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Request for a Standing Offer (RFSO)

PERFORMANCE OF THE WORK DESCRIBED IN THE STATEMENT OF WORK.

TITLE Moving & Custom Clearance Services – Bangkok, Thailand	
SOLICITATION NO. 21-183091	DATE June 18, 2021
PROPOSAL DELIVERY In order for the proposal to be valid, it must be received no later than 14:00 EDT (Ottawa, Ontario time) on July 19, 2021 . This date is referred to herein as the "Closing date". Only electronic copies will be accepted and received at the following email address: internationalproposals@international.gc.ca Solicitation #: 21-183091	
OFFER TO: FOREIGN AFFAIRS, TRADE AND DEVELOPMENT CANADA 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 AND SERVICES LISTED HEREIN AND ON ANY ATTACHED SHEETS AT THE PRICE(S) SET OUT THEREFOR. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN ON BEHALF OF THE SUPPLIER.	
_____ Signature	_____ Date



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PART 1 - GENERAL INFORMATION

1.1 Introduction

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 and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and 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 include Annex A - Statement of Work, Annex B - Basis of Payment, Annex C - Electronic Payment Instruments, Annex D – Call-up against the Standing Offer (Form), Annex E - Standing Offer Report and Appendix 1 to Annex A – Packaging Standards and Instructions.

1.2 Summary

- 1.2.1 The purpose of this RFSO is to select up to three (3) suppliers to enter into a Standing Offer Agreement with the Department of Foreign Affairs, Trade and Development (DFATD) to provide moving and custom clearance services for the Embassy of Canada in Bangkok, Thailand as described in the Statement of Work (Annex A).
- 1.2.2 The Work is to be performed from the Standing Offer award date (to be entered at date of award) for a period of two years. There is also the potential of four (4) additional one (1) year irrevocable option periods under the same terms and conditions.
- 1.2.4 The requirement may be subject to the provisions of the:
 - (a) Canada - Chile Free Trade Agreement (CCFTA)
 - (b) Canada - Columbia Free Trade Agreement
 - (c) Canada - Honduras Free Trade Agreement
 - (d) Canada - Korea Free Trade Agreement (CKFTA)
 - (e) Canada - Panama Free Trade Agreement
 - (f) Canada - Peru Free Trade Agreement (CPFTA)
 - (g) Canada - Ukraine free Trade Agreement
 - (h) Canadian Free Trade Agreement (CFTA)
 - (i) Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)



- (j) Comprehensive Economic and Trade Agreement (CETA)
- (k) World Trade Organization Agreement on Government Procurement (WTO-AGP)

1.3 Security Requirements

There are no Security requirements associated with this requirement, however, Offeror's personnel will be escorted and placed under supervision of Embassy of Canada personnel at all times during the performance of the Work on the Embassy's premises.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to Canada's Representative within 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.

1.5 Interpretation

In this document, unless the context otherwise requires:

"Applicable Tax" means any tax applicable in the jurisdiction of the Work.

"Offer" or "Proposal" is an offer to provide services or supply goods as a result of a solicitation.

"Offeror" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a proposal to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Offeror, or its subcontractors.

"Canada", "Crown", "Her Majesty", the "Minister" or the "Government" means Her Majesty the Queen in right of Canada as represented by the Minister of Foreign Affairs and any other person duly authorized to act on behalf of that minister;

"Work" means all the activities, services, goods, equipment, matters and things required to be done, delivered or performed by the Offeror under the Contract



PART 2 - OFFEROR INSTRUCTIONS

2.1 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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](#) (2020-05-28) 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: 60 days
Insert: 120 days

2.1.1 Subsection 06 (2018-05-22) Late Offers

This subsection is deleted in its entirety and is hereby replaced by the following:

Offers received after the stipulated RFSO closing date and time will be:

- returned to the Offeror in the case where hard copies were requested; or
- deleted / destroyed where soft copies were requested, unless they qualify under the provisions of the Delayed Offers clause stipulated in paragraph 2.2.2

2.1.2 Subsection 07 (2018-05-22) Delayed Offers

This subsection is deleted in its entirety and is hereby replaced by the following:

An offer received after the RFSO closing date and time, but before the contract award date may be considered, provided the delay can be proven by the Offeror to have been due solely to a delay in delivery that can be attributed to incorrect handling by Canada, after the offer has been received at the location stipulated on page one (1).

2.1.3 Subsection 08 (2019-03-04) Transmission by Facsimile or by epost connect

This subsection is deleted in its entirety and does not form part of the RFSO. Canada does not accept receipt of offer by means of a facsimile or by epost Connect service.

