



RETURN BIDS TO:

Department of Foreign Affairs, Trade and
Development
Permanent Mission of Canada
5, avenue de l'Ariana
Geneva, Switzerland

Attention: Diana Penny

REQUEST FOR PROPOSALS (RFP)

**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.

TITLE Commercial Cleaning Services at the Permanent Mission of Canada in Geneva, Switzerland	
SOLICITATION NO. GENEV-2013-002-TP	DATE October 4, 2013
SOLICITATION CLOSES On Friday, October, 4 2013 at 14:00 hours Switzerland Local Time.	
ADDRESS ENQUIRIES TO: TAYISA PETRYSHYN	
TELEPHONE: 613-944-7004	EMAIL: TAYISA.PETRYSHYN@INTERNATIONAL.GC.CA
DESTINATION OF SERVICES Permanent Mission of Canada 5, avenue de l'Ariana Geneva, Switzerland	
VENDOR/FIRM NAME AND ADDRESS Telephone No.: Facsimile No.:	
NAME AND TITLE OF PERSON AUTHORIZED TO SIGN ON BEHALF OF THE VENDOR _____	Corporate Seal
Signature	

Date	

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PART 1 – INTRODUCTION

1. Purpose of this Request for Proposal (RFP)

The purpose of this RFP is to select a supplier to enter into a contract with DFATD, to provide the services described in the Statement of Work - Appendix "A" attached herein.

2. Proposed Period of Contract

The period of the Contract is from date of award for a period of two (2) years.

2.1 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional periods of one year each 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 thirty (30) 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. Security Requirements

Before award of contract, the following security requirements must be met:

3.1 At missions abroad, the Contractor and/or all other personnel involved in the work shall hold a valid personnel security screening level of **RELIABILITY STATUS** for work to be performed in the Mission, Official Residence (OR) or Staff Quarters (SQ). The Contractor and/or all other personnel involved in the work must be properly supervised on the premises of the Mission, OR or SQ. Access to the restricted zones of the Mission may only be granted under the escort and constant supervision of a member of the Canada-based staff (CBS). Failure to obtain the Reliability Status would render the Contract null and void. The minimum security screening level required is granted by the Mission Security Officer or other CBS authorized by the Head of Mission in accordance with the procedures outlined in the Personnel Security Screening Reference Guide for Mission Managers. Missions requesting a security clearance for Contractors to perform work in restricted zones of the Mission or to access classified information/assets must consult *Security Operations and Personal Safety Division (CSR) and Regional Security Abroad Unit (CSRA)*.

3.2 The Contractor shall NOT remove, without the express written approval of the Project Authority, any **CLASSIFIED and/or PROTECTED** information from the work site, and shall ensure that the Contractor's personnel are made aware of and comply with this restriction.

3.3 The Contractor shall be responsible to identify the Security Requirements of the Contract to their Subcontractors and to ensure that these requirements are complied with by subcontractors.

4. Work Location

The services provided by the Contractor shall be performed at the Permanent Mission of Canada, 5 avenue de l'Ariana, Geneva, Switzerland.

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5. Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site for a pre-arranged tour at the Permanent Mission of Canada located at **5 avenue de l'Ariana, Geneva, Switzerland**. Bidders must provide their own transportation. If bidders have already attended a site visit for RFP number GENEV-2013-001-TP they are not required to attend another one for this RFP; only those who have not attended will need to make arrangements to do so. To arrange for an appointment, please contact **Jean-Christophe Richard** at the Permanent Mission by telephoning **+41 (0)22 919 9202**.

Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation. A maximum of two (2) representatives per bidder will be permitted to examine the site.

PART 2 - CONDITIONS, INSTRUCTIONS AND INFORMATION

1. Terminology

For your proposal to be considered responsive, you must comply with all the requirements of this Request for Proposal (RFP) identified as mandatory. **Mandatory criteria are also expressed by using imperative verbs such as “shall”, “must” and “will” irrespective of where they appear in the RFP.**

2. Enquiries - Solicitation Stage

2.1 All enquiries or issues concerning this procurement must be submitted in writing to the Contracting Authority named below as early as possible within the bidding period. Enquiries and issues must be received by the Contracting Authority no later than five (5) calendar days prior to the bid closing date specified herein to allow sufficient time to provide a response. Enquiries received after that time may not be able to be answered prior to the bid closing date.

2.2 To ensure consistency and quality of information provided to bidders, the Contracting Authority will provide, simultaneously to all companies to which this solicitation has been sent, any information with respect to significant enquiries received and the replies to such enquiries without revealing the sources of the enquiries.

2.3 All enquiries and other communications with government officials throughout the solicitation period shall be directed ONLY to the Contracting Authority named below. Non-compliance with this condition during the solicitation period may (for that reason alone) result in disqualification of your bid.

2.4 Contracting Authority:

Tayisa Petryshyn
Contracting Specialist
Department of Foreign Affairs, Trade and Development
E-mail: Tayisa.Petryshyn@international.gc.ca

3. Bidder Improvement to the Requirement during Bid Period

3.1 Should the Bidder consider that the specifications or Statement of Work contained in this Request for Proposal (RFP) can be improved technically or technologically, the Bidder is invited to make

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suggestions, in writing, to the Contracting Authority named herein. The Bidder must clearly outline the suggested improvements as well as the reason for the suggestion. Suggestions which do not restrict the level of competition nor favour a particular Bidder will be given consideration provided they are received by the Contracting Authority no later than 8 calendar days prior to bid closing date specified herein. Canada reserves the right to accept or reject any or all suggestions.

4. Proposal (bid) Preparation Cost

The costs, including travel incurred by the Bidder in the preparation of its proposal and/or the negotiation (if applicable) of any resulting contract **will not** be reimbursed by DFATD.

5. Proposal (Bid) Delivery

5.1 Proposals (bids) are to be sent **ONLY** to the address stipulated on page 1.

5.2 Bidders should ensure that the RFP Number is clearly marked on their envelopes or parcels. Proposal closing date and time should also be indicated on bid envelopes or parcels.

5.3 Proposals (bids) and/or amendments thereto, will only be accepted by DFATD if they are received at the address indicated above, on or before the closing date and time specified herein.

5.4 **Responsibility for proposal (bid) delivery:** The Bidder has sole responsibility for the timely receipt of a proposal (bid) by DFATD and cannot transfer this responsibility to the Government of Canada. DFATD will not assume responsibility for proposals (bids) that are directed to a location other than the one stipulated in paragraph 5.1 above.

5.5 **Delayed Proposals (bids):** A proposal (bid) received after the closing date and time, but before the contract award date may be considered, provided the delay can be proven by the Bidder to have been due solely to a delay in delivery that can be attributed to incorrect handling by DFATD, after the proposal (bid) has been received at the location stipulated in paragraph 5.1 above.

5.6 **Late Proposals (bids):** It is DFATD's policy to return unopened bids received after the stipulated bid closing date and time, unless they qualify under the provisions of the Delayed Proposals clause stipulated in paragraph 5.5 above.

6. Proposal (bid) Closing Date and Time:

In order for the proposal (bid) to be given consideration, the Bidder's proposal (bid) must be received at the address and by the date and time stipulated on page 1 of this RFP.

7. Validity of Proposal (bid)

Any proposal (bid) must remain open for acceptance for a period of not less than ninety (90) days after the closing date of the RFP.

8. Rights of Canada

Canada reserves the right:

- a. during the evaluation, to submit questions or conduct interviews with Bidders, at Bidder cost, upon forty eight (48) hours' notice, to seek clarification or verify any or all information provided by the bidder with respect to this RFP;
- b. to reject any or all proposals received in response to this RFP;
- c. to enter into negotiations with one or more bidders on any or all aspects of its proposal;
- d. to accept any proposal in whole or in part without prior negotiation;
- e. to cancel and/or re-issue this RFP at any time;
- f. to award one or more contracts, if applicable;
- g. to retain all proposals submitted in response to this RFP;

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- h. not to accept any deviations from the stated terms and conditions;
- i. to incorporate all, or any portion of the Statement of Work, Request for Proposal and the successful proposal in any resulting contract; and
- j. not to contract at all.

9. Incapacity to Contract with Government

- 9.1 Canada may reject a bid where the Contractor, including the contractor's officers, agents and employees, has been convicted of an offence under the following provisions of the Criminal Code:
- a. Section 121, Frauds upon the Government;
 - b. Section 124, Selling or Purchasing Office;
 - c. Section 418, Selling Defective Stores to her majesty;
- 9.2 Subsection 750 (3) of the Criminal Code prohibits anyone who has been so convicted from holding public office, contracting with the government or benefiting from a government contract.

10. Incurring of Cost

No costs incurred before receipt of a signed contract or specified written authorization from the Contracting Officer can be charged to any resulting contract. In addition, the Contractor is not to perform work in excess of or outside the scope of any resulting Contract based on verbal or written requests or instructions from any government personnel other than the aforementioned officer. Your attention is drawn to the fact that the Contracting Officer is the only authority which can commit the Government to the expenditure of the funds for this requirement.

11. Qualifying Joint Venture Bids

A joint venture, regardless of how it has chosen to structure itself, can only be qualified as an eligible bidder if it is a financially viable legal entity. In joint ventures proposals, only one of the parties must function as the prime contractor and assume full responsibility for the execution of the contract. As such, bidders must identify in their bid who the prime contractor will be.

12. Definition of Bidder

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

13. Price Justification

In the event that the Bidder's bid is the sole responsive bid received, the Bidder must provide, on Canada's request, one or more of the following price justification:

- (a) a current published price list indicating the percentage discount available to Canada; or
- (b) a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
- (c) a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
- (d) price or rate certifications; or
- (e) any other supporting documentation as requested by Canada.

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PART 3 - PRESENTATION OF PROPOSALS

1. Submission of Proposals (bids)

PROPOSALS (BIDS) SUBMITTED BY FACSIMILE, E-MAIL OR OTHER ELECTRONIC MEANS WILL NOT BE ACCEPTED.

- 1.1 Electronic transmission of your proposal (bids) by such means as facsimile or email is not considered to be practical and therefore will not be accepted.
- 1.2 When responding, the proposal (bids) **MUST** be delivered to the location and by the time and date stipulated herein.
- 1.3 Proposals (bids) submitted in response to this RFP will not be returned with the exception of bids received after the specified date and time stipulated herein which shall be returned unopened to the Bidder and given no further consideration.

2. Format and Content of Proposals (Bids)

- 2.1 Proposals (bids) should be organized in an identical fashion to, and reference the same paragraph numbers as this RFP. Additional subsections may be used as appropriate.
- 2.2 **Canada requires that each bid submission include the first page of this RFP signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with Part 2, Section 11 Qualifying Joint Venture Bids. The Bidder's signature indicates acceptance of the terms and conditions set out herein. The signatory must have authority to commit the organization by making such a proposal. If the Bidder fails to submit this signed first page of the RFP with their bid then the Bidder shall be disqualified from the bidding process and be declared non-compliant.**

- 2.3 The proposal (bid) should be structured in separately sealed and bound sections as follows:

Part A: Technical Proposal, three (3) hardcopies.

Part B: Financial Proposal, one (1) hardcopy.

Part C: Certifications, one (1) hardcopy.

Prices must appear in the financial bid only. Prices must not be indicated in any other section of the bid.

- 2.4 Your proposal (bid) should be concise and should address, but not necessarily be limited to the points that are subjected to the mandatory requirements and evaluation criteria identified herein, against which the proposal will be evaluated.

It is strongly recommended that bidders ensure each of the requirements is addressed in sufficient depth to ensure a fair and complete evaluation of the proposal.

- 2.5 Only those proposals which fulfill all Mandatory requirements identified in this RFP will be further evaluated based upon the scoring system listed in Appendix "B".
- 2.6 Bidders are advised that only listing experience without providing any supporting information data such as: references, credentials, curriculum vitae, number of projects completed and in progress, the period of the work performed in number of months and years in past and present employment,

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and when, where and how such experience was obtained; will not be considered to be “demonstrated” for the purpose of this evaluation.

- 2.7 Proposals must be submitted in either of Canada’s official languages (English or French). Any translations fees required to meet this criterion will be borne by the bidder.

3. Certifications

- 3.1 The certifications in Appendix “C” – Certifications, should be completed, signed and submitted with your proposal (bid). A contract will not be awarded until all certifications have been signed by the Bidder and received by the Crown. If the Bidder fails to provide the certifications when requested to do so by the Contracting Authority, then the Bidder shall be disqualified from the bidding process and be declared non-compliant.
- 3.2 Compliance to the Certifications the Bidder has provided Canada is subject to discretionary audit. In the event that it is determined that any certification made by the Bidder is untrue, whether made knowingly or unknowingly, any contract entered into may be determined to be in default and the Minister shall be entitled, pursuant to the provisions of the contract, to terminate for default.

4. Financial Proposal

- 4.1 Prices must appear in the financial proposal ONLY. Failure to comply will result in your proposal being declared non-compliant and rejected from further consideration. Financial proposals will only be opened after the evaluation of the technical proposal is completed.
- 4.2 Bidders must submit their financial bid in accordance with Appendix “D” – Pricing Schedule.
- 4.3 The price of the bid will be evaluated in Swiss francs (CHF), Consumption Tax (CT) or Value Added Tax (VAT) excluded, FOB destination, customs duties and excise taxes included.

5. Basis of Selection – Lowest Cost Per Point

To be declared responsive, a bid must:

- a) Comply with all the requirements of the bid solicitation;
- b) Meet all mandatory technical evaluation criteria; and,
- c) Obtain the required minimum of 70 percent overall of the points for the technical evaluation criteria which are subject to point rating.

Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of contract.

Neither the valid proposal that scores the highest number of rating points, nor the one that contains the lowest cost estimate will necessary be accepted.

The selection of the contractor will be made on the basis of the best overall value to the crown in terms of technical merit and costs, which will be determined by dividing the proposed total costs of the initial contract, including options to extend, if applicable, by the total technical score, to establish the lowest cost per point.

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THE FOLLOWING TABLE IS FOR ILLUSTRATIVE PURPOSES ONLY

Bidder	Quoted Price (excluding taxes)	Total Technical Points	Cost Per Point
Bidder 1	\$75,000.00	78	\$ 961.54 per point
Bidder 2	\$92,000.00	83	\$1,108.44 per point
*Bidder 3	\$81,000.00	88	\$ 920.46 per point

*In the above scenario, Bidder #3 would be declared the successful bidder.

6. Bidder Financial Capability

- 6.1 The Bidder(s) may be required to provide, prior to contract award, specific information with respect to their legal and financial status, and their capability to satisfy the requirements as stipulated in this RFP. If requested, financial information to be provided shall include, but not limited to, the Bidder's most recent audited financial statements or financial statements certified by the Bidder's chief financial officer. Information requested by Department of Foreign Affairs (DFATD) is to be provided by the Bidder(s) as soon as reasonably possible.
- 6.2 Should the Bidder provide the requested information to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as provided in the Access to Information Act.
- 6.3 In the event that a proposal is found to be non- responsive on the basis that the Bidder(s) is (are) considered NOT to be financially capable of