



**Diplomatic Courier Transportation Services
Foreign Affairs, Trade and Development Canada**

REQUEST FOR PROPOSAL (RFP) # 21-187894

**AMENDMENT NO. 01
DATE: October 07, 2021**

Amendment No. 01 is raised to respond to the following questions and change the following in the solicitation.

1. Mandatory Criteria, M2 Company Requirements on page 21 of the solicitation

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

QUESTION 1:

I have consulted with my bank in regards to the financial security letter. The bank has advised and confirmed that there is presently a delay of 3-4 weeks to obtain a certified letter. Is this letter mandatory for the RFP on October 12th, 2021 or is this letter only required upon issuing the contract?

RESPONSE 1:

The financial security letter can be issued upon issuance of the contract and M2.3 Financial Security will be removed from the mandatory criteria.

QUESTION 2:

In regards to travelling to the U.S.A, commuting by vehicle by land, toll fees may be incurred, should this cost be factored into the hourly and Km rate or will this expense be reimbursed by GAC upon providing receipts?

RESPONSE 2:

Rates for destinations are to include normal expenditures to be accounted when travelling to those destinations. Any new associated costs imposed by Government of Canada after the signing of the contract, can be added to the monthly invoicing (receipts will need to be included).

QUESTION 3:

How much time is attributed to completing departure and arrival formalities at GAC HQ building?

RESPONSE 3:

Less than one hour each, but influence by the number of bags and weight.



QUESTION 4:

How is a "normal run" from Ottawa YOW calculated? For example; If a courier is at a distance of 3KM from the GAC facilities, is this calculated on an hourly rate or a KM rate, please clarify.

RESPONSE 5:

Hourly rate for the pick-up and flat rate for the run.

QUESTION 5:

In order to operate on a tarmac it is mandatory to have aviation insurance. Will GAC pay for this insurance or is it the sole responsibility of the company to obtain and include this expense in the hourly/Km rate?

RESPONSE 5:

Insurance is the responsibility of the company, to be accounted for in the pricing.

QUESTION 6:

It is indicated that the company has 120 days to obtain RAIC and AVOP issuance. How will the daily operations resemble prior to the 120 day issuance?

RESPONSE 6:

GAC will assign someone with the proper credentials to provide the contractor assistance on the tarmac with shipments for the 120 days until the contractor obtains the required RAIC and AVOP.

QUESTION 7:

What requirements are essential for the vehicle to operate and proceed airside?

RESPONSE 7:

I'm not sure understand the question? Requirement is to be able to obtain the AVOP pass to operate airside.

QUESTION 8:

What is the value financially of the liability insurance required in order to operate at YOW, 5 million, 10 million, 20 million?

RESPONSE 8:

Companies should verify with Airport authority for correct amount and are responsible for maintaining insurance at the needed amount during the period covered by the contract.

QUESTION 9:

Given our current Global pandemic circumstances, if a repetition were to occur, with border closures, would the GoC cover the cost associated with the RFP for eg; Aviation insurance and liability insurance that the company will continue to incur regardless of the operations?

RESPONSE 9:

For the purpose of the RFP, not the responsibility of GAC



QUESTION 10:

Will fuel surcharge be invoiced on the totality of the company monthly invoice?

RESPONSE 10:

The fuel surcharge is to be accounted for each request for service and included detailed in the monthly invoicing.

QUESTION 11:

In the RFP it demands a project manager and two drivers, the project manager is expected to respond quickly and have meetings for day to day requirements, should the company factor in an hourly rate or will the project manager be paid when a service is required by GAC and rendered?

RESPONSE 11:

Hourly rate for the monthly meetings and any other costs are to be accounted for in the rates.

QUESTION 12:

Can you please provide the volume metric data for FY-2020-2021?

RESPONSE 12:

All classified runs were suspended in February 2020 and we will be resuming services by the end of October 2021.

QUESTION 13:

In annex "B", the hourly rate refers to schedule 1, but unfortunately, there is no schedule 1 associated or displayed as an example. What is schedule 1, is it YOW, YUL or YYZ deliveries?

RESPONSE 13:

For description see annex A of RFP document, under section 5.5.

QUESTION 14:

Can you please provide details of an example for a YYZ run? What are the standard hours from the start to the finish of the run?

RESPONSE 14:

There is no standard, this can be influence by the numbers of bags, the weight, destinations' and airlines used for the runs.

QUESTION 15:

In the RFP it is indicated that the company requires to pick-up the diplomatic courier at his or her residence or drop him/her off after completing a run, In annex "B" there is no fee to perform this duty, should this be accounted for on an hourly or Km rate?

RESPONSE 15:

Should be charged on an hourly rate.



QUESTION 16:

Storage Fees: A standard fee to load and store diplomatic materials in a vehicle? Yes how many hours are associated with loading the materials in the truck? Is this material loaded and stored at GAC facilities, other GoC buildings or airports?

RESPONSE 16:

This can be influenced by the numbers of bags and the weight, but is less than one hour. Stored at AAGD main location and can be loaded at GAC or other sites in the NCR.

QUESTION 17:

Storage Fees: Once the vehicle is loaded and remains at the facility required, what is the mechanism in place to bring the courier back to his or her residence? Is the company responsible to provide a 2nd driver in order to bring the courier back home? Should the cost of this be factored into the cost of storage?

RESPONSE 17:

Company is responsible to retrieve driver.

QUESTION 18:

When the project authority from GAC communicates with the project manager by email, phone and any other communication tool, will there be an hourly rate applied to this or should it be incorporated in the hourly/Km of the run?

RESPONSE 18:

Should be included in the rates, monthly meeting can be charged at the hourly rate.

DELETE IN ITS ENTIRETY:

Mandatory Criteria, M2 Company Requirements on page 21 of the solicitation.



INSERT:

MANDATORY CRITERIA				
Item#	Mandatory Criteria	Compliance		Documentation to Substantiate
		Pass / Fail		
M2	Company Requirements			
M2.1	The Bidder must demonstrate it can commit to responding and arriving on time to pick up the courier and material in accordance with GAC's required schedules and locations. This will include requests requiring the Driver to arrive at a location in the NCR within two (2) hours of the request.			
M2.2	The Bidder must possess an organizational security clearance to the level of Reliability as of the RFP close date. The Bidder must provide the expiration date and number of their organizational clearance.			