

To: Offerors

From: Monica S. Ewing, Contracting Officer 

Date: March 30, 2012

Subject: Answers to the Questions asked after pre-proposal conference held on March 27, 2012 for Courier Services (LOC) (SPK33012Q5627).

Q-1) Do we have to fill all columns of SF-1449 or only block 12, 17, 19 – 24 and 30?

Ans) No, not all columns need be completed. Fill in block 12 if you are offering any discount; provide your company name and address in block 17a; check the box in block 17b if remittance address is different than 17a and provide this address in your offer. You do not need to fill block 19 – 24 as prices will be given in Section – 1, the Schedule (solicitation page 4 – 6). Offeror shall put his/her signature in block 30a, name of signer in 30b and date signed in 30c.

Q-2) Can we give our base rates exclusive of fuel surcharge and exchange rate as both these additional charges change every month?

Ans) No. Prices must be inclusive of all associated costs. In your prices you should account for potential fluctuation in fuel prices and exchange rates.

Q-3) Which form or documents are required to complete Section – K of the Solicitation?

Ans) Section – K was mistakenly referenced during the pre-proposal conference. The correct section is Section – 5 (Representations and Certification, page 30-43). You do not need to submit any document under Section 5, you will review this Section and fill in the blanks where applicable.

Q-4) What documentation is required in technical Proposal?

Ans) These documents are listed in Section 3 – Solicitation Provisions, page 25.

Q-5) What would be the criteria (in case if fuel prices / air freight fares increase / US Dollar increases against Pak Rupee) to adjust price hike?

Ans) See the answer to question 2.

Q-6) What would be annual increase in prices?

Ans) It is the offeror's decision to decide what an annual increase will be or not be. It is up to the offeror to determine the prices for base year and two option years. Remember that your prices are being competed against the other offerors so your most competitive price may make your proposal better during the competitive price evaluation.

Q-7) We will submit monthly invoices. How much time would you take to furnish payments?

Ans) Payments will be made within 30 days upon satisfactory completion of task and the submission of a legitimate and proper invoice.

Q-8) Which kind of service required? Freight (Door to Door or Door to Airport)?

Ans) Door to Door

Q-9) What would be the delivery time requirement? (Delivery within 72 hours ex Karachi or 5-6 working days), Or similar to courier service?

Ans) No particular timeline is established to deliver shipments. The courier may use typical time standards to deliver these shipments to the destination as it would take for general (routine) courier service, but the shipment **must** be transported by air.

Q-10) Mentioned in RFQ: Which kind of DVD's, Music Cassettes, CD's, Maps, Magazines, you have to send?

Ans) DVDs and CDs consist of commercial television programs, music and cinema movies. Books and magazines are from commercial publishers, universities and established research institutions. Cassettes are not typically distributed.