



**RETURN BIDS TO / RETOURNER LES
SOUMISSIONS À :**

**Embassy of Canada in Mexico
Schiller 529, 11560 Polanco
Mexico, DF**

Attention: Angus Munroe

REQUEST FOR STANDING OFFER (RFSO)

**Proposal to: Department of Foreign
Affairs, Trade and Development**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefore.

DEMANDE D'OFFRE À COMMANDES (DOC)

**Proposition aux: Ministère des Affaires
étrangères, du Commerce et du
Développement**

Nous offrons par la présente de vendre à Sa Majesté I Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

TITLE - SUJET MOVING AND RELOCATION SERVICES - MEXICO	
SOLICITATION NO. - NO. DE L'INVITATION 14-83683	DATE MARCH 26, 2014
SOLICITATION CLOSES / L'INVITATION PREND FIN On Tuesday, May 6, 2014 at 14:00 hours local time in Mexico	
ADDRESS ENQUIRIES - ADRESSER TOUTES QUESTIONS À : MICHELE REMILLARD	
TELEPHONE: 343-203-1325	EMAIL - COURRIEL : MICHELE.REMILLARD@INTERNATIONAL.GC.CA
DESTINATION OF GOODS/SERVICES - DESTINATION DES BIENS/SERVICES See Herein. Informations dans le document	
VENDOR/FIRM NAME AND ADDRESS - RAISON SOCIALE ET ADRESSE DU FOURNISSEUR/DE L'ENTREPRENEUR Telephone No. - No de téléphone : Facsimile No. - No de télécopieur :	
NAME AND TITLE OF PERSON AUTHORIZED TO SIGN ON BEHALF OF THE VENDOR/FIRM NOM ET TITRE DE LA PERSONNE AUTORISÉE À SIGNER AU NOM DU FOURNISSEUR/DE L'ENTREPRENEUR	Corporate Seal
_____ Signature	
_____ Date	



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PART 1 - GENERAL INFORMATION

1. Introduction

One method of supply used by the Department of Foreign Affairs, Trade and Development (DFATD) to satisfy its requirements is to arrange with suppliers to submit a standing offer to provide goods, services or both during a specified period. Specific clients as representatives of DFATD are then authorized by DFATD to make call-ups against the standing offer detailing the exact quantities of goods or level of services they wish to order at a particular time, during the effective period of the standing offer in accordance with the predetermined conditions.

The process normally starts with a Request for Standing Offers (RFSO) that suppliers may obtain through the Government Electronic Tendering Service (GETS). A RFSO is an invitation to suppliers to provide DFATD with a standing offer. The quantity of goods, level of services and estimated expenditure specified in the RFSO are only an approximation of requirements given in good faith. A RFSO does not commit DFATD to authorize the utilization of a standing offer or to procure or contract for any goods, services or both. A standing offer is not a contract.

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes and Appendices include the Statement of Work, Packing Instructions, the Pricing Schedule, the FSD 15, and a Call-up template

2. Summary

(i) Purpose of this Request for Standing Offer (RFSO)

The purpose of this RFSO is to establish up to three (3) Standing offers (SOs) with qualified Contractors who can provide, on an "as and when requested basis" to the Embassy of Canada to Mexico, the services specified within the Statement of Work - Appendix "A", summarized as follows:



- Preparation, packing and/or in-transit storage of personal effects and personal motor vehicles for outgoing shipments of DFATD employees and employees of other government departments who are being relocated to Canada or to another Mission abroad (xposting) under the terms of the Foreign Service Directive 15 (FSD 15, a copy can be found in Appendix A);
- Unpacking, delivery and/or in-transit storage of incoming personal effects/vehicle shipments of DFATD employees and employees of other government departments who are being relocated from Canada or another mission (xposting) to Mexico and surrounding area missions under the terms of the Foreign Service Directives;
- Local moves from one location to another in Mexico City, including preparation, packing, delivery to new location (residence or office) and unpacking and/or storage of personal effects and government owned furniture and furnishings;
- Provision of personnel for internal moving services to be carried out at the mission premises, Canada-based staff quarters and at the Official Residences of the Embassies to Mexico;
- Storage of government-owned furniture and furnishings, household goods and personal belongings for short- and long-term periods.

(ii) Proposed Term of Standing Offer;

The period for placing call-ups and rendering services against the standing offer shall be from the date of award until March 31, 2017 inclusive.

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (15) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

3. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within fifteen (15) working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2006/14>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2014-03-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days



2. Submission of Offers

Offers must be submitted only to the Department of Foreign Affairs, Trade and Development (DFATD) by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to DFATD will not be accepted.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than eight (8) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (3 hard copies)

Section II: Financial Offer (2 hard copies)

Section III: Certifications (1 hard copy)

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper, or format A4 paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats->



[procurement/politique-policy-eng.html](#)). To assist Canada in reaching its objectives, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper (or format A4 paper) containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of applicable tax must be shown separately.

Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria



Mandatory Criteria	Description	Pass	Fail
M1	In their submission, the bidders must indicate that they can perform all activities represented in the Statement of Work. Partial offers will not be studied.		
M2	<p>Qualifications of Key Personnel:</p> <p><u>Technical coordinator:</u> The Bidder must identify a technical coordinator who has relevant experience in moves of similar size, scope and complexity, to meet the requirements as described in the Statement of Work. The proposed technical coordinator must have at least five (5) years' experience in similar operations (work with embassies or major firms, coordination of international moves, custom formalities, etc.) and at least ten (10) years' overall work experience in the moving business. Bidders must describe the proposed technical coordinator's role and responsibilities and provide a detailed résumé in their proposal for the proposed technical coordinator and state that he/she will have the authority to make all decisions. The technical coordinator must indicate in the résumé the ability to perform the duties described in one of Canada's official languages (English, or French).</p> <p><u>Estimators:</u> The Bidder must demonstrate that the proposed key estimators have relevant experience to meet the requirements as described in the Statement of Work. The Bidder must submit detailed résumés, in their proposal. Estimators must have at least two (2) years' experience in estimating the cost of moves during the last five (5) years and six (6) years' overall work experience in the moving business.</p> <p>References are to be provided for each and may be checked.</p>		
M3	The bidder must demonstrate that they have a branch and/or a warehouse in or around Mexico (within 50 km from Mexico City) by providing the address of these premises, a telephone number and the names of the managers of the local offices. Distance is measured from Embassy of Canada in Mexico City.		
M4	Bidders must demonstrate that all of their employees are employed under local regulations or provide a certified declaration that all staff hired to perform the work will have a valid work permit in Mexico by contract award. DFATD will not unduly delay contract award for suppliers to fulfil this requirement.		
M5	Bidders must provide a statement indicating that they have tools and equipment that are in good condition and meet safety standards for satisfactory work performance and are available for the duration of the standing offer agreement.		
M6	Bidders must provide a certificate of company registration (RFC).		
M7	Bidders must provide proof of insurance coverage for their employees such as stipulated at Part 6 of this RFSO.		



M8	The bidder must show that they are able to perform customs clearance of personal effects and vehicles by providing the names of their customs brokers, their addresses and telephone numbers.		
M9	<p>The bidder must show, by providing the names of the companies they use as well as their addresses and telephone numbers, that they are able to load vehicles into a container and unload them, transport vehicles on a transporter from the residence of Canadian officials to the depot, to deliver vehicles to designated residential addresses and to ensure the delivery or collection of personal effects to or from various locations in Mexico when the use of staircases and the lift is impractical or prohibited and/or if the residence is situated on a high floor.</p> <p>The aim of this requirement is to provide evidence that the bidder has a network of subcontractors that would be able to assist the bidder with furniture lifts or other services.</p>		

1.1.2 Point Rated Technical Criteria

Point Rated Criteria	Description	Points
PR1	Certifications (2 points per certification directly related to the trade; attach supporting documents) E.g. FAIM (Fidi Accredited International Mover), ISO 9001, etc.	Maximum 6 points
PR2	Membership of North American or International trade organisations (2 points per relevant organisation; enclose supporting documentation) e.g.: FIDI (International Federation of International Movers), IAM (International Association of Movers), etc.	Maximum 4 points
PR3	Environmental certifications (2 points per relevant certifications; enclose supporting documentation) e.g.: ISO 14001, EMAS, etc.	Maximum 4 points
PR4	Vehicle fleet and environmental standards – provide copies of registration certificates a. 1 point per utility vehicle from 10 to 20 m ³ (2 points max.) b. 1 point per utility vehicle larger than 20 m ³ (3 points max.) c. 1 additional point per utility vehicle (in a. and b.) if it meets the MXN 4 standard, 2 points if it meets MXN 5 (10 points max.)	Maximum 15 points
PR5	Geographic location of warehouse Distance is measured from Embassy of Canada (Schiller 529, 11560 Polanco, Mexico DF) in Mexico City using Google Maps. a. In Mexico City 12 points (within G.R.A.) b. In the immediate surrounding area 10 points (within 50 km from Mexico City) c. Every additional 10km past the immediate surrounding area (6 points, 4pts, 2pts, 0 point)	Maximum 12 points



PR6	<p>State number or removal men (workmen) who worked full time during the 2012 period: June – July - August-September) high season in the Mexico City branch (state number of permanent employees and number of seasonal employees)</p> <p>Workmen (assistant movers, movers and removal team supervisors) in the Mexico City branch:</p> <p>a. In the high season, at least 75% of the workmen are permanent employees (9 points)</p> <p>b. In the high season, at least 60% of the workmen are permanent employees (6 points)</p> <p>c. In the high season, at least 45% of the workmen are permanent employees (3 points)</p>	Maximum 9 points
PR7	<p>Experience in removals (enclose supporting documents – client names, project numbers, dates etc.)</p> <p>a. Number of national removals performed by the Mexico City branch (20 points if over 500, 16 points if over 300, 10 points if over 200, 5 points if over 100)</p> <p>b. Number of international removals from 2010 to 2012 performed by the Mexico City branch (these may have been included in point a). (20 points if over 150, 16 points if over 40, 10 points if over 20, 5 points if over 15)</p> <p>c. Number of international diplomatic removals from 2010 to 2012 performed by the Mexico City branch (these may have been included in point b). (10 points if over 50, 8 points if over 30, 6 points if over 20, 1 points if over 10) State the diplomatic missions in Mexico and give references (project controller in the mission, telephone number).</p>	Maximum 50 points
	<p>TOTAL</p> <p>Bidders require 55 points to be considered compliant.</p>	Maximum available = 100 points

1.2 Financial Evaluation

The Bidder must complete the Financial Evaluation forms included in Annex “B” Pricing Schedule

REMINDER: The Financial Proposal must be submitted in a separate envelope.

2. Basis of Selection

2.1 Lowest Price per Point

To be declared responsive, an offer must:

- a. comply with all the requirements of the Request for Standing Offers;
- b. meet all mandatory technical evaluation criteria; and
- c. obtain the required minimum of 55 points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.

Offers not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive offer that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. **The responsive offers with the lowest evaluated price per point will be recommended for issuance of a standing offer.**



PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and related documentation to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer Code of Conduct and Certifications - Related documentation

By submitting an offer, the Offeror certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting an offer, the Offeror certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Offeror, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any offer in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Offeror and any of the Offeror's affiliates will also be required to remain free and clear of any acts or convictions specified herein during the entire period of the Standing Offer and any call-ups made against the Standing Offer.

Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification form- PWGSC-TPSGC 229](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html)) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the offer being declared non-responsive.

2. Additional Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

2.1 Federal Contractors Program - Certification

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a standing offer. If the Offeror, or, if the Offeror is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a standing offer.



Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Offeror does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Offeror must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. The Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror or the member of the joint venture

- a. is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- b. is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- c. is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- d. is subject to FCP, and has a valid certificate number as follows: _____ (e.g. *has not been declared an ineligible contractor by HRSDC*).

Further information on the FCP is available on the HRSDC Web site.

NOTE: The FCP policy does not apply to:

- a. suppliers having a combined workforce of less than 100 employees in Canada, including any branch offices and Canadian divisions of the organization;
- b. offshore suppliers who will conduct and perform the work outside Canada;

2.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, offerors must provide the information required below.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the Financial Administration Act R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.



"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the FPS . It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**
If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

YES () NO ()

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

2.4 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with



similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

PART 6 - INSURANCE REQUIREMENTS

1. Insurance Requirements – M9015T

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Mexico stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified below.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000.00 CDN per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Named Insured: Canada is added as an additional named insured, but only with respect to liability arising out of the performance of the Contract.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program (INAIL))
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.



- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- o. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
- p. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- q. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

2. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

General Conditions

2005 (2014-03-01) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the date of award to March 31, 2017

3.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) periods of one (1) year each under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.



The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority fifteen (15) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Michele Remillard
Title: Contracting Specialist
Department of Foreign Affairs, Trade and Development
Directorate: SPP
Address: 125 Sussex Drive, Ottawa, Ontario Canada

Telephone: 343-203-1325
E-mail address: Michele.Remillard@international.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, she is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

4.2 Project Authority

The Project Authority for the Standing Offer will be identified in the call-ups against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5. Identified Users

The Identified User(s) authorized to make call-ups against the Standing Offer is/are:

_____.

6. Call-up Instrument / Procedures

The Work will be authorized or confirmed by the Identified User(s) using a Call-up form against a Standing Offer.

Call-up Procedures

Right of first refusal basis:

The call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, or does not respond within two (2) working days, the identified user will contact the next ranked offeror. The identified user will continue and proceed as above until one offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made based on the "right of first refusal" basis.

7. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$940,000 Mexican Pesos (Applicable tax included).



8. **Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-03-01) General Conditions - Standing Offers - Goods or Services
- d) the supplemental general conditions;
- e) the general conditions 2035 (2014-03-01) – General Conditions – Higher Complexity;
- f) Annex A, Statement of Work;
- g) Annex B, Pricing Schedule

9. **Certifications - Compliance**

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

10. **Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

B. **RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. **Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

2. **Standard Clauses and Conditions**

2.1 **General Conditions**

2035 (2014-03-01) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

Section 17 Interest on Overdue Accounts of 2035 (2014-03-01) General Conditions - Higher Complexity - Services will not apply to payments made by credit cards.

2.2 **Supplemental General Conditions**

Anti-Terrorism Clause

The Contractor shall not use the funds for the purpose of any payment to persons or entities, or for the supply of goods, if such payment or supply to the Contractor's knowledge or belief, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations or is made, directly or indirectly, to finance, support, facilitate or benefit a terrorist or a terrorist group listed under the Canadian *Criminal Code*, the *United Nations Al-Qaida and Taliban Regulations* or the *Regulations Implementing the United Nations Resolutions on the Suppression of Terrorism*.



If the Contractor breaches Sub-paragraph (1) above, DFATD shall terminate this Contract immediately without notice or any further obligation to the Contractor. The Contractor shall immediately refund to the Receiver General for Canada *via* DFATD all unspent funds provided under this Contract.

3. Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

4. Payment

4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized call-up form), the Contractor will be paid in accordance with the basis of payment, in Annex "B" as specified. Customs duties are excluded and applicable tax is extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

4.2 Payment by Credit Card

The following credit cards are accepted: *(to be identified upon Standing Offer award)*.

5. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.



ANNEX "A" STATEMENT OF WORK

1. Scope

Relocation and Moving Services

2. Objective

The objective of this Standing Offer is to obtain the professional services of three (3) contractors for the provision of moving services in and around Mexico City for local moves and for the local and international relocation of Canada Based Staff, mainly in Mexico City and from/to Mexico.

3. Context

Household moving services for Canadian public servants arriving in or departing from mainly but not exclusively coming from or going to Canada. Requests for moving services within Mexico may be submitted as and when needed.

4. Tasks / Technical specifications

4.1 The Embassy of Canada will

- a. prepare a call-up against the Standing Offer each time a service is requested (see Appendix D);
- b. have access at all times to the work performed by the Contractor and perform inspections of the work when the representatives of the ministry or the Project Authority deems necessary.
- c. have access to all books, accounts and other information in the Contractor's possession relating to the Statement of Work called for in the Standing Offer.
- d. provide the necessary customs documentation for the clearance of incoming and outgoing shipments (employee household effects, motor vehicles, artwork, furniture and other goods and equipment etc.);
- e. be the focal point for the day-to-day operation of the Call Up;
- f. provide guidance to the Contractor with respect to the performance monitoring system to be employed with the Call Up;
- g. provide the Contractor with relevant government documentation governing the shipment and storage of personal effects, that is the "Foreign Service Directive 15" (see Appendix A);
- h. for incoming shipments, provide the Contractor with shipment notification and details in a timely fashion;
- i. for outgoing shipments, advise the Contractor on the name of the freight forwarding company contracted by DFATD or other government departments;
- j. for outgoing shipments, advise the Contractor with respect to the mode(s) of transport authorized for the destination, as per instructions received from DFATD and/or other government departments;
- k. for internal relocations, discuss with the Contractor with respect to the procedures relating to preparing, packing, removing and unpacking of the personal effects and/or Government-owned goods.

4.2 The Contractor must

For preparing each removal season



- a. Discuss specific requirements relating to estimating, preparing, packing and removing of the employee's personal effects with the project authority as required.

For all import removal operations:

- a. in the event of a consolidated shipment determine in conjunction with the project authority the most appropriate delivery option
- b. carry out the import customs clearance for a particular shipment (goods and/or personal effects/vehicles) in accordance with the instructions and documentation received from the Contractor;
- c. provide storage for incoming shipments of personal effects, private motor vehicles and/or other goods directed to the Mexico or the Embassies or to the Canada Based Staff at the rates provided in the Basis of Payment sheets;
- d. check the access to the residence of the Canadian employee and inform the Project Authority in advance if a shuttle, conveyance or a furniture lift will be needed. Only costs for services stipulated in the estimate and pre-approved by the Project Authority will be paid by the Canadian Mission;
- e. schedule dates for the delivery and unpacking of the shipments. A reasonable effort must be made to accommodate the requirements of the Project Authority with respect to the scheduling of these appointments with the employee;
- f. deliver and unpack the shipments at destination, and organize up to 2 pickups of empty boxes with the employee. Date of delivery must be scheduled in agreement with the Project Authority. A reasonable effort must be made to accommodate the preferences of the employee with respect to the scheduling of shipment delivery. Notify the Project Authority, in writing, once goods have been delivered.
- g. arrange in conjunction with the Project Authority the delivery of the employee's personal motor vehicle at destination with tow truck;
- h. provide copy of the packing list and quality control questionnaire, both signed by client, to the Project Authority.

For all export removal operations:

- a. Arrange appointments with the Canada Based Staff to:
 - i) Discuss move arrangements and prepare an estimate; brief the employee with respect to:
 - i) the mode(s) of transport authorized for the destination;
 - ii) procedures and considerations relating to estimating, preparing, packing, removing of the employee's personal effects as per S.O. guidelines.
 - ii) Set dates for the packing and removal of personal effects. A reasonable effort must be made to accommodate the preferences of the employee with respect to the scheduling of these appointments. The Contractor must be aware of the employee's entitlements under FSD 15 (Foreign Service Directives) (see Appendix A) relating to the removal of Household Effects.
- b. conduct an on-site visit and prepare an estimate of the weight of the personal effects to be shipped by air and by sea to the destination. The estimate is to be submitted in writing to the employee and to the Project Authority within 72 (seventy-two) hours of the performance of the estimate. The estimate is to show the net packed weight for all shipments. If the net weight is within 10% (ten percent) of the employee's entitlement for shipment abroad, the Contractor will offer the employee the opportunity to reduce the weight of the shipment(s). Any changes to the composition of the shipment(s) desired by the employee shall be submitted in writing to



the Contractor at least seven working days prior to the packing date. The Contractor will amend the estimate and submit the amended estimates in writing to the employee and the Project Authority at least two working days prior to the packing date.

- c. ensure that the estimate is accurate. The final weight of the personal effects to be shipped must be within 10% (ten percent) of the final written estimate(s). This final weight is to be confirmed in writing, on company letterhead via letter, fax or e-mail to the employee and the Project Authority. Any excess costs, including but not limited to air and/or sea freight costs incurred as a result of a faulty estimate will be the responsibility of the Contractor;
- d. pack, in accordance with the specifications listed in Annex A1- Standards and Instructions for Packing, Crating and Loading., the employee's personal effects for shipment and storage. Note: Only the possessions of the employee or the immediate family may be packed for shipment. Any requests for a deviation to this must be directed to the Project Authority. The contractor is to provide an official with at least two (2) years of relevant experience to supervise the packing and preparation of employees' personal effects. If several days are required for packing, the Contractor must allocate one and the same team to packing and loading the effects for the whole duration of the operation. Crating of goods will be done where specified and required, or where, in the judgement of the contractor, crating is consistent with good industry practice. The cost of all such crating must be reflected in the packing rates specified in the Pricing Schedule (Annex B), and the Canada based Staff will not authorize nor pay any surcharge for such crating, unless authorized in advance in writing by the Project Authority.
- e. load boxes, crates and other packaged effects into the container to minimise the space taken up, arranging the heaviest contents at the bottom and the lightest contents at the top. Effects must be stowed so as to prevent any movement in the container. If the container is only partly filled, the packages must be prevented from moving.
- f. provide the Project Authority and the forwarding agent with a clear and detailed packing list, preferably electronic (e.g. box #X – kitchen items, box #XX – linens, etc.), within three (3) working days of the packing date. All boxes will be fully and properly labelled before leaving the employee's residence.
- g. inform the forwarding agent in writing of the recommended size of container, the weight and volume of the goods to be shipped and fix a date to position the container at the residence of the Canada based Staff Or at the removal company depot

The Contractor must ensure that the container is clean and in good condition.

Effects should be loaded into the container in front of the residence except in exceptional circumstances such as lack of access. If for exceptional reasons loading of the container must be carried out at the removal company depot the period of time fixed for the forwarding agent to be able to collect the goods must not exceed three (3) working days after the date of collecting the effects and preparing them for dispatch from the residence of the employee. This will be four (4) working days for all destinations by air.

The Contractor must take full responsibility for replacing poorly packaged items or items poorly marked for sending to the point of destination if the Contractor does not comply with the instructions sent by DFATD, in addition to bearing all shipping costs to and from the point at which the error was discovered. When the goods are handed over to the forwarding agent the Contractor will be liable for any costs caused by errors, omissions or delays for which the Contractor is responsible if there are any such additional costs to be paid.

- h. follow up and confirm, in writing, to the Project Authority receipt date on requested containers from the freight forwarder.



- i. as applicable, load personal motor vehicle into the container at the Contractor's depot where the Canada Based Staff must deliver their vehicle at their own expense.. Even though the Canadian employee is responsible for cleaning their car before handing it over to the Contractor, the Contractor must inform the Project Authority of any traces of earth or mud on the vehicle before loading into the container.
- j. brace and block personal motor vehicles and prepare them for placing in a container near the door of the container so that it is directly accessible for inspection by customs officials in the country of destination. Ensure that it is prepared for overseas shipment in accordance with the dangerous goods regulations and provide dangerous goods declaration signed by the employee to the freight forwarder, and the Project Authority;
- k. determine the final net weight of all shipments. If the final net weight of any of the shipments exceeds the employee's entitlement, prior to releasing the shipment the Contractor is to inform the employee, that it will be the employee's responsibility for any excess costs, including freight costs, as a result of the shipment exceeding the employee's entitlement, and offer the employee the opportunity to reduce the shipment. Should shipments be sent overweight, without the employee's acknowledgment, the mover will be responsible for the excess costs associated with same.
- l. carry out the export customs clearance in Mexico prior to reaching port of departure for a particular shipment based on the instructions and documentation received from the Project Authority;
- m. storage of government-owned materiel, furniture and furnishings, household goods and personal belongings for short- and long-term periods, according to instructions received.

For general moving services and internal relocations:

DOCUMENTATION

Inform the local relevant authorities of the date of loading or unloading the personal effects and vehicle, if relevant, and obtain a parking permit for the container and/or the removal company's vehicles.

TASKS

- a) conduct an on-site visit and discuss arrangements and timelines with the Project Authority. Prepare a detailed estimate at the rates provided in the Basis of Payment. The estimate is to be submitted in writing to the Project Authority within 72 (seventy-two) hours of the performance of the on-site visit.
- b) personal effects and/or Government-owned goods will be packed as instructed by Project authority and in accordance with normal commercial standards for internal relocation
- c) only for personal effects relocated within Mexico provide estimate for full-cost replacement value insurance, including delivery to destination (no deductible charge for this insurance) at the rates provided in the Basis of Payment sheets;
- d) provide or arrange for suitable truck transport for the delivery of employee personal effects and Government-owned goods to destination;
- e) unpack the goods/personal effects packed at destination and remove packing material;
- f) grant access at all times to the work performed and permit inspections of the work when the Minister or the Project Authority may deem necessary;
- g) adhere to special requirements that may be specified by the Project Authority due to unforeseen circumstances with respect to particular destinations;



- h) the Contractor shall use all reasonable precautions to protect personal effects and goods from damage by weather while they are being moved;
- i) the Contractor shall exercise skill and judgment in utilizing proper handling equipment for loading employee personal effects and Government-owned goods and shall properly protect the residence/mission premises during the loading operation. The Contractor shall be liable for actual property damage replacement/repair costs;

STORAGE

Store designated goods with the approval of the Project Authority and inform him/her of any addition or withdrawal of goods from the furniture store during the period of storage.

MOVING PERSONNEL

- a) Designate an official to coordinate the implementation of the resulting standing offer and name a technical coordinator will be the only contact for the Canadian Mission and who will be responsible for answering all requests from the Project Authority throughout the term of this standing offer.
- b) Obtain approval from the project authority and the contracting authority for any changes to the personnel proposed by the contractor to fulfil the requirements of the resulting standing offer.
- c) Designate an official or officials to coordinate the implementation of the resulting Standing Offer with at least 5 years' experience in similar operations and name an official within the company who will be the major contact for the Project Authority throughout the term of this Standing Offer with at least 2 years' experience in similar operations. This official or these officials must be in a position to make decisions and respond to instructions from the Project Authority. The Contractor must provide a service line (e.g. phone number, fax number, E-mail number) to respond, within 24 hours, to inquiries from employees and mission administration staff.
- d) For identification purposes the employees of the Contractor must clearly display the name or logo of the company they represent.

5. Hazardous materials

The Bidder hereby confirms that all local and Canadian state, Federal, Provincial, Municipal, as well as International regulations governing the transportation packaging and crating of the material including dangerous goods as defined by the International Air Transport Associations (IATA) and / or the International Maritime Organization (IMDG) and adherence to any dangerous goods regulations, is or will be met and/ or obtained before the commencement of any service. Any legal actions and any extra costs resulting from non-compliance with these regulations will be the responsibility of the Contractor.

6. Constraints

The storage facilities used by the Contractor must meet local security standards.

The Contractor must comply with labour regulations in terms of social security and with ecological environmental standards in force in Mexico.

The Contractor must comply with the standards and minimum directives on packaging as described in Annex "A1".

7. Support offered by the DFATD

DFATD will not provide any equipment required to carry out the work described above. It is the responsibility of the Contractor to provide the necessary equipment, tools and materials.



For each relocation, the Project Authority will give the Contractor the following documents: certificates for customs declarations; duty free import request form; copy of vehicle registration certificate; all customs formalities must be fulfilled by the Contractor, upon request of the project authority.

International relocations are insured by DFATD.

8. Deliverable Products and Services

The Contractor must send electronically:

- a. an estimate of the weight of the personal effects to be sent by ship, aircraft and/or lorry, (3) working days following the technical visit to the personal residence
- b. clear and detailed packing list within three (3) working days following packing of the personal effects;
- c. copy of the hazardous material declaration for any export of a vehicle which requires such a declaration within ten (10) working days of it being issued.
- d. Performance Monitoring Survey will be provided to each employee for incoming/outgoing relocations under the Standing Offer in order to gather feedback on the quality of the process. Each completed survey will be reviewed by the Project Authority and those surveys which indicate an unsatisfactory level of service will be discussed at meetings between the official or officials designated by the Contractor to coordinate the implementation of the Standing Offer and the Project Authority or his/her representative. The Contractor will be expected to explain the source of the unsatisfactory assessment and to provide the Project Authority and the employee with a description of the remedial action to be taken.
- e. on a yearly basis, an activity and status report of work contracted for under the standing offer. For outgoing relocations this data will include, but not necessarily be limited to, the actual packing dates, the date of removal from residence, the date(s) the designated freight forwarder was notified for pick-up of the shipment(s), and the actual date(s) of pick-up by the freight forwarder. For incoming shipments data provided will include, but not necessarily be limited to, the date(s) of receipt of the shipment(s) and the date(s) of delivery to residences. For internal relocations and general services data provided will include, but not necessarily be limited to, the date (s) and location of work performance. This information is to be provided in electronic form in a commonly used software format which will be specified in advance of the removal season.

9. Definitions

Canada Based Staff – a member of the Government of Canada being relocated outside Canada or back to Canada from one Mission to another Mission under the provisions of the Foreign Service Directives (FSDs) or Other Government Departments.

Employee - a member of DFATD or other employee on interchange agreement being relocated outside Canada or back to Canada or from a mission to another mission under the provision of the FSDs (Foreign Service Directives)

Freight Forwarder – the entity designated by DFATD Framework Agreement to be responsible for the shipment of the goods from warehouse to warehouse (or door to door whenever possible) between Canada and Canada's missions abroad.

Household effects – privately owned household furnishings for personal use, consisting of furniture, dishes, linens, clothing, libraries, small appliances, artwork, and other similar household items.



Net weight – weight of household effects (including furniture) prior to packing

Packed weight – weight of household effects (including furniture) with packing material included

Crated (Gross) weight – weight of household effects crated for shipment and includes all packing material

Storage in Transit (SIT) – temporary storage of a shipment; it can occur at any time after pick-up, or upon receipt of an incoming shipment, but prior to delivery.

10. Limitations

10.1 The Contractor does not have to provide the following services:

- a) cleaning;
- b) connecting and disconnecting appliances;
- c) conversion of appliances;
- d) dismantling and reassembling swing sets, garden, patio furniture and other outdoor apparatus including boats, watercraft, draining and refilling waterbeds;
- e) draining and filling internal combustion engine fuel tanks;
- f) extra pick-up and delivery;
- g) moth proofing;
- h) removing or installing valance boxes, curtain rods, wall hooks or pictures, clocks etc.
- i) taking up or putting down wall to wall carpets, hall runners etc.

10.2 The Contractor is not to pack and transport the following non-admissible items:

- a) ammunition;
- b) dangerous materials, such as flammable and combustible liquids, compressed gases, corrosive materials, explosive, flammable solids, magnetized materiel, oxidizing material, poison, radioactive materials, noxious or irritating substances etc.
- c) propane tanks and SCUBA diving tanks (SCUBA tanks may be accepted provided the employee empties the tanks, removes the pressure valve located at the neck of the tank and installs a dust cap);
- d) aircraft, gliders, ultra-lights, micro-lights, and associated parts;
- e) building material exceeding 45 kgs and hobby material including rocks forming part of lapidary hobby exceeding 230 kgs;
- f) empty bottles (exclusive of preserving jars and hobby collections);
- g) opened bottles of food stuffs or liquor/wine;
- h) farm or construction equipment;
- i) outdoor barbeques (brick cement or stone);
- j) patio stones and rocks
- k) portable buildings
- l) fences;
- m) trailers;
- n) major private motor vehicle assemblies/large components exceeding 45 kg;
- o) items restricted by Agriculture Canada.

10.3 The employee is responsible prior to shipment for the draining of internal combustion engine fuel tanks e.g. lawnmowers and for the draining of waterbeds. The employee is responsible for ensuring the gas tank of the automobile is less than ¼ full and the contractor must confirm the same by completing a dangerous goods declaration for the shipment of automobiles.



Annex A1– PACKAGING STANDARDS AND INSTRUCTIONS

Personal effects and Government-owned goods for export only will be packed and crated in accordance with normal commercial standards in force in Mexico and international standards which govern packing material. The minimum standards as described below must be met in all cases. All packing costs must be included in the Basis of Payment in Appendix “B”.

Personal effects and Government-owned goods for internal moves/relocations within Mexico City and Mexico will be packed and crated in accordance, and determined with the Project Authority on a case-by-case basis.

1. Packing Material

- a. **Boxes:** Wood or fibreboard boxes used as specified shall be wood-cleated fibreboard, wood cleated plywood, nailed wood, corrugated fibre or solid fibre boxes. Boxes shall be new and free of any substances injurious to the articles being packed. Boxes may be made of lumber, plywood, or solid fibre and shall be well manufactured and free from imperfections which may affect their utility. Size and spacing of nails will be in accordance with the best commercial practices.

International ISPM 15 Woodpackaging requirements must be met. This requires any wood packaging (e.g. pallets/skids/dunnage (used for purposes of stabilizing freight, blocking and bracing of vehicles) to be in compliance with the Inti requirements.

Compliance with international Wood packaging requirements (ISPM 15) is mandatory. Any cost incurred for non-compliance will be the responsibility of mover. Goods can be returned to origin, if found not to be in compliance.

Canadian law requires that all non-manufactured wood imported to Canada be treated in accordance with IPPC regulations. The ISPM 15 stamp must be visible on all wood packing materials. A Phytosanitary Certificate or proof of professional processing of the wood products must also accompany the shipping documents.

- b. **Cartons:** Cartons, new, of solid or corrugated fibreboard may be used for packing linens, books, bedding, mattresses, lamp shades, draperies or other articles. All cartons shall be adequate for intended use, and must be dry, clean, and free from vermin, acid, paint, grease, and other substances injurious to the employee or to the article(s) packed. After packing, cartons must be glued, stapled or sealed by taping lengthwise at the joint on top and bottom or adequately tied. The side walls and ends of the corrugated or solid fibre cartons shall be of minimum average bursting strength of 275 pounds per square inch (125kg/0.654 m²). With the exception of mattress cartons, the inside dimension of the carton, length, width, and depth totalled shall not exceed 75 centimetres with a weight limitation of 30 kg. Egg crates, orange crates, beer cartons and similar type boxes will not be used. At the Contractors discretion to ensure protection and safe transportation of the articles, boxes may be used in lieu of cartons.
- c. **Barrels, China Cartons, Drums, or Specifically Designed Fibre Containers:** China cartons, barrels, drums, or specially designed fibre containers (for use in lieu of barrels, drums) are to be used for packing glassware, chinaware, bric-a-brac, table lamp bases, and other fragile articles. All such containers must be clean, in sound condition and free of all substances which might be injurious to the employee or to the packed material. Fibre drums will not contain more than 55 kg and shall have a sidewall bursting strength per square inch of a minimum average of 400 pounds (182 kg/0.654 m²). Corrugated containers may be used in lieu of a barrel or drum type container for packing. The sidewalls and ends of the container shall be of minimum bursting strength of 275 pounds (125kg/0.654 m²) for single wall containers or 200 pounds (91 kg/0.654m²) for double wall or similar construction.
- d. **Filler Material:** Good quality unprinted newsprint, “Kimpak”, fibreboard, or Kraft paper shall be used as filler for general packing. Filler shall be clean, dry, and free from vermin



- or any substances injurious to the articles to be packed. Straw will not be used as a packing material.
- e. **Paper wrapping:** All wrapping paper used shall be new, clean Kraft type of not less than 13.5 kg weight. All waxed paper used shall be manila, wax or equivalent of not less than 13.5 kg weight. Treated paper may be used free from creases and folds.
 - f. **Padding:** New or good quality used shredded paper pads, bubble wrap, or other equally suitable material, shall be used when required. If required by the Mission, material shall be handled and moved without being packed by protecting goods with blankets or similar reusable materials.
- All packing material used (Kraft paper, Manila paper, etc.) must be clean and free of vermin and any other substances that could be harmful to the owner or to the contents.
- g. Use of damp, wet or dirty packaging material is prohibited.

2. Packing Method

- a. Packing of personal effects or goods must always be carried out in such a way as to minimise weight and space in the container, the lorry or the shipping crate and so that no effects are damaged by movement of the contents. Crates, cardboard boxes and contents must be arranged to prevent movement during handling and shipping.
- b. All surfaces of furniture and personal effects must be protected against scratching or breakage.
- c. Care should be exercised to prevent loss or damage of goods in process of loading and the carrier shall properly and amply protect goods its' possession by proper protective measures and by not piling effects in a manner likely to cause damage.
- d. The Contractor is responsible for repackaging effects packed by the employee if he/she judges that the effects or goods are not protected sufficiently. Failure to do so does not relieve the Contractor of liability for owner packed items. The client or the Project Authority can request new packaging at any time if they are not satisfied with the way in which an effect has been packed.
- e. All china cartons, barrels, drums, or specifically designed fibre containers shall be securely fastened and marked to indicate the upright position.
- f. Linen, towels, bedding draperies, small pictures, mirrors and other items shall be packed carefully into cartons and properly sealed at the residence. Items shall not be left in drawers.
- g. Cartons or crates containing fragile objects must be securely fastened and indicate which side is up.
- h. Boxes, cartons and crates, where feasible, shall be marked to indicate the room location and contents.
- i. **Clothes** hanging in cupboards in the residence must be packed in vertical hanging cardboard boxes. No loose articles may be put into these boxes except for umbrellas, canes and swords which may be wrapped and secured within the boxes. Vertical or horizontal wardrobes may be used.
- j. **Books** shall be placed in stacks and/or rows in cartons and protected so as to prevent damage to any binding, covers and leaves. Clean unprinted newsprint or corrugated fibreboard shall be inserted between rows, or stacks to prevent chafing.



- k. **Crockery, glassware, earthenware, trinkets and other fragile objects:** Each china carton, barrel, drum, or specially designed fibre container shall be padded in the bottom with sufficient excelsior, unprinted newsprint, or other adequate cushion material. Items shall be wrapped separately, except groups of flat items, properly divided, may be wrapped in bundles properly cushioned. The heaviest items shall be placed on the bottom, the lightest items on top. Barrels, fibre drums, and other containers shall be packed as compactly as possible. Padding shall be pressed gently but firmly around each item and as many pieces as possible put in the container without risk of damage. Any surface or edge of an article that is fragile must be protected by cushioning. Stemware shall be packed in containers bottom side up, and bundles of flatware shall be packed in containers on edge. Small bric-a-brac, after being wrapped should be appropriately and conspicuously marked in order to readily identify the wrapped item from wads of paper filler.
- l. **Electrical Equipment, Fans, Heaters, Portable Sunlamps and similar items:** To protect the items for safe transportation or storage in transit items shall be completely wrapped in paper or unprinted newsprint, and packed in a carton with enough padding to provide separation necessary to prevent contact of one article with another to eliminate movement of any article in the container. When packing is not necessary, the item shall be properly wrapped or padded for protection.
- m. All **kitchenware**, flat irons, electrical irons etc shall be packed and padded into cartons. The heavier items shall be kept to the bottom of the container and lighter items to the top of the container.
- n. **Mirrors, Pictures, Paintings, Glass Table Tops and Stone Table Tops:** Mirrors shall be wrapped and packed in a crate or a mirror carton which is specially designed and used by the moving industry for that purpose. The agent shall determine whether a crate or mirror carton is required based on the size and construction of the mirror and consistent with normal commercial standards. No more than four furniture mirrors will be packed in any one crate and each mirror shall be individually bracketed. Specifications for packing mirrors are applicable to glass table tops, large glass faced pictures, and all other glass articles of this type and paintings. Paintings without benefit of glass protection are to be packed in such a manner that contact with any material which could damage the surface of the painting must be avoided. Stone table tops shall be packed separately.
- o. **Lampshades and other items that are easily crushed**, shall be wrapped and placed in cartons marked "FRAGILE" and shall be insulated from the carton walls and from other items. All lamp shades shall be wrapped individually with clean paper and placed in cartons marked "FRAGILE" and cushioned to prevent shifting or damage.
- p. **Bicycles** must be packed in suitably designed cartons of normal commercial pattern or they may be crated. Cartons and crates must be constructed and fabricated in a configuration which will permit containerization of the bicycle without removal of the front or rear wheels. Additionally, for shipments other than local moves, the handle bars shall be loosened, lowered, turned at right angle to their usual position, swung downward and re-tightened. Wheels or mechanisms on multi-speed bicycles shall not be removed or disassembled from the frame. Pedals shall be removed and secured on edge forward of the seat post or above back fender. Before placement into the carton/crate protective wrapping and padding shall be applied where necessary to prevent damage. After placement within the carton/crate adequate interior packaging will be placed in void areas to prevent shifting or movement during transit. The bicycle shall be placed upright and shall be sealed with a suitable tape and strapped girth wise at one third the distance from each end. The word "UP" with an arrow pointing to the top of the carton will be stenciled in black letters a minimum of 2 inches high on each side. Crates shall be similarly marked.



- q. Motorcycles, mopeds and scooters** where possible and practical items will be delivered to the agent's warehouse where they will be prepared for sea container shipment. Crates are to be designed to allow for inspection of fuel tanks when necessary. Batteries are to be disconnected and cable ends taped and remain secured to the vehicle. Head, tail, and signal lights shall be taped. Windshields, saddlebags, etc. are to be removed and packed separately or may be crated with the main crate so long as the minimum cubic measurement of the main crate is maintained.
- r. Grandfather clocks;** the weights and pendulum should be removed and packed separately. All glass should be taped to reinforce it. No tape shall be applied directly to wood surfaces. The clock cabinet will be wrapped with wrapping and Kraft paper or equivalent, and then wrapped again with corrugated cardboard. The whole clock will then be fitted into prepared wooden crate or a covering made of honeycombed cardboard will be fabricated. Specifically designed containers/crates provided by the owner are acceptable. The mechanical preparation and certification is the responsibility of the employee.
- s. Mattresses** with inner springs and those containing foam rubber, or mattresses consigned to storage, must be placed in cartons at the residence and protected from the elements when loading. All cartons used shall have a minimum average bursting strength per square inch of 275 pounds. Mattresses without internal springs and those not containing foam rubber must be placed in cartons, bags, or similar containers at the residence and protected from the elements when loading. Paper bags, if used, shall be of not less than 60-pound Kraft paper. All containers used must be clean and free from vermin. Mattresses that are part of upholstered furniture need not be placed in cartons.
- t. Carpets, rugs and door mats** larger than 1.80 m x 1.80 m shall be rolled separately in a rigid solid tight roll and tied or taped at approximately 60 to 70 cm intervals. Tape, when used, shall not be applied to the rug or the underlay. At the agent's discretion, underlays shall be either rolled or tied separately or rolled together with the rug and separated from the rug by 28 kg Kraft paper. Where an underlay is in such deteriorated condition that it cannot be rolled, the condition shall be clearly identified in the inventory. Under no circumstances may rugs and carpets be folded.
- u. Wine, spirits and/or liquids will be packed in boxes shipped such that the bottles are in a vertical position standing on their bases. Each bottle will be separated from the next by a r cardboard divider. With respect to insurance, the Offeror is not responsible for damage to and/or by wine, spirit and/or liquids during shipment. The Offeror is responsible for packing wine, spirits and/or liquids according to international standards for household effects. Unsealed or partly sealed bottles of wine, spirits and/or liquids will not be accepted for shipment.
- v. Firearms** excluding most rifles and shotguns, air pistols, gas pistols and starting pistols are considered RESTRICTED weapons and will not be packed, delivered or otherwise handled by the agent. The employee is responsible for these items. These items will be shipped in bond but the employee.
UNRESTRICTED weapons such as most rifles and shotguns, air pistols, gas pistols and starting pistols are to be wrapped in paper and packed in a carton or cartons so as to prevent damage to the firearms or to other articles. Such weapons may be shipped with other household goods. Specific instructions will be provided by the Project Authority.

3. Loading/Stuffing Liftvans and Sea Containers:

- a. Liftvans of suitable commercial design and meeting the following general specifications shall be used for loading/stuffing household goods:

Sea shipment:



All sea shipments shall be moved in standard steel sea containers. Depending on instructions provided by the Project Authority, sea shipments will either be loose-loaded into steel sea containers, or be loaded into wooden sea liftvans which will be loaded into steel sea containers depending on the destination. Ninety percent of the sea shipments will be loose-loaded into steel containers. The following sea container and liftvan specifications apply:

- Loose loaded sea container: A sea container, of standard dimensions and free of defects, into which packed household effects are loose loaded, with bracing where required.
- Sea lift van: Sea lift vans shall be constructed entirely from new wood only, and have the following characteristics:
 - Skid: constructed of 3/4" plywood and supported on 9 blocks of 4" X 4".
 - Ends, sides and top constructed of 3/8" plywood or better.
 - Framing: ends, sides and top framed with strips 1" X 4" or better.
 - Waterproofing: complete interior waterproofing, exterior waterproofing of the roof and caulking of all joints.
 - Strapping: metal strapping at least 19mm in width with at least 2 vertical bands and 1 horizontal band.
 - The interior must be free from splinters, snags, etc. and be clean and free from residue and odours.

Air Shipment:

Air shipments will either be loaded into standard IATA air containers, or specifically constructed air lift vans. The following specifications apply:

- IATA Standard Air Containers (Co8, Co7 or Other): Where IATA standard air containers are used they shall be prepared as follows:
 - Skid: A wooden skid of 3/8" or better plywood is to be attached securely to the cardboard base of the container and provided with blocks or equivalent to facilitate handling by forklifts.
 - Waterproofing: CO8, CO7 or other standard waterproofing bags with any gaps securely taped shut.
 - Strapping: metal strapping at least 19mm in width with at least 2 vertical bands and 1 horizontal band and cardboard or plastic guards placed under the straps.
 - The interior must be free from splinters, snags, etc and be clean and free from residue and odours.

Air Lift Van: Where the risk of pilferage or rough handling makes IATA standard containers impractical, air shipments shall be placed in wooden lift vans having the following characteristics:

- Skid: constructed of 3/4" plywood and supported on 9 blocks 4" in height.
- Ends, sides and top constructed of 3/8" plywood or better.
- Framing: ends, sides and top framed with strips 1" X 4" or better.
- Waterproofing: complete interior waterproofing, exterior waterproofing of the roof and caulking of all joints.
- Strapping: metal strapping at least 19mm in width with at least 2 vertical bands and 1 horizontal band.
- The interior must be free from splinters, snags, etc and be clean and free from residue and odours.

- b. Stuffing of liftvans must conform to same packing axiom as used for cartons, boxes, etc., that is, heavy on the bottom light on top concept is to prevail.
- c. Extra heavy items such as upright pianos must be raised and blocked to relieve any strain on the casters and braced with 10 x 10 cm lumber using cleats nailed through the plywood sheathing or compression points to prevent abrasion of finished surfaces.



- d. Less dense articles such as chairs, small electrical appliances, packed cartons or small furniture articles shall be used in the middle layer and light weight articles on the top layers. All space must be filled or top bracing shall be installed in a partially filled liftvan. Empty cartons do not suffice as bracing. Bracing must be placed in such a manner (vertically, horizontally or both) and held down by cleats so as to prevent the movement of articles/boxes, etc., within the liftvan. Cushioning material must be used to fill gaps so shifting of articles, boxes, etc., is not possible.
- e. Liftvans must be stuffed tight and dunnaged/braced where necessary to prevent any movement. Special attention must be paid in preparing, padding and stuffing furniture pieces and to the corners, edges of other articles in order to prevent rubbing or chafing to furniture pieces.
- f. Liftvans once stuffed must be strapped with steel straps at least 19 mm in width. One band shall be placed vertically at each end of each side encircling the top, sides and bottom and one band placed horizontally encircling the ends and sides. One end is to be lag bolted to allow for ease of entry at destination and for Canada Customs inspection.
- g. All items stuffed in liftvans must be tagged in numerical sequence and annotated on the inventory.
- h. All items that are oversized and unable to fit into a liftvan are to be properly protected through special packing or crating and properly blocked and braced in the sea container.
- i. All liftvans in sea containers are to be properly blocked and braced to prevent movement within the container.
- j. The agent shall use all reasonable precautions to protect all goods from damage by weather while they are being moved from the residence into liftvans.



ANNEX "B" Pricing Schedule

The prices given below for the services will remain in force for the entire duration of the standing offer including the two (2) extension periods of one year if they are exercised. All prices must be stated in Mexican Pesos excluding applicable tax.

Note to Bidder: You must complete the tables with the all-inclusive firm rate for each item and enclose it in your financial proposal envelope.

The estimated usage volumes indicated in columns are for financial evaluation purposes only and are not a guarantee of work volumes under the Standing Offers.

TABLE 1 GENERAL MOVING SERVICES AND INTERNAL MOVES WITHIN MEXICO Personnel for internal moves at Embassy Premises, Official Residences and Staff quarters							
Unit	Firm Unit Price (MXN Peso) for initial contract period (33 months)	Estimated Usage (Estimate based on a 33 month period)	Firm Unit Price (MXN Peso) for option period one (12 months)	Estimated Usage (Estimate based on a 12 month period)	Firm Unit Price (MXN Peso) for option period two (12 months)	Estimated Usage (Estimate based on a 12 month period)	SUB-TOTAL
	A	B	C	D	E	F	G
<i>Regular</i>							
per day (8 hours)		200		100		100	$G1=(A*B)+(C*D)+(E*F)$
per half day (4 hours)		60		30		30	$G2=(A*B)+(C*D)+(E*F)$
per day (Sunday)		2		1		1	$G3=(A*B)+(C*D)+(E*F)$
<i>Overtime</i>							
per hour (weekday)		20		10		10	$G4=(A*B)+(C*D)+(E*F)$
per hour (Saturday)		20		10		10	$G5=(A*B)+(C*D)+(E*F)$
per hour (Sunday)		16		8		8	$G6=(A*B)+(C*D)+(E*F)$
						TOTAL EVALUATED PRICE FOR TABLE 1 = SUM (G1 to G6)	



TABLE 2. OUTGOING SEA SHIPMENT OF PERSONAL EFFECTS AND VEHICLE

2.1 Loose Load container

-Includes: Pre-move survey; full export packing at domicile; labeling and preparation of personal effects; loading of personal effects into container at domicile and/or warehouse; and loading of vehicle at warehouse (as per specifications at Appendix A)

-Vehicles include: receiving; inspecting; disconnect battery; load into freight forwarder container; block; brace; seal; obtain dangerous goods declaration from employee

Description	Unit	Firm Unit Price (MXN Peso) for initial contract period (33 months)	Estimated Usage (Estimate based on a 33 month period)	Firm Unit Price (MXN Peso) for option period one (12 months)	Estimated Usage (Estimate based on a 12 month period)	Firm Unit Price (MXN Peso) for option period two (12 months)	Estimated Usage (Estimate based on a 12 month period)	SUB-TOTAL
		A	B	C	D	E	F	G
personal effects only	20-ft container		2		1		1	$G1=(A*B)+(C*D)+(E*F)$
personal effects and vehicle	20-ft container		2		1		1	$G2=(A*B)+(C*D)+(E*F)$
personal effects only	40-ft container		4		2		2	$G3=(A*B)+(C*D)+(E*F)$
personal effects and vehicle	40-ft container		12		6		6	$G4=(A*B)+(C*D)+(E*F)$
Only Vehicle	Per vehicle		2		1		1	$G5=(A*B)+(C*D)+(E*F)$
Cartage from residence to warehouse for loading into container at warehouse	per 100kg		20		10		10	$G6=(A*B)+(C*D)+(E*F)$
Shuttle from residence to container (if not positioned close to residence)	per shipment		20		10		10	$G7=(A*B)+(C*D)+(E*F)$
Customs clearance for outgoing sea shipments (personal effects and vehicle, excluding artwork)	per shipment		20		10		10	$G8=(A*B)+(C*D)+(E*F)$
							TOTAL EVALUATED PRICE FOR TABLE 2.1 =SUM (G1 TO G8)	



2.2 Less than a container load (min. 250 kg net)								
Description	Unit	Firm Unit Price (MXN Peso) for initial contract period (33 months)	Estimated Usage (Estimate based on a 33 month period)	Firm Unit Price (MXN Peso) for option period one (12 months)	Estimated Usage (Estimate based on a 12 month period)	Firm Unit Price (MXN Peso) for option period two (12 months)	Estimated Usage (Estimate based on a 12 month period)	SUB-TOTAL
		A	B	C	D	E	F	G
Pre-move survey at domicile; labeling and transport to warehouse (as per specifications at Appendix A)	per 100kgs net		2		1		1	$G1=(A*B)+(C*D)+(E*F)$
Preparation of personal effects at warehouse: A) Liftvan (LCL) (250 kgs. Minimum)	per 100kgs net		2		1		1	$G2=(A*B)+(C*D)+(E*F)$
Preparation of personal effects at warehouse: B) (Build/Stuffing/Strapping and Loading Into Container)	per 100kgs net		2		1		1	$G3=(A*B)+(C*D)+(E*F)$
							TOTAL EVALUATED PRICE FOR TABLE 2.2 = SUM (G1 TO G3)	
							TOTAL EVALUATED PRICE FOR TABLES 2.1 and 2.2	

TABLE 3 OUTGOING AIR SHIPMENT OF PERSONAL EFFECTS (MINIMUM 200KGS CHARGEABLE)								
Description	Unit	Firm Unit Price (MXN Peso) for initial contract period (33 months)	Estimated Usage (Estimate based on a 33 month period)	Firm Unit Price (MXN Peso) for option period one (12 months)	Estimated Usage (Estimate based on a 12 month period)	Firm Unit Price (MXN Peso) for option period two (12 months)	Estimated Usage (Estimate based on a 12 month period)	SUB-TOTAL
		A	B	C	D	E	F	G
Full export packing, labelling and transportation to warehouse for preparation	Per 100 kgs chargeable weight		2		1		1	$G1=(A*B)+(C*D)+(E*F)$
Preparation of Air shipments, as per Statement of Work (to be collected by freightforwarder) (A) IATA Containers: Set-up/Stuffing	Per 100 kgs chargeable weight		2		1		1	$G2=(A*B)+(C*D)+(E*F)$



Preparation of Air shipments, as per Statement of Work (to be collected by freightforwarder) (B) Liftvans: Build/Stuffing/Strapping	Per 100 kgs chargeable weight		2		1		1	$G3=(A*B)+(C*D)+(E*F)$
Customs clearance for air shipments	N/A (carried by freight forwarder)							
Insurance Coverage	1 % on declared value							
							TOTAL EVALUATED PRICE FOR TABLE 3 = SUM (G1 to G3)	

TABLE 4 INCOMING SEA SHIPMENTS

4.1 Loose Load Container of employee personal effects

Description	Unit	Firm Unit Price (MXN Peso) for initial contract period (33 months)	Estimated Usage (Estimate based on a 33 month period)	Firm Unit Price (MXN Peso) for option period one (12 months)	Estimated Usage (Estimate based on a 12 month period)	Firm Unit Price (MXN Peso) for option period two (12 months)	Estimated Usage (Estimate based on a 12 month period)	SUB-TOTAL
		A	B	C	D	E	F	G
4.1a Destuffing, Unpacking / Uncrating / Assembly furniture / Removal of Debris (excluding vehicle)	Per 20' container		6		3		3	$G1=(A*B)+(C*D)+(E*F)$
	Per 40' container		14		7		7	$G2=(A*B)+(C*D)+(E*F)$
4.1b Transport from port of Salerno to Mexico customs (first stop) and to warehouse and/or residence (second stop)	Per 20' container		4		2		2	$G3=(A*B)+(C*D)+(E*F)$
	Per 40' container		4		2		2	$G4=(A*B)+(C*D)+(E*F)$
4.1c Transport from port of Naples to Mexico customs (first stop) and to warehouse and/or residence (second stop)	Per 20' container		2		1		1	$G5=(A*B)+(C*D)+(E*F)$
	Per 40' container		6		3		3	$G6=(A*B)+(C*D)+(E*F)$
4.1d Transport from port of Leghorn to Mexico customs (first stop) and to warehouse and/or residence (second stop)	Per 20' container		2		1		1	$G7=(A*B)+(C*D)+(E*F)$
	Per 40' container		2		1		1	$G8=(A*B)+(C*D)+(E*F)$



4.1e Transport from port of Civitavecchia to Mexico customs (first stop) and to warehouse and/or residence (second stop)	Per 20' container		2		1		1	$G9=(A*B)+(C*D)+(E*F)$
	Per 40' container		2		1		1	$G10=(A*B)+(C*D)+(E*F)$
4.1f Unblocking and Removal of Vehicle from Sea Container and towing of vehicle to residence	Per vehicle		14		7		7	$G11=(A*B)+(C*D)+(E*F)$
4.1g Transit via warehouse (unloading and reloading and one month in-transit storage included)	Per 20' container		6		3		3	$G12=(A*B)+(C*D)+(E*F)$
	Per 40' container		10		5		5	$G13=(A*B)+(C*D)+(E*F)$
	Per 100 kgs chargeable weight (for LCL)		2		1		1	$G14=(A*B)+(C*D)+(E*F)$
4.1h Container with vehicle only (unblocking and removal of vehicle from Sea Container and towing to residence)	Per container		2		1		1	$G15=(A*B)+(C*D)+(E*F)$
4.1i Customs clearance of inbound sea shipments at the Mexico customs office only (personal effects and/or vehicle), including T1	Personal Effects only		6		3		3	$G16=(A*B)+(C*D)+(E*F)$
	Vehicle only		2		1		1	$G17=(A*B)+(C*D)+(E*F)$
	Personal effects and Vehicle		14		7		7	$G18=(A*B)+(C*D)+(E*F)$
							TOTAL EVALUATED PRICE FOR TABLE 4.1 = SUM (G1 TO G18)	

TABLE 4.2. Less than a container load DDU (groupage) of employee personal effects

Description	Unit	Firm Unit Price (MXN Peso) for initial contract period (33 months)	Estimated Usage (Estimate based on a 33 month period)	Firm Unit Price (MXN Peso) for option period one (12 months)	Estimated Usage (Estimate based on a 12 month period)	Firm Unit Price (MXN Peso) for option period two (12 months)	Estimated Usage (Estimate based on a 12 month period)	SUB-TOTAL
		A	B	C	D	E	F	
Transportation from warehouse to residence, Unpacking / Uncrating / Assembling furniture / Removal of Debris	Per 100 kgs net weight		2		1		1	$G1=(A*B)+(C*D)+(E*F)$
Customs clearance of inbound sea shipments at the Mexico customs	Per instance		2		1		1	$G2=(A*B)+(C*D)+(E*F)$



office only with duty free exemption documentation								
							TOTAL EVALUATED PRICE FOR TABLE 4.2 = SUM (G1 + G2)	

TABLE 4.3 Loose Load Container of Government-owned goods								
Description	Unit	Firm Unit Price (MXN Peso) for initial contract period (33 months)	Estimated Usage (Estimate based on a 33 month period)	Firm Unit Price (MXN Peso) for option period one (12 months)	Estimated Usage (Estimate based on a 12 month period)	Firm Unit Price (MXN Peso) for option period two (12 months)	Estimated Usage (Estimate based on a 12 month period)	SUB-TOTAL
		A	B	C	D	E	F	G
Furniture and furnishings, office furniture and equipment)- Transportation from port to Mexico door, Destuffing, Unpacking/Uncrating/Removal of Debris Note: Assembly to be quoted separately per man day.	Per 20' container		2		1		1	$G1=(A*B)+(C*D)+(E*F)$
	Per 40' container		4		2		2	$G2=(A*B)+(C*D)+(E*F)$
Transit via warehouse (unloading and reloading and one month in-transit storage incl)	Per 100 kgs net weight		2		1		1	$G3=(A*B)+(C*D)+(E*F)$
Customs clearance of inbound sea shipments at the Mexico customs only (furniture and furnishings, office furniture and equipment) with duty free exemption documentation	Per instance		2		1		1	$G4=(A*B)+(C*D)+(E*F)$
							TOTAL EVALUATED PRICE FOR TABLE 4.3 = SUM (G1 to G4)	
							TOTAL EVALUATED PRICE FOR TABLES 4.1, 4.2, and 4.3	



TABLE 5 INCOMING AIR SHIPMENTS AT MEXICO INTERNATIONAL AIRPORT

Description	Unit	Firm Unit Price (MXN Peso) for initial contract period (33 months)	Estimated Usage (Estimate based on a 33 month period)	Firm Unit Price (MXN Peso) for option period one (12 months)	Estimated Usage (Estimate based on a 12 month period)	Firm Unit Price (MXN Peso) for option period two (12 months)	Estimated Usage (Estimate based on a 12 month period)	SUB-TOTAL
		A	B	C	D	E	F	G
5.1. Personal effects (minimum 100kgs chargeable)- Customs clearance, Transportation from airport to Residence Unpacking / Uncrating / Assembly of furniture/Removal of Debris	Per 100 kgs chargeable weight		2		1		1	G1=(A*B)+(C*D)+(E*F)
5.2 Office materials and printed matter Customs clearance, Transportation from airport to Embassy, Delivery	Per 100 kgs chargeable weight		2		1		1	G2=(A*B)+(C*D)+(E*F)
5.3 Diplomatic cargo Customs clearance, Transportation from airport to Embassy and/or Official Residences, Unpacking / Uncrating / Removal of Debris	Per 100 kgs chargeable weight		4		2		2	G3=(A*B)+(C*D)+(E*F)
5.4 Transit via warehouse Includes customs clearance, Transportation from airport to Embassy and/or Official Residences, Unpacking / Uncrating / Removal of Debris	Per 100 kgs chargeable weight		4		2		2	G4=(A*B)+(C*D)+(E*F)
							TOTAL EVALUATED PRICE FOR TABLE 5 = SUM (G1 to G4)	



TABLE 6 STORAGE (Long term and In-Transit)

Description	Unit	Firm Unit Price (MXN Peso) for initial contract period (33 months)	Estimated Usage (Estimate based on a 33 month period)	Firm Unit Price (MXN Peso) for option period one (12 months)	Estimated Usage (Estimate based on a 12 month period)	Firm Unit Price (MXN Peso) for option period two (12 months)	Estimated Usage (Estimate based on a 12 month period)	SUB-TOTAL
		A	B	C	D	E	F	G
6.1 Storage in transit of incoming and outgoing shipments Less than 30 days	Per instance		MUST BE INCLUDED IN THE RATE		MUST BE INCLUDED IN THE RATE		MUST BE INCLUDED IN THE RATE	
6.2 Long-term storage	Per month		6		3		3	$G1=(A*B)+(C*D)+(E*F)$
6.3 Handling In and out of storage	Per cubic metre		40		20		20	$G2=(A*B)+(C*D)+(E*F)$
6.4a Insurance coverage (if not included) Storage at warehouse (A) Advise if included and extent of coverage (B) Advise If not included	Per declared MXN	_____%	2	_____%	1	_____%	1	$G3=(A*B)+(C*D)+(E*F)$
6.4b Insurance coverage (if not included) In transit within Mexico (A) Advise if included and extent of coverage (B) Advise If not included	Per declared MXN	_____%	2	_____%	1	_____%	1	$G4=(A*B)+(C*D)+(E*F)$
							TOTAL EVALUATED PRICE FOR TABLE 6 = SUM (G1 to G4)	

TABLE 7 ADDITIONAL SERVICES

Description	Unit	Firm Unit Price (MXN Peso) for initial contract period (33 months)	Estimated Usage (Estimate based on a 33 month period)	Firm Unit Price (MXN Peso) for option period one (12 months)	Estimated Usage (Estimate based on a 12 month period)	Firm Unit Price (MXN Peso) for option period two (12 months)	Estimated Usage (Estimate based on a 12 month period)	SUB-TOTAL
		A	B	C	D	E	F	G
7.1 Special Customs clearance procedure With anticipation of funds to cover duty/tax (deferred procedure pending)	Per occurrence		2		1		1	$G1=(A*B)+(C*D)+(E*F)$



receipt of approved franchise documentation)								
7.2 Customs clearance for art work (outgoing)	Per unit		2		1		1	$G2=(A*B)+(C*D)+(E*F)$
7.3 Customs clearance for art work (incoming)	Per unit		2		1		1	$G3=(A*B)+(C*D)+(E*F)$
7.4 Vehicle tow from / to residence to warehouse	Per unit		6		3		3	$G4=(A*B)+(C*D)+(E*F)$
7.5 Crating	Per crate		20		10		10	$G5=(A*B)+(C*D)+(E*F)$
7.6 Handling of Piano in transit within Mexico	Per unit		2		1		1	$G6=(A*B)+(C*D)+(E*F)$
7.7 Trucks Small (up to 20 ql)	per day		60		30		30	$G7=(A*B)+(C*D)+(E*F)$
Medium (over 20 ql)	per day		40		20		20	$G8=(A*B)+(C*D)+(E*F)$
Elevator Truck	per day		6		3		3	$G9=(A*B)+(C*D)+(E*F)$
Mechanic Ladder + Permits	per day		40		20		20	$G10=(A*B)+(C*D)+(E*F)$
							TOTAL EVALUATED PRICE FOR TABLE 7 = SUM (G1 to G10)	

Cumulative total of all tables – to be completed by Contracting Authority

Table 1	
Table 2	
Table 3	
Table 4	
Table 5	
Table 6	
Table 7	
FINAL TOTAL FOR EVALUATION PURPOSES (excluding all taxes) MXN PESO	



APPENDIX "A" – FSD 15

Scope

Definitions

Note: *These definitions only apply to this directive.*

Actual cash value (ACV) (*valeur réelle*) takes into account the age, condition and expected life-span of the article, as determined by the Claims Administrator in accordance with good industry practice.

Beauty allowance (*indemnité d'esthétisme*) is an allowance, not to exceed the actual cash value, to compensate for visible damage which does not affect the performance or function of the item.

Place of duty (*lieu de travail*) refers to a location in Canada or a post at or from which an employee's duties are ordinarily performed, and includes any area which, according to local custom, is within commuting distance of the place of duty.

Relocate (*réinstallation*) refers to the authorized geographic move of an employee and/or dependant between a place of duty in Canada and a place of duty at a post, or between a place of duty at one post and a place of duty at another post.

15.13 Shipment and Storage of Household Effects

15.13.1 On relocation to a post or between posts the deputy head shall authorize and arrange shipment of all or part of the employee's household effects to the new place of duty, as follows:

- (a) with respect to those household effects authorized for shipment, the deputy head shall approve for payment the actual and reasonable expenses for packing, crating, cartage, transportation, incidental storage for a period not exceeding twelve months, and unpacking;
- (b) with respect to those household effects not authorized for shipment, the deputy head shall make the necessary arrangements and approve for payment the actual and reasonable expenses for packing, crating, cartage and storage of such effects and, if necessary, transportation expenses to the employee's headquarters city or the nearest place where the deputy head determines suitable storage facilities exist;
- (c) whether or not a PMV is shipped under Section 15.18, the deputy head may authorize payment:

(i) of actual and reasonable storage costs, including insurance and a one-time preservation fee for such services as removing battery, raising PMV off tires, applying lubricants as required, etc. for commercial storage of the employee's PMV, where the "Canadian Red Book" value of the vehicle exceeds the estimated cost of storage for the posting period; or

(ii) up to \$30 per month, including insurance, for private dead storage, such amount to be adjusted from time to time and indicated in the Foreign Affairs and International Trade's monthly Schedules to Foreign Service Directives and Meal Rates where the estimated cost of storage for the posting period exceeds the "Canadian Red Book" value.

15.13.2 An employee on cross-posting may be allowed, at the discretion of the deputy head:

- (a) a supplementary shipment from the employee's headquarters city or third location, to the employee's post, provided that the total shipments do not exceed the weight limitations as prescribed in Appendix A. This will apply to situations such as, but not limited to, a move to a significantly different climate requiring different clothing, or where food and other supplies must be brought to the post.
- (b) a shipment to the headquarters city from the former place of duty of effects which will not be needed at the new place of duty. If the Deputy Head does not agree to a shipment to the headquarters city for cost reasons, the employee shall not be penalized for overweight for these excess goods going to and/or from the new place of duty.

15.13.3 Any subsequent shipment of household effects is subject to the overall weight limitations of Appendix A. The deputy head may authorize shipment and approve for payment the actual and reasonable expenses for packing, crating, cartage, transportation and unpacking of essential



household effects requested within six months from the date of the employee's occupancy of permanent accommodation at the post.

15.13.4 Where, during an assignment outside Canada, an employee acquires furniture and household effects and/or a private motor vehicle (PMV) as a result of an inheritance, the deputy head shall exercise managerial discretion under Section 15.42 to authorize payment of all or a part of the storage costs only, incurred either in or outside Canada, of such effects until the employee is assigned to duty in Canada. Inheritance may also include personal and household effects transferred from parent(s) who move from a family residence into an elder-care facility. With respect to storage of an inherited private motor vehicle (PMV), provisions in paragraph 15.13.1(c) will apply.

15.13.5 Except as provided for in subsection 15.13.10, shipment of effects after expiry of the time limit established in accordance with subsection 15.13.3 shall only be authorized where there is an increase in the number of the employee's dependants, for example, birth or adoption of a child, or replacements for inventory items lost at the place of duty as a result of fire, theft or other calamity.

15.13.6 Payment of shipping charges in accordance with subsection 15.13.3 may not exceed the charges that would apply if the shipment were made between the employee's headquarters city and the post.

15.13.7 Where, for reasons attributable to employee choice, more than one trip is made to the employee's residence for packing and crating of household effects, the employee shall be responsible for those costs which would not have been incurred had the packing and crating been done on one occasion only.

15.13.8 Shipment of effects of a dependent student who joins the employee at the post may be authorized under FSD 35 - Education Travel.

15.13.9 Where, following notification of an assignment outside Canada, an employee chooses to ship household effects, for the use of a dependent student who has been a member of the employee's household, to a temporary residence which is directly and solely attributable to the relocation, the deputy head may exercise managerial discretion under Section 15.42 to authorize for payment the actual and reasonable expenses for packing, crating, transportation and unpacking (including in-transit insurance) of such effects and their return to the employee's principal residence, up to the cost that would otherwise have been incurred for the packing, crating, cartage and commercial storage of the effects in the employee's headquarters city.

15.13.10 Notwithstanding subsection 15.13.3, a subsequent shipment of personal and/or household effects shall be authorized for employees who are returning to a level III, IV or V hardship post in accordance with the provisions of FSD 50.6.

15.13.11 Where, at the request of an employee, household effects which were not placed in long-term storage in accordance with paragraph 15.13.1(b) at the time of the employee's relocation are later placed in long-term storage during the employee's assignment outside Canada, actual and reasonable expenses for packing, crating, cartage and storage may be authorized by the deputy head to the extent that such expenses do not exceed the expenses that would otherwise have been incurred had these effects been placed in long-term storage at the time of the employee's relocation.

15.13.12 On relocation from a post to a place of duty in Canada, the deputy head shall make the necessary arrangements and approve for payment the actual and reasonable expenses for packing, crating, transportation, unpacking, and incidental storage of household effects for a



period not exceeding twelve months or until the employee moves into permanent accommodation, whichever is earlier.

15.14 Modes of Shipment

15.14.1 The household effects authorized for shipment to an employee's new place of duty shall be shipped using the most practical mode and route. Effects shall be shipped by surface means, by air cargo or by a combination of both modes as determined by the deputy head. In determining the mode of shipment the deputy head shall take into account anticipated costs of temporary shelter, available shipping facilities and conditions at the new place of duty.

15.14.2 In exceptional cases, the deputy head may authorize limited excess baggage or accompanied air freight, as appropriate, for example, where:

- (a) access to the air shipment may be delayed;
- (b) there may be an extended stay in temporary accommodation; or
- (c) there is a need for more clothing because of a significant change in climate.

15.15 Restrictions Applying to Shipments

15.15.1 When a removal at public expense has been authorized in accordance with the foregoing, an employee may include all household effects, subject to the limits of Appendix A.

15.15.2 The following is a representative listing of items which shall not be moved at public expense:

- (a) items which by law or tariff restriction may not be moved with household effects, for example, fuel, explosives, gas barbecue tanks, ammunition, corrosives, flammable liquids, aerosols, home brew, cooking oil;
- (b) goods requiring climatically controlled conditions;
- (c) building materials, patio stones, cement blocks, outdoor barbecues (brick, cement or stone);
- (d) boats (except where sufficient space is available in the container authorized for shipment of the employee's household effects, including the employee's PMV or motorcycle where this has been authorized for containerized shipment with household effects);
- (e) aircraft and parts of aircraft;
- (f) trailers;
- (g) livestock;
- (h) portable buildings (except when dismantled and accepted by the mover on a straight-weight basis);
- (i) farm or construction equipment or machinery.

15.16 Weight Limitations

15.16.1 The total quantity of effects the deputy head will normally approve under Section 15.13 for shipment on each relocation at public expense shall not exceed the weight limitations outlined in Appendix A for the type of accommodation at the post.

15.16.2 An employee shall be advised of the pre-shipment weight of effects. If these estimates indicate an overweight situation, the employee shall either take corrective action to reduce shipping weights to within the authorized limit or accept responsibility for overweight charges.

15.16.3 Prior to departure from post, an employee is expected to consider estimates provided for outgoing shipments by reference to the total weight of all incoming shipments and the purchase of personal and household effects while at post. It is the employee's responsibility to bring discrepancies to the attention of mission management.

15.16.4 When effects have been authorized for shipment at public expense to a post, those effects shall be authorized for shipment and/or storage at public expense from that post, reduced by the weight of any shipments to Canada under FSD 35 - Education Travel; the weight of



consumable goods shipped to post which put the shipment to post in an overweight situation; and/or other FSD provision.

15.16.5 In unusual circumstances, such as where packing material is heavier than normal, or there is evidence to indicate fault or negligence outside the reasonable control of the employee, the overall weight limitations referred to in Section 15.16 may be exceeded with the approval of the deputy head. Where applicable, a determining factor in considering an exception to the weight limitation would be the total weight of all incoming shipments. Where it can be clearly demonstrated that the employee could not have been aware of an overweight situation, or was advised too late to take corrective action, recovery of all costs related to the excess weight shall be waived. Where a weight limitation has been exceeded without prior approval, the employee may be held accountable for any shipping and related charges attributable to the excess weight.

15.16.6 Where an employee chooses to ship additional effects to post at personal expense, the weight of these effects shall not be included in the weight entitlement on departure from post.

15.17 Preparation of Inventory

15.17.1 The inventories of household effects the employee must submit to the Deputy Head prior to departure shall be separated into four sections: air shipment; sea or road shipment; long-term storage; and accompanying baggage.

15.17.2 Articles listed in the inventory shall be described briefly, together with details regarding year of purchase, model and serial numbers if applicable, condition and replacement cost value in Canada at the time the inventory is prepared. Everyday household items, clothing, bedding/linen, kitchenware, appliances, furniture, furniture accessories, books, toys, etc. can be listed and valued either separately or in groups. The maximum payable for any item which is included in a group is \$200.

15.17.3 Effects shall be described as follows:

(a) **General** - Items which are valuable or unique or difficult to replace, such as works of art, hand-crafted rugs, antiques, etc. shall be described in more detail. Current appraisal reports must be provided for all items over the specified limits, as outlined in subsection 15.25.6, and shall be attached to the inventory. It is also helpful to have photos or videos of valuable items on file in case of damage or loss.

(b) **Crystal, porcelain, art objects etc.** shall be described with emphasis on breakable or damageable items, particularly those that have a high value in comparison to like items. For name-brand crystal, porcelain, silverware and similar items which are still available commercially, appraisal reports are not required. The brand, model and specific design of these items shall be noted.

(c) **Furniture, major appliances and carpets**, particularly when they will be detailed individually on the mover's inventory, need not be described in detail, but make and model shall be noted. Where appropriate, similar items can be listed as sets, i.e. 8 mahogany dining room chairs at \$300 each.

(d) **Appliances, electrical and electronic equipment** shall be described by make, model and serial number, unless they are unique or antique and valued at more than \$1000, in which case a current appraisal report shall be provided and attached to the inventory. No compensation will be provided for appliances and electronic or electrical equipment unless a certificate of good working order at the time of shipment or storage is attached to the inventory.

(e) **Other effects**, such as clothing, cooking accessories, regular glassware and china, books, CDs, sporting equipment, tools, etc. may be listed in groups.

(f) Any single item valued at over \$1000, other than name-brand items, or any personally-crafted item valued at more than \$200 shall be supported by an appraisal report, with a copy attached to the inventory.

(g) Items excluded from insurance coverage by the Crown should be listed separately in the same manner to assist in arranging private insurance coverage on some or all of these articles in



the event the employee wishes to arrange such coverage. These articles are listed in subsection 15.25.6.

15.17.4 If an employee's household effects are damaged or lost during relocation, no claim for such loss or damage may be made under this directive unless the employee has submitted a detailed inventory of items shipped and/or stored at public expense, to the deputy head two weeks prior to departure for the new place of duty.

15.17.5 Inventories are essential to the damage and loss claims process, and are often necessary for customs purposes. The inventory may not be sufficient to substantiate ownership or value of specific items. Employees are advised to keep receipts, photos, or videos, of important, valuable and unique effects.

15.18 Shipment of Private Motor Vehicle (PMV)

15.18.1 Subject to the provisions of this section, the deputy head may authorize shipment of one private motor vehicle (PMV), the primary purpose of which is for family conveyance. For purposes of shipment, private motor vehicle (PMV) means a motorcycle (when not shipped as household effects), sedan, sports car, station wagon, mini van, pick-up or 4-wheel drive vehicle of three-quarter ton rating or less owned by or registered in the name of an employee or a dependant.

15.18.2 Payment of the actual and reasonable expenses related to the crating if required by the shipping and/or insurance company, insuring and transporting of a private motor vehicle (PMV) to and/or from the employee's post may be authorized when the deputy head is satisfied that the country to which an employee is about to be relocated does not:

- (a) impose restrictive limitations on the size or other characteristics of the private motor vehicle (PMV) to be shipped;
- (b) have vehicle operating laws or conditions that in the opinion of the deputy head make the operation of the employee's PMV significantly less safe than that experienced in Canada;
- (c) have prohibitive import duties or embargoes on the importation of private motor vehicles, or prohibitive disposal restrictions.

15.18.3 Expenses authorized under subsection 15.18.2 shall not exceed the cost of crating, insuring, and transporting an employee's PMV from the old place of duty in Canada to the post, notwithstanding that the PMV may be shipped from a third location to the employee's post.

15.18.4 Expenses authorized under subsection 15.18.2 shall not exceed the cost of crating, insuring and transporting an employee's PMV from the post to the new place of duty in Canada, except that such expenses will only be authorized if the PMV is in the possession of the employee, or a dependant, at the post, prior to shipment.

15.18.5 In cases of cross-posting, the expenses authorized under subsection 15.18.2 shall not exceed the cost of crating, insuring and transporting an employee's PMV from:

- (a) the employee's old place of duty to the new place of duty where the vehicle is shipped from the old place of duty, or
- (b) the employee's old place of duty in Canada to the new place of duty where the vehicle is shipped from a location other than the employee's former post, except where the deputy head determines, and advises the appropriate foreign service interdepartmental co-ordinating committee, that unusual circumstances warrant the waiver of this limitation.

15.18.6 In determining the transportation entitlement under subsection 15.4.3, the cost for PMV shipment shall be established in accordance with subsections 15.18.3, 15.18.4 and 15.18.5 above, but shall not exceed the estimated cost of shipping the vehicle from its location to the new place of duty.



15.18.7 Payment of duties, taxes or registration for which an employee may be liable at a post or in Canada in respect of a private motor vehicle (PMV), motorcycle, boat or trailer shall not normally be authorized by the deputy head.

15.18.8 Where the vehicle to be shipped exceeds the limits specified above, the deputy head may authorize actual and reasonable shipment expenses for such a vehicle to the limit of the maximum allowable.

15.18.9 The deputy head shall not authorize shipment of a PMV which does not meet carrier specifications.

15.18.10 The provisions of Section 15.18 may be applied to a PMV which is shipped directly from the manufacturer to a local dealer at the employee's post, notwithstanding that it is not owned by or registered in the name of the employee or dependant at time of shipment, in situations where the manufacturer will not ship directly to the employee. Reimbursement shall be limited to identifiable transportation costs, upon production of evidence satisfactory to the deputy head, for the purchase of a new PMV.

15.18.11 The provisions of subsection 15.18.10 may also be applied where, in the opinion of the deputy head, it is cost effective to purchase a new PMV from a local dealer, rather than pay directly for shipment of a PMV to a post.

Appendix A – Weight Limitations for Shipment of Household Effects – Section 15.16

No. of Persons in the Household	Furnished Accommodation	Unfurnished Accommodation
1	3100 kg net (6,820 lbs)	4700 kg net (10,340 lbs)
2	3400 kg net (7,480 lbs)	5300 kg net (11,660 lbs)
3	3700 kg net (8,140 lbs)	5900 kg net (12,980 lbs)
4	4000 kg net (8,800 lbs)	6500 kg net (14,300 lbs)
5	4300 kg net (9,460 lbs)	7100 kg net (15,620 lbs)
6	4600 kg net (10,120 lbs)	7700 kg net (16,940 lbs)
7 or more	4900 kg net (10,780 lbs)	8300 kg net (18,260 lbs)

The weight limits referred to in Section 15.16 are net amounts. Gross weight shall be determined by applying the following percentage factors for packing material:

Air shipment:	20%
Road Shipment:	15%
Overseas container shipment:	15%
Overseas wooden liftvan shipment:	30%