only have to enter the km rate for the excess x 100 km or do we add the amount of item 5 + 100 km?

**Answer 7:**

You should enter the all-inclusive unit price per KM in excess of 100 km.

**Question 8:**

Dry cleaning, delivery and pick-up of dry-cleaned items

Is there only one hourly rate to be entered x 10 requests? How will it work for billing?

By the hour or on demand?

**Answer 8:**

You should enter the all-inclusive hourly rate based on the estimated usage. Billing will be done monthly and on demand.

**Question 9:**

Other requests: Purchase and assembly of additional items or complete PUK's.

Is there only one hourly rate to be entered x 10 applications? How will it work for billing?

By the hour or on demand? On demand, it's harder to evaluate if you don't know what you need to put together.

How does it work when you need to purchase additional items, are there locations (stores) already specified?

**Answer 9:**

You should enter the all-inclusive hourly rate based on the estimated usage. Billing will be done monthly and on demand. There are no specified stores but can be discussed at time of request with Project Authority.

**Question 10:**

Attachment 1 to Part 4 (Technical Evaluation Criteria)

At page 19 Is it the Department or the Bidder that completes this section? The way it is worded, it looks like it is more like the Ministry. At page 31 At the beginning of the contract, should we plan to pick up the 50 TE where they are delivered to us?

**Answer 10:**

We will use the Technical Evaluation Criteria to evaluate each of the mandatory against the bidders bid. The Bidder must refer to this section to confirm that their bid meets each of the mandatory requirement specified and should be submitted with their bid to confirm their compliance.



**Question 11:**

What are your terms of payment?

**Answer 11:**

Payment is set as "Monthly Payment".

**Question 12:**

How are the goods delivered to us for warehouse? Will they already be in boxes and stabilized on pallets? Will we have to unload a container?

**Answer 12:**

The successful bidder will be responsible for picking up the remaining pack-up kits from the Ottawa warehouse. All pack-up kits (contained in boxes) are on pallets, wrapped and ready for transport. The successful bidder will verify inventory and sign the appropriate documents.

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**DELETE:** in its entirety Annex B, Basis of Payment at page 31 of the solicitation.

**INSERT:**

**ANNEX B – BASIS OF PAYMENT**

Prices are firm all-inclusive unit price. GST/HST is excluded from the prices quoted below and will be shown as a separate item on the invoice.

Estimated usages are for evaluation purposes only and not to be construed as a firm commitment from Canada. Actual usages may vary from these amounts.

Item	Category	Unit of Measure	Estimated Usage (A)	Initial Period Unit Price (B) April 1, 2021 to March 31, 2024	Option Year 1 Unit Price (C) April 1, 2024 to March 31, 2025	Option Year 2 Unit Price (D) April 1, 2025 to March 31, 2026	Estimated Value (E) = [(A)x(B)] + (A)x(C)] + [(A)x(D)]
1	Storage: for Pack-Up Kits	EA	50 per month				
2	Storage: Spare items for Pack-Up Kits	EA	50 per month				
3	Delivery of kits within the NCR	EA	80 deliveries				
4	Pick-up of kits within the NCR	EA	80 requests				
5	Delivery and/or pick-up of any individual items within the NCR	EA	10 requests				
6	Delivery and/or pick-up of kits outside NCR	KM	100 KM				
7	Delivery and/or pick-up of any individual items outside NCR	KM	100 KM				
8	Deliveries on weekends, holidays and/or after hours	EA	3 requests				
9	Dry Cleaning, delivery and pick up of dry-cleaned items	HR	10 requests				
10	Other Requests: Purchase & assembly of additional items or complete PUK's	HR	10 requests				

For Evaluation Purposes Only:

<b>Estimated Subtotal</b>				
<b>Total Estimated</b>				