



Warehousing and Delivery of Pack-up kits (PUKs)

Foreign Affairs, Trade and Development Canada

REQUEST FOR PROPOSAL (RFP) # 21-184674

AMENDMENT NO. 06

DATE: March 24, 2021

This RFP amendment No. 06 is raised to make the following changes to the solicitation:

1. section 4. Scope of the Requirement and 5. Mandatory Requirement of Annex A, Statement of Work.
2. Annex B – Basis of Payment.

We remind all Bidders to address their questions to internationalproposals@international.gc.ca.

DELETE: section 4. Scope of Requirement and 5. Mandatory Requirement in its entirety of Annex A, Statement of Work at page 28 and 29.

INSERT:

4. SCOPE OF REQUIREMENT:

- 4.1 Under the direction of the Project Authority, the Contractor shall provide storage, delivery, pick-up and maintenance of fifty (50) pack-up kits and individual spare items. The number of pack-up kits may vary over time and be higher or lower than fifty. On an "as and when requested" basis, the Contractor shall purchase and assemble additional pack-up kits and/or individual spare items. The storage/warehousing component must be considered as Global Affairs Canada (GAC) dedicated space area.
- 4.2 Each kit is to be stored in container(s) for ease of storage and transport. Containers will be stored on a wood pallet of three (3) feet, x four' (4) feet. There are fifty (50) kits in all:
 - Twenty three (23) large kits consisting of two (2) cartons, the equivalent of thirty two (32) cubic feet, in dimensions and weighing a total of 222 pounds;
 - Seventeen (17) small kits, consisting of two (2) cartons, the equivalent of twenty five (25) cubic feet in dimensions and weighing a total of 165 pounds.
 - Additional ten (10) kits consisting of two (2) bins each.
- 4.3 Pick-up and deliveries will normally be within 100Km of the National Capital Region, environs.
- 4.4 The Project Authority and the Contractor will conduct an annual inventory of the kit contents and spare items, and inspect the storage facilities.
- 4.5 The Contractor will make available the services of one (1) warehouse employee at their expense for the purpose of the annual inventory of the pack-up kits contents, spare items, and inspection of facilities.
- 4.6 The Project Authority will prepare a Work Order for each delivery/pick-up of pack-up kits; a sample Work Order for pack-up kits is attached hereto as Annex E.



5. MANDATORY REQUIREMENT:

- 5.1 The contractor must have access to a commercial warehouse for the PUKs storage;
 - 5.2 The warehouse must have an area of min 500 square feet dedicated to GAC's items.
 - 5.3 The warehouse must be clean and have air quality and temperature that would not damage the PUKs.
 - 5.4 The Contractor must have the ability to deliver and/or pick up the kits to and from the Client's residence and at Client's convenience between the hours of 8:00 am and 6:00 p.m., unless mutually agreed at another time. Any mutually agreed alternate time outside normal working hours must be in writing;
 - 5.5 The Contractor must have the ability to dry clean items, as requested;
 - 5.6 The Contractor must have the ability to clean and replace missing and broken items, and prepare the kit for next usage.
 - 5.7 The Contractor must have the ability to buy and supply additional PUKs as per inventory list in Annex E and when authorized by the Project Authority.
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DELETE: in its entirety Annex B, Basis of Payment at page 31 of the RFP.

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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 (A)	Year 1 Unit Price (B) April 1, 2021 to March 31, 2022	Year 2 Unit Price (C) April 1, 2022 to March 31, 2023	Year 3 Unit Price (D) April 1, 2023 to March 31, 2024	Estimated Subtotal [(AxB) + (AxC) + (AxD)]
TABLE 1: Rate Per Month						
1	Storage: min 500 SQ FT for approx. 50 Pack-Up Kits and Spare Items	12 months				
Table 1 Subtotal						
TABLE 2: Rate Per Delivery/Pick-Up (Per Request)						
2	Delivery and verification of kits within 100KM of the NCR	80 Requests				
3	Pick-up and verification of kits within 100KM of the NCR	80 requests				
4	Delivery and/or pick-up of any individual items within 100KM of the NCR	10 requests				
5	Delivery and/or pick-up and verification of kits on weekends, holidays and/or after hours within 100KM of the NCR	3 requests				
Table 2 Subtotal						
TABLE 3: Rate Per Hour						
6	Dry Cleaning, delivery and pick up of dry-cleaned items	10 requests				
7	Other Requests: Purchase & assembly of additional items or complete PUK's	10 requests				
Table 3 Subtotal						
TABLE 4: Rate Per 1 KM						
8	Delivery and/or pick-up of kits outside of the NCR	100 KM				
9	Delivery and/or pick-up of any individual items outside of the NCR	100 KM				
Table 4 Subtotal						

For Evaluation Purposes Only:

Initial Contract Period Total (E) (Tables 1+2+3+4)	
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Optional Periods					
Item	Category	Estimated Usage Per Year (F)	Option Year 1 Unit Price (G) April 1, 2024 to March 31, 2025	Option Year 2 Unit Price (H) April 1, 2025 to March 31, 2026	Estimated Subtotal [(FxG) + (FxH)]
TABLE 5: Rate Per Month					
1	Storage: min 500 SQ FT for approx. 55 Pack-Up Kits and Spare Items	12 months			
Table 5 Subtotal					
TABLE 6: Rate Per Delivery/Pick-Up (Per Request)					
2	Delivery and verification of kits within 100KM of the NCR	80 requests			
3	Pick-up and verification of kits within 100KM of the NCR	80 requests			
4	Delivery and/or pick-up of any individual items within 100KM of the NCR	10 requests			
5	Delivery and/or pick-up and verification of kits on weekends, holidays and/or after hours within 100KM of the NCR	3 requests			
Table 6 Subtotal					
TABLE 7: Rate Per Hour					
6	Dry Cleaning, delivery and pick up of dry-cleaned items	10 requests			
7	Other Requests: Purchase & assembly of additional items or complete PUK's	10 requests			
Table 7 Subtotal					
TABLE 8: Rate Per 1 KM:					
8	Delivery and/or pick-up of kits outside of the NCR	100 KM			
9	Delivery and/or pick-up of any individual items outside of the NCR	100 KM			
Table 8 Subtotal					
Optional Periods Total (I) (Tables 5+6+7+8)					

For Evaluation Purposes Only:

Total Estimated Value of the Contract (E+I)	
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