



SOLICITATION AMENDMENT MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT
CE DOCUMENT CONTIENT DES EXIGENCES RELATIVES À LA SÉCURITÉ

RETURN BIDS TO: RETOURNER LES SOUMISSIONS À :

By e-mail to: - Par courriel au :

tanja.cantin@tc.gc.ca

Attention: - Attention :
Tania Cantin

Solicitation Closes - L'invitation prend fin

At - à:
2:00 PM - 14:00

On - le:
April 17, 2024 – Le 17 avril 2024

Time Zone - Fuseau Horaire :
Eastern Daylight Time (EDT)
Heure avancée de l'Est (HAE)

Title - Sujet National Offsite Storage and Records Management Services		Amendment No. - N° modif. 001
Solicitation No. N° de l'invitation T8080-230536	Date of Amendment Date de modification March 26 2024	
Address enquiries to : - Adresser toute demande de renseignements à : Tania Cantin E-Mail Address - Courriel : tanja.cantin@tc.gc.ca		
Destination TRANSPORT CANADA 330 SPARKS ST. PLACE DE VILLE, TOWER C. OTTAWA ON K1A 0N8		

Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

Instructions : Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

Delivery required Livraison exigée See herein - Voir aux présentes	Delivery offered Livraison proposée Not applicable - Sans objet
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Person authorized to sign on behalf of Vendor/Firm (type or print): La personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) :	
Name - Nom	Title - Titre
Signature	Date

THIS SOLICITATION AMENDMENT IS RAISED TO:

1. Provide answers to questions from potential suppliers.

QUESTIONS AND ANSWERS:

Question #	Qs and As T8080-230525
Question 1	<p>I have a question about “de-location” fees described in the RFP as:</p> <p><i>12.3 De-location – De-location is the one-time action and services performed to remove records from the MSP’s custody in preparation for the records’ final disposition.</i></p> <p><i>And</i></p> <p><i>13.0 Termination and de-location refers to the phase when the contract for offsite physical records storage and management services has come to an end. De-location is the one-time action and services performed to remove records from the MSP’s custody to return to TC or to transfer into the custody of a different MSP.</i></p> <p>What are the “one time actions and services” that constitute the need for an extra fee that are not covered by the retrieval fee? The retrieval fee covers the act of identifying a box for removal, physically locating the box in the warehouse, transporting the box to the shipping/receiving area and preparing it for transport. The status of that box is then adjusted in the database to show that it has been temporarily removed from the facility. The de-location fee seems to describe the exact same process but with the change of the status of the box to “permanently” removed rather than “temporarily” removed in the database. I can’t see any additional effort or expense is made by the vendor or what additional value Transport Canada receives to justify two fees for virtually the same activity.</p> <p>To clarify, could you provide examples of what fees are to be charged or combined for the following activities?</p> <ol style="list-style-type: none"> 1. A request for a box to be destroyed 2. A request to temporarily remove a box from the facility 3. A request to permanently remove a box from the facility at any time during the contract period 4. A request to permanently remove a box at the end of a contract period
Answer 1	<p>Please refer to the following sections of Annex A for definitions of activities:</p> <p>Question 1 – see 4.2.1.12 Archival Destruction Question 2 – see 4.2.1.3 Retrieval & Delivery Question 3 – see 4.2.1.11 De-location during ongoing usage Question 4 – see 4.3 Termination and De-location</p> <p>It is the bidder’s responsibility, based on the description of activities provided in the RFP, to identify which fees will be charged or combined for the actions listed in questions 1-4, since Transport Canada does not dictate the work processes and fee structures of bidders.</p>

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME