

Questions and Answers
RFQ No. SCA77015Q0002
Telephone Answering Services
U.S. Consulate General Vancouver

1. Whether companies from Outside Canada can apply for this?

Yes, companies from outside of Canada may apply for this solicitation, provided they are technically acceptable, fiscally responsible, and submit competitive and acceptable quotations. Companies must be legally authorized to operate in Canada, and comply with local law.

2. Whether we need to come over there for meetings?

In-person meetings are not required at the US Consulate General Vancouver, allowing for companies outside the local area to compete for the contract and provide services.

3. Can we perform the tasks (related to RFP) outside Canada?

Yes, as will be stated in the Request for Quotation (RFQ), services will not be performed on site at the USCG Vancouver offices. Services are expected to be performed at the vendor's offices or locations.

4. Can we submit our proposals via email?

Yes, proposals may be submitted via email. Hard copies of quotations are accepted, but not mandatory.

5. List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.

These items will be specified in the RFQ, posted to the US Embassy Ottawa's webpage (<http://canada.usembassy.gov/about-us/procurement.html>)

6. Soft Copy of the Tender Document through email.

See Question 5.

7. Names of countries that will be eligible to participate in this tender.

Companies who submit quotations will not be limited, excluded, or disqualified based on country of origin or place of business. However, the Federal Acquisitions Regulation (FAR, www.acquisition.gov/far/) does prohibit the U.S. Government from working with companies who violate contract clauses or remain on the Exclusion Parties List under the System for

Awards Management (<https://www.sam.gov/>). Please refer to those materials to ensure your company is eligible.

8. Information about the Tendering Procedure and Guidelines

See Question 5.

9. Estimated Budget for this Purchase

For full and open competition, budgets and independent government estimates are not made public during the solicitation process. Bids will be first considered on a technically-acceptable basis. Among those bids deemed technically acceptable, the award will be made to the lowest bidder. Base your quotation bid on what services are required and your cost and profit to provide such services.

10. Any Extension of Bidding Deadline?

No extensions will be given beyond the deadline listed in the RFQ.

11. Any Addendum or Pre Bid meeting Minutes?

All addendums, pre-bid meeting minutes, question and answers, modifications, and other pertinent documents will be posted under the US Embassy Ottawa's webpage for public viewing. This ensures all eligible vendors will have access to the same information, creating a fair and open bidding process.