2.2 SUBMISSION OF OFFERS

2.2.1 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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>).



- 2.2.2** Offers must be received by DFATD at the electronic address identified and by the date and time on page 1 of the solicitation. Offers must NOT be sent directly to Canada's Representative. Canada will not be responsible for offers delivered to a different address. Offers sent directly to Canada's Representative may not be considered.
- 2.2.3** The e-mail address indicated on page one (1) of the solicitation is for the purpose of offers submission and enquiries concerning that solicitation. No other communications are to be forwarded to this address.
- 2.2.4** Attachments should be in a Portable Document Format (.pdf) software application or Microsoft Office version 2003 or greater.
- 2.2.5** Offerors should follow the specifications format instructions described below, during the preparation of their bid:
- minimum type face of 10 points;
 - all material should be formatted to print on 8.5" x 11" or A4 paper;
 - for clarity and comparative evaluation, the Offeror should respond using the same subject headings and numbering structure as in this RFSO document.
- 2.2.6** More than one e-mail can be sent if necessary (if the same file is sent twice, the latest file received will be used for evaluation purposes and the previous one(s) will not be opened).
- 2.2.7** Canada will take no responsibility if an offer is not received on time because the e-mail was refused by a server for the following reasons:
- the size of attachments exceeds 10 MB;
 - the e-mail was rejected or put in quarantine because it contains executable code (including macros);
 - the e-mail was rejected or put in quarantine because it contains files that are not accepted by our server, such as, but not limited to, .rar, encrypted .zip, encrypted .pdf, .exe., etc.
- 2.2.8** Links to an online storage service (such as Google Drive™, Dropbox™, etc.) or to another website, a File Transfer Protocol (FTP) service access, or any other mean of transferring files, **will not** be accepted. All documents submitted must be attached to the e-mail.
- 2.2.9** It is strongly recommended that Offerors confirm with Canada's Representative that their complete offer was received. For this same reason, it is recommended that in cases where more than one (1) e-mail containing documents comprising the quote is submitted, the emails be numbered and the total number of emails sent in response to the solicitation also be identified.
- 2.2.10** Canada requires that each offer, at closing date and time or upon request from Canada's Representative, be signed by the Offeror or by an authorized representative of the Offeror. If any required signature(s) are not submitted as requested, Canada's Representative may inform the Offeror of a time frame within which to provide the signature(s). Failure to comply with the request of Canada's Representative and to provide the signature(s) within the time frame provided may render the bid non-responsive. If a offer is submitted by a joint venture, it must be in accordance with section 17 Joint Venture, of 2006 (2020-05-28) *Standard Instructions – Request for Standing Offers - Goods or Services - Competitive Requirements*.
- 2.2.11** It is the Offeror's responsibility to:
- (a) obtain clarification of the requirements contained in the RFSO, if necessary, before submitting an offer;
 - (b) prepare its offer in accordance with the instructions contained in the RFSO;
 - (c) submit by closing date and time a complete offer;
 - (d) send its bid only to the address specified on page 1 of the bid solicitation;
 - (e) ensure that the Offeror's name, and the RFSO number are clearly visible on the attachment(s) containing the offer; and,
 - (f) provide a comprehensible and sufficiently detailed offer, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the RFSO.



- 2.2.12** Offers received on or before the stipulated RFSO closing date and time will become the property of Canada. All offers will be treated as confidential, subject to the provisions of the Access to Information Act (R.S. 1985, c. A-1) and the Privacy Act (R.S., 1985, c. P-21), and other applicable law.
- 2.2.13** Unless specified otherwise in the RFSO, Canada will evaluate only the documentation provided with an Offeror's offer. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the offer
- 2.2.14** An offer cannot be assigned or transferred in whole or in part.

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Canada's Representative no later than five (5) 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 question(s) or may request that Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

2.4 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.

2.5 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential Offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages Offerors to first bring their concerns to the attention of the Canada's Representative. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
- Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.



PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

- Canada requests that the Offeror submits its Offer in accordance with section 08 of the 2006 standard instructions.

The Offer must be gathered per section and separated as follows:

- Section I: Technical Offer
- Section II: Financial Offer
- Section III: Certifications

Please note: Offers may be modified or resubmitted only **before** the RFSO closing date, and must be done in writing. This includes electronically transmitted responses. The latest Offer received will supersede any previously received Offers.

3.2 TECHNICAL OFFER INSTRUCTIONS

Section I: to be labeled “**Technical Offer**”;

This section should not exceed 60 pages. Material exceeding the 60 page maximum may not be considered. Copies of required Certificates and Licences, and Title pages are not included in the 60 page limit.

