



**Warehousing and Delivery of Pack-up kits (PUKs)  
Foreign Affairs, Trade and Development Canada  
REQUEST FOR PROPOSAL (RFP) # 21-184674**

**AMENDMENT NO. 04  
DATE: March 17, 2021**

This RFP amendment No. 04 is raised to make the following changes to the solicitation:

1. Respond to the questions #14.
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 14:**

I have read the answers to the questions in Amendments .02 and .03 and have to admit that there are some points where it is not clear. The new formula for calculating column (E) is no longer realistic for items 3 through 10. For example, there are not 80 deliveries per month so we should not multiply by 36.

**Answer 14:**

The Basis of Payment table has been changed to reflect our estimated requirements for the year. Bidders are to provide an all-inclusive unit price for each column.

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

**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.

Initial Contract Period						
Item	Category	Estimated Usage Per Year	Unit Price (A) April 1, 2021 to March 31, 2022	Unit Price (B) April 1, 2022 to March 31, 2023	Unit Price (C) April 1, 2023 to March 31, 2024	Estimated Subtotal [(Ax12)+(Bx12)+Cx12]
1	Storage: for Pack-Up Kits	50 kits				
2	Storage: Spare items for Pack-Up Kits	50 kits				
3	Delivery of kits within the NCR	80 requests				
4	Pick-up of kits within the NCR	80 requests				
5	Delivery and/or pick-up of any individual items within the NCR	10 requests				
6	Delivery and/or pick-up of kits outside NCR	1 request (100 KM)				
7	Delivery and/or pick-up of any individual items outside NCR	1 request (100 KM)				
8	Deliveries on weekends, holidays and/or after hours	3 requests				
9	Dry Cleaning, delivery and pick up of dry-cleaned items	10 requests				
10	Other Requests: Purchase & assembly of additional items or complete PUK's	10 requests				
<b>Estimated Total Value for Initial Contract Period (D)</b>						



Optional Periods					
Item	Category	Estimated Usage Per Year	Option Year 1 Unit Price (E) April 1, 2024 to March 31, 2025	Option Year 2 Unit Price (F) April 1, 2025 to March 31, 2026	Estimated Subtotal [(Ex12)+(Fx12)]
1	Storage: for Pack-Up Kits	55 kits			
2	Storage: Spare items for Pack-Up Kits	55 kits			
3	Delivery of kits within the NCR	80 requests			
4	Pick-up of kits within the NCR	80 requests			
5	Delivery and/or pick-up of any individual items within the NCR	10 requests			
6	Delivery and/or pick-up of kits outside NCR	1 request (100 KM)			
7	Delivery and/or pick-up of any individual items outside NCR	1 request (100 KM)			
8	Deliveries on weekends, holidays and/or after hours	3 requests			
9	Dry Cleaning, delivery and pick up of dry-cleaned items	10 requests			
10	Other Requests: Purchase & assembly of additional items or complete PUK's	10 requests			
<b>Estimated Total Value for Optional Periods (G)</b>					

For Evaluation Purposes Only:

<b>Total Estimated Value (D +G)</b>	
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