In their Technical Offer, Offerors should demonstrate their understanding of the requirements contained in the RFSO and explain how they will meet these requirements. Offerors should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The Technical Offer should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the offer will be evaluated. Simply repeating the statement contained in the RFSO is not sufficient. In order to facilitate the evaluation of the offer, Canada requests that Offerors address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Offerors may refer to different sections of their Offer by identifying the specific paragraph and page number where the subject topic has already been addressed.

3.3 FINANCIAL OFFER INSTRUCTIONS

Section II: to be labeled “**Financial Offer**”;

Offerors must submit their Financial Offer in accordance with Annex B – Basis of Payment. Prices must appear in Section II **only** and must not be indicated in any other section of the Offer. Failure to comply may result in the offer being declared non-compliant and rejected from further consideration. All the information required in the Basis of Payment should appear in a separate document and should be identified as the Financial Offer. Financial Offers will only be opened after the evaluation of the Technical Offer is completed. **Estimates provided in Annex B – Basis of Payment are strictly for evaluation purposes and are not a guarantee under the contract.**

3.3.1 FIRM PRICE

3.3.1.1 Offerors must quote an all-inclusive Firm Price and insert currency name (and currency code) on the attached Annex B, Basis of Payment. The Firm Price must include, but not necessarily be limited to, all costs resulting from the performance of the Work as described in this RFSO, all costs resulting from the performance of any additional Work described in the Offeror's Offer (unless clearly described as an option), all travel, living costs and all overhead costs including disbursements.

3.3.1.2 All payments will be made according to the terms of payment set out in the Draft Standing Offer.



3.3.2 FIRM HOURLY RATES

3.3.2.1 Offerors must quote Hourly Rates in Thai baht (*THB*) or *Canadian Dollars (CAD)* on the attached Annex B, Basis of Payment. The Hourly Rates must include, but not necessarily be limited to, all costs resulting from the performance of the Work as described in this RFSO, and all costs resulting from the performance of any additional Work described in the Offeror's Offer (unless clearly described as an option).

3.3.2.2 The Offeror will not be reimbursed for travel and living expenses incurred in the performance of the Work.

3.3.3 DISBURSEMENT OR OTHER DIRECT EXPENSES

Canada will reimburse the Offeror for the direct expenses reasonably and properly incurred by the Offeror in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

3.4 CERTIFICATIONS

Section III: to be labeled "**Certifications**";

Offerors must submit the certifications and additional information required under Part 5.

3.5 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "C" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "C" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.6 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 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.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Mandatory technical (or Mandatory and point-rated technical) evaluation criteria are included in ATTACHMENT 1 TO PART 4 – TECHNICAL EVALUATION CRITERIA

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price - Canadian/Foreign Offeror

SACC *Manual* Clause [M0222T](#) (2016-01-28), Evaluation of Price - Canadian/Foreign Offerors

4.2 Basis of Selection

An Offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive Offers with the lowest evaluated price will be recommended for issuance of a Standing Offer. There will be up to three Standing Offers issued.

Only those Offers that pass the mandatory technical criteria and are within 10 percent of the best-priced Offer will be awarded a Standing Offer. Call Ups will be issued on a proportional basis such that the highest-ranked Offeror receives 50% of the work, the second highest-ranked Offeror receives 30% and the third ranked Offeror receives 20%.



4.3 ATTACHMENT 1 TO PART 4 – Technical Evaluation Criteria

The Offer must meet the following mandatory technical criteria. The Offeror must provide the necessary documentation to demonstrate compliance with this requirement.

Offers that do not meet the mandatory technical criteria will be considered non-responsive. Only those Offers that pass the mandatory technical criteria and are within 10 percent of the best-priced Offer will be awarded a Standing Offer.

Company Name and Address: _____

Name of Representative: _____ Email Address: _____

MANDATORY TECHNICAL CRITERIA (MTC)				
N°	DESCRIPTION	COMPLIANCE	Met	Not Met
M1	The Offeror company must have a minimum of 7 years' experience working as movers for at least 5 diplomatic missions and or international organizations in Bangkok within the last 10 years.	The Offeror must provide the name of the company, how long they have been a client and the contact name at the Embassy or International organization.		
M2	The Offeror's proposed resource for the role of Manager must have relevant experience in moves of similar size, scope and complexity, to meet the requirements as described in the Statement of Work. The proposed Manager must have at least five (5) years' experience in similar operations (work with embassies or international organization, coordination of international moves, custom formalities, etc.) within the last 7 years. Offeror must describe the Manager's role and responsibilities and state that he/she will have the authority to make all decisions. The Manager must indicate in the résumé the ability to perform the duties in English.	The Offeror must provide the resume of the proposed Manager which includes all required information as listed in the description column. At least 2 references must also be included.		
M3	The Offeror's proposed resource for the role of Key Estimator must demonstrate that they have relevant experience that meet the requirements as described in the Statement of Work. Estimator must have at least two (2) years of experience in estimating the cost of moves during the last five (5) years. The Estimator must indicate in the résumé the ability to perform the duties in Thai or English.	The Offeror must provide the resume of the proposed Estimator which includes all required information as listed in the description column. At least 2 references must be included.		



MANDATORY TECHNICAL CRITERIA (MTC)				
N°	DESCRIPTION	COMPLIANCE	Met	Not Met
M5	The Offeror's proposed resource for the role of On-Site Supervisor must demonstrate that they meet the requirements as described in the Statement of Work. The On-Site Supervisor must have at least two (2) years' experience in supervising a team of movers during the last five (5) years. The On-Site supervisor must indicate in the résumé the ability to perform the duties in Thai and English.	The Offeror must provide the resume of the proposed On-Site Supervisor which includes all required information as listed in the description column. At least 2 references must be included.		
M6	Offerors must demonstrate that all employees, and or subcontractors are employed under local regulations and have a valid work permit in Thailand.	The Offeror must provide a statement or legal documentation providing this information.		
M7	The Offeror must show that they have previous experience and are able to perform customs clearance of diplomatic containers and vehicles by providing either the name(s) of their customs broker(s), their addresses and telephone number(s), or a statement that they handle clearances by using their own staff.	The Offeror must provide a statement/document which includes the requested information.		
M8	The Offeror must demonstrate that they have a branch and a warehouse in Bangkok (within 30 km from the Embassy of Canada).	The Offeror must provide the address of both these premises.		

Note: If the same person performs more the one duty, one resume may be provided however it must contain all the required experience. References are to be provided for each and may be checked.

Note: If the Offeror is offered a Standing Offer with the Embassy, if not already included, their name will be added to the list of approved brokers for the Embassy.



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a Standing Offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an Offer non-responsive, will have the right to set-aside a Standing Offer, or will declare an Offeror in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Canada's Representative will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Canada's Representative will render the Offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their Offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all Offerors must provide with their Offer, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Additional Certifications Required with the Offer

5.2.1 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the Offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Canada's Representative will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the Offer non-responsive.

5.2.2 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Status and Availability of Resources

SACC Manual clause M3020T (2016-01-28) Status of Availability of Resources - Offer



PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

There are no Security requirements associated with this requirement, however, Offeror's personnel will be escorted and placed under supervision of Embassy of Canada's personnel at all times during the performance of the Work.

6.2 Insurance Requirements

The Offeror is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Standing Offer and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Offeror is at its own expense and for its own benefit and protection. It does not release the Offeror from or reduce its liability under the Standing Offer nor under the Contract.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

DEFINITIONS

In the Standing Offer, unless the context otherwise requires:

"Standing Offer (SO)": A Standing Offer is not a Contract. It is an Offer made by the Offeror (A Supplier or a Provider) for the provision of certain Services to clients at prearranged prices or a prearranged pricing basis, under set terms and conditions that is open for acceptance by authorized user(s) on behalf of the Minister during a specified period of time. A separate Contract is formed each time a Call-Up for the provision of goods and/or services is made against a Standing Offer.

"Call-up" and "Contract" means an order issued by an Identified User duly authorized to issue a call-up against a particular standing offer. Issuance of a call-up to the Offeror constitutes acceptance of its offer and results in the creation of a contract between Her Majesty the Queen in right of Canada and the Offeror for the goods, services or both described in the Call-up;

"Offeror" means the person or entity whose name appears on the signature page of the Standing Offer and who offers to provide goods, services or both to Canada under the Standing Offer;

"Canada", "Crown", "Her Majesty", the "Minister" or the "Government" means Her Majesty the Queen in right of Canada as represented by the Minister of Foreign Affairs and any other person duly authorized to act on behalf of that minister;

"Standing Offer Authority" means the person designated as such in the Standing Offer, or by notice to the Offeror, to act as the representative of Canada in the management of the Standing Offer. The Standing Offer Authority will issue a document called "Standing Offer and Call-up Authority" to authorize Identified Users to make call-ups against the Standing Offer and to notify the Offeror that authority to make call-ups against the Standing Offer has been given to Identified Users.

"Identified User" means a person or entity identified in the Standing Offer and authorized by the Standing Offer Authority to make call-ups against the Standing Offer;

"Contractor" means the person, entity or entities named in the Contract to supply goods, services or both to Canada;

"Contract Price" means the amount stated in the Contract to be payable to the Contractor for the Work, exclusive of Applicable Taxes;



"Applicable Tax" means any tax applicable in the jurisdiction of the Work;

"Days" means continuous calendar days, including weekends and statutory holidays;

"Party" means Canada, the Contractor, or any other signatory to the Contract and "Parties" means all of them;

"Signature" means either signed on paper, whether the original or an electronic copy of the signed paper is sent to the Contractor; and

"Work" means all the activities, services, goods, equipment, matters and things required to be done, delivered or performed by the Contractor under the Contract.

A. STANDING OFFER

7.1 Standing Offer

- 7.1.1** A Standing Offer is not a contract and does not represent the commitment of funds by Her Majesty or the commitment to use any organization on the SO list;
- 7.1.2** A contractual obligation will come into force when there is Work authorized against the SO by the issuance of a Call-up against the SO and only to the extent designated in the authorization;
- 7.1.3** Her Majesty's liability under this arrangement shall be limited the actual amount of Work authorized in the Call-ups (Contracts) and performed within the terms and conditions specified;
- 7.1.4** The terms and conditions set out herein will form part of, and shall be incorporated into, any and all the resulting Call-ups (Contracts); and
- 7.1.5** The Offeror shall perform and complete with care, skill, diligence and efficiency the Work that is described in each Call-up (Contract) issued and authorized against the SO.
- 7.1.6** The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

There are no Security requirements associated with this requirement, however, Offeror's personnel will be escorted and placed under supervision of Embassy of Canada personnel at all times during the performance of the Work on the Embassy's premises.

7.3 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.

7.3.1 General Conditions

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.



7.4 Standing Offer Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled "D". If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority and the Project Authority.

The quarterly reporting periods are defined as follows:

1. first quarter: April 1 to June 30
2. second quarter: July 1 to September 30
3. third quarter: October 1 to December 31
4. fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than 5 calendar days after the end of the reporting period.

7.5 Term of Standing Offer

7.5.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from the SO award date for a period of 2 years.

7.5.2 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 three (3) one (1) year periods 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 thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.6 Delivery Points

Delivery of the service will be made to delivery point(s) specified in the Call-up issued against the Standing Offer.



7.7 Authorities

7.7.1 Standing Offer Authority (to be entered at award)

The Standing Offer Authority is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____ - ____ - ____
E-mail address: _____

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, he is responsible for any contractual issues relating to individual Call-ups made against the Standing Offer by any Identified User.

7.7.2 Project Authority (to be entered at award)

The Project Authority for the Standing Offer is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____ - ____ - ____
E-mail address: _____

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

7.7.3 Offeror's Representative (to be entered at standing offer award)

Name: _____
Title: _____
Company: _____
Address: _____
Telephone: ____ - ____ - ____
E-mail address: _____

The Contractor reserves the right to replace the above-named representative by giving written notice to the Standing Offer Authority.

7.8 Identified User

The Identified User authorized to make call-ups against the Standing Offer is the Standing Offer Authority or the Embassy's Authorized User as outlined in 7.11.



7.9 Call-up Procedures

1. 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, 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.
2. The authorized Call-ups against this Standing Offer must be made using duly completed forms identified in Annex D by methods such as facsimile, electronic mail or any other method deemed acceptable by both the Identified User and the Offeror.
3. No costs incurred before the receipt of a signed Call-up can be charged to this Standing Offer.
4. If by error or omission the Identified User fails to apply the correct price to an item, it is the responsibility of the Offeror to notify the Identified User of the error prior to delivery.
5. Any modifications to the original Call-up must be supported by the issuance of a subsequent form in accordance with the Standing Offer terms and conditions in effect at the time of the Call-up.
6. For urgent requirement only Identified Users may request goods/services by telephone, facsimile, or email which must be followed up by issuing a Call-up or equivalent document no later than the next working day to confirm the request for Work to be performed.

7.10 Call-up Instrument

The Work will be authorized by the Identified User(s) using the duly completed form as identified in Annex D – Call up against the Standing Offer.

Call-ups must be made by Identified User (or his authorized representatives) under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.

7.11 Limitation of Call-ups

Individual call-ups against this Standing Offer issued by the Embassy's Authorized User must not exceed \$25,000.00 (Applicable Taxes included).

Individual Call-ups against this Standing Offer exceeding \$25,000.00 (applicable taxes included) must be authorized by the Standing Offer Authority.

7.12 Financial Limitation

The total cost to Canada resulting from Call-ups against the Standing Offer must not exceed the sum of \$_____ (Applicable Taxes excluded) (to be entered in at award of standing offer) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any Work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or two (2) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.



7.13 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** (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) **2010C** (2020-05-28), General Conditions - Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Electronic Payment Instruments;
- h) Annex D, Standing Offer Report;
- i) the Offeror's Offer dated _____.

7.14 Certifications and Additional Information

7.14.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its Offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.15 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.

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2010C (2020-05-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Period of the Contract

The period of the Standing Offer is from the date of issuance for a period of 2 years.

7.3.2 Delivery Date

Delivery must be completed in accordance with the Call-up against the Standing Offer.

7.4 Payment

7.4.1 Basis of Payment

Canada will pay the Contractor in accordance to the Basis of Payment included as Annex B. Payment under this Contract will be conditional on the performance, completion and delivery of the Work, or any part of the Work to the satisfaction of Canada.

7.4.2 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Call-up if:

1. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Call-up;
2. all such documents have been verified by Canada;
3. the Work delivered has been accepted by Canada.



7.4.3 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):
(to be inserted if applicable)

1. Visa Acquisition Card;
2. MasterCard Acquisition Card;
3. Direct Deposit (Domestic and International);
4. Electronic Data Interchange (EDI);
5. Wire Transfer (International Only).

7.5 Invoicing Instructions

The Contractor must ensure that each invoice it provides to Canada:

1. is submitted in the Contractor's name;
2. is submitted each month for each delivery or shipment;
3. only applies to the Contract;
4. shows the date, the name and address of the Project Authority, the description of the Work and the Contract number;
5. details the claimed fees and disbursements, if applicable, in accordance with the Basis of Payment, exclusive of Applicable Taxes;
6. sets out Applicable Taxes, such as the Contractor's output VAT, as a separate item along with corresponding registration numbers from the tax authorities;
7. identifies all items that are zero-rated, exempt from Applicable Taxes or to which it does not apply.

7.6 Insurance – No Specific Requirements

SACC Manual clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirement

7.7 Dispute Resolution

1. The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
2. The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
3. If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
4. Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".



ANNEX "A"

STATEMENT OF WORK

1. Title

- 1.1 Moving and Custom Clearance Services, Bangkok Thailand

2. Objective

- 2.1 The objective of the Work is to obtain local moving and custom clearance services for the Embassy of Canada in Bangkok, Thailand.

3. Background

- 3.1 The Embassy of Canada in Bangkok maintains and provides furnished residences for Canadian Diplomatic Embassy staff who relocate in and out of Thailand every several years. Throughout the year, the Embassy may purchase items from Canada or elsewhere, including furnishings, office supplies, alcohol and vehicles, as required. The Embassy of Canada requires local moving services, custom clearances and delivery of items for its Canadian Diplomatic staff.

4. Scope

- 4.1 The Contractor shall provide the local moving and custom clearance services for the Embassy of Canada in Bangkok, Thailand.

5. Tasks / Requirements

5.1 The Contractor must:

- 5.1.1 Pack, unpack, and remove packing material, move items from the port, off site storage unit, the Embassy of Canada, the residence of the Ambassador, and various staff residences within Bangkok as instructed in the Call-Up;
- 5.1.2 Prepare an estimate for, preparing, packing, and moving of items. The information on the move may be provided by the Embassy via phone, email or on site visit may be requested. The estimate must be submitted in writing to the Project Authority within 72 (seventy-two) hours of the performance of the estimated Work;
- 5.1.3 Upon request, contact the Canadian Embassy staff by phone or email to determine if a shuttle, conveyance or a furniture lift will be needed for the move and inform the Project Authority in advance;
- 5.1.4 Discuss specific requirements or special instructions stated in the Call-up with the Project Authority as required;
- 5.1.5 Communicate with Customs, Port Authorities and Freight Forwarder as needed to carry out import clearance of all sea/air shipments in accordance with instructions and documentation from the Project Authority;
- 5.1.6 Pack all items in accordance with the Packaging Standards and Instructions listed in Appendix 1 to Annex A – Packaging Standards and Instructions;
- 5.1.7 Provide or arrange for suitable transport for the delivery of items;
- 5.1.8 Provide temporary storage as required and instructed by the Project Authority;
- 5.1.9 Provide appropriate number of movers needed for the volume of work to transport and deliver items within Bangkok as instructed;



- 5.1.10 Schedule dates for the delivery, moving, packing or unpacking of items. A reasonable effort must be made to accommodate the requirements of the Project Authority with respect to the scheduling of these appointments;
- 5.1.11 Arrive on site by 9am and complete work in one day as much as possible.
- 5.1.12 Provide the Project Authority with a clear and detailed packing list of all items packed. The packing list should ideally be typed and must be provided within three (3) working days of the packing date. The packing list should identify items in each box or container (e.g. box #X – kitchen items, box #XX – linens, etc.).
- 5.1.13 Follow up and confirm, in writing, to the Project Authority receipt date on requested containers from the freight forwarder;
- 5.1.14 Exercise skill and judgment in utilizing proper handling equipment and properly protect the premises. The Contractor shall be liable for actual property damage, replacement and repair costs.
- 5.1.15 Provide the names and ID of all individuals who will require access to the Embassy of Canada

5.2 Contractor's Responsibilities:

- 5.2.1 Designate an official Contractor's Representative (Manager) with at least 5-years of experience in the last 7 years in similar operations. This official must be capable to communicate in English and be in a position to make decisions and respond to instructions from the Project Authority. The Manager may delegate a point of contact for day-to-day operations as a contact for the Embassy.
- 5.2.2 The Contractor must provide a service line (e.g. phone number, e-mail) to respond, within 24 hours, to inquiries from the Embassy;
- 5.2.3 Designate an Estimator with at least 2-years of relevant experience within the last 5 years in estimating the cost of packing, unpacking, and removing packing material, moving items from the port to off-site storage unit or destination. This person must be capable to communicate in Thai or English.
- 5.2.4 Designate an On-Site Supervisor with at least 2-years of relevant experience in the last 5 years in supervising a team of movers and ensuring the work is carried out. This person must be capable to communicate in Thai and English.
- 5.2.5 For identification purposes the employees of the Contractor, including movers and packers, must clearly display on their shirt the name or logo of the company they represent.

6. Client's Responsibilities

- 5.1 Project Authority shall be the point of contact of the Embassy of Canada for the day-to-day operation and communication with the Contractor;
- 5.2 The Authorized User shall prepare a Call-up against the Standing Offer for each service requested.
- 6.3 Have access and perform inspections of the Work performed by the Contractor when the representatives of the ministry or the Project Authority deems necessary;
- 6.4 Provide the Contractor with shipment notification and details in a timely fashion for all incoming shipments;
- 6.5 Provide the Contractor with relevant government documentation governing the shipment, clearance and storage of effects;



- 6.6 Provide the Contractor the necessary customs documentation that is required to clear shipments:
- the Ministry of Foreign Affairs approval for import of the diplomatic shipment;
 - the Power of Attorney authorizing them to handle custom formality clearances on behalf of the Embassy;
 - a letter authorizing them to pick up the documents from the incoming shipping line.
- 6.7 Discuss with the Contractor the procedures relating to preparing, packing, removing and unpacking of the items for all local moves.

7. Constraints

- 7.1 The Contractor must comply with labour regulations in terms of social security and with ecological environmental standards in force in Thailand;
- 7.2 The Contractor must comply with the standards and minimum directives on packaging as described in Appendix 1 – Packaging Standards and Instructions.
- 7.3 The Contractors must adhere to appropriate COVID-19 measures such as frequent hand washing, social distancing and wearing of masks.

8. Language of work

- 8.1 During a local move, if a Canadian employee is onsite, the Contractor must send at least one on site Manager who can communicate in English.



Appendix 1 to Annex A PACKAGING STANDARDS AND INSTRUCTIONS

Items will be packed and in accordance with normal commercial standards in force in Thailand which govern packing material. The minimum standards as described below must be met in all cases.

1. Packing Material and Packing Method

- 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.
- 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. **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.
- d. **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.
- e. **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 Embassy, materiel shall be handled and moved without being packed by protecting goods with blankets or similar reusable materials.
- f. **Packing of items** must always be carried out in such a way as to minimise damage, protect against scratching or breakage.
- g. **Boxes, cartons and crates**, shall be marked to indicate the room location and contents.
- h. **Clothes** hanging in cupboards must be packed in vertical hanging cardboard boxes. No loose articles may be put into these boxes. Vertical or horizontal wardrobes may be used.
- i. **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.
- j. **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.

- k. **Electrical Equipment:** 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.
- l. **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.
- m. **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.
- n. **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 leaving the front and rear wheels attached. Wheels or mechanisms on multi-speed bicycles shall not be removed or disassembled from the frame.
- o. **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.
- p. **Mattresses** with inner springs and those containing foam rubber, or mattresses consigned to storage, must be placed in cartons and protected from the elements. 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 and protected from the elements. Paper bags, if used, shall be of not less than 60-pound Kraft paper. Mattresses that are part of upholstered furniture need not be placed in cartons.
- q. **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.
- r. **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 cardboard divider. With respect to insurance, the Contractor is not responsible for damage to and/or by wine, spirit and/or liquids during shipment. The Contractor is responsible for packing wine, spirits and/or liquids according to international standards for household effects.



ANNEX "B"

BASIS OF PAYMENT

Prices are firm all-inclusive unit prices in Thai Bant. VAT is excluded from the prices quoted below and will be shown as a separate item on the invoice, if applicable.

Estimated usages are for evaluation purposes only and not to be construed as a firm commitment from Canada. Actual usages may vary from these amounts.

Description		Year 1	Year 2	Option Year 3	Option Year 4	Option Year 5	Estimated Usage Per year	Cbm	Formula
Section 1: LOCAL MOVE	Order Unit	A	B	C	D	E	F	G	*Following formula will be used to estimate cost (FxG)xA + (FxG)xB + (FxG)x C + (FxG)x D + (FxG)x E
Local move from location to location (includes packing at one location and unpacking at other location)	Per cbm Minimum cbm						4	40	
Moving services from your warehouse to location (includes unpacking at location) <i>Note: Do not include warehouse handling fee</i>	Per cbm Minimum cbm						10	20	
Moving services from a warehouse not belonging to your company to location (includes unpacking at location) <i>Note: Do not include warehouse handling fee</i>	Per cbm Minimum cbm						2	20	
Moving services from location to warehouse which does not belong to your company (includes packing at location) <i>Note: Do not include warehouse handling fee</i>	Per cbm Minimum cbm						5	40	
Moving services from location to your warehouse (includes packing at location) <i>Note: Do not include warehouse handling fee</i>	Per cbm Minimum cbm						10	30	



Diplomatic Vehicle Destination charges for a new Embassy vehicle (Includes customs formalities, clearance and delivery to Embassy)	Cost Per vehicle						1	Cost Per vehicle	
Diplomatic Wine Destination charges for a wine order (Includes customs formalities, clearance and delivery to location)	_____ THB Complimentary storage for: _____ days _____ THB/day thereafter per CBM						1	5	
Section 4: INCOMING AIR SHIPMENT AT SUVARNABHUMI AIRPORT TO LOCATION									
Diplomatic household and office furniture/items/supplies Destination charges (Includes customs formalities, clearance and delivery to location in Bangkok)	Per 100 kgs chargeable weight Minimum kgs _____						1	10	
Section 5: ADDITIONAL SERVICES ON AS NEEDED BASIS									
Overtime rate on holidays or after regular working hours	Per day Per hour						1	7.5	
Stair carry up	_____ THB per flight of stairs						1	10	
Crating	Per cubic metre						1	1	
Handling of piano	Per unit						1	1	
Shuttling service	Per cbm Minimum						1	1	

Estimated Value (Section 1 to Section 5)

Company Name and Address: _____

Name of Representative: _____ Email Address: _____

Signature: _____ Date: _____



ANNEX "C"

ELECTRONIC PAYMENT INSTRUMENTS

The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only).



**ANNEX D – Form
CALL-UP AGAINST THE STANDING OFFER**

Ship to:	Contractor:
----------	-------------

TERMS AND CONDITIONS OF THE STANDING OFFER SHALL APPLY.

Date :		
Standing Offer Number		Requisition Number
		Financial codes
Item number	Description	
Project Authority:		Delivery Required by:
NAME ADDRESS		
Phone: Email :		
Pursuant to Section 32 of the Financial Administration Act	FOR THE MINISTER	
	_____ Signature	
	_____ Print Name and Capacity	



STANDIND OFFER REPORT

Standing Offer No: _____

Offeror: _____

Reporting Period: (Select appropriate reporting quarter)

- ___ first quarter: April 1 to June 30
- ___ second quarter: July 1 to September 30
- ___ third quarter: October 1 to December 31
- ___ fourth quarter: January 1 to March 31

Call-Up Number	Date of Call-Up	Description of Service	Value of Call-Up (Taxes excluded)
Total Value of Call-ups:			

NIL Report: We have not done any business with the government of Canada and do not have anything to report on this quarter _____

Prepared by:

Name: _____

Signature: _____

Email: _____

Date: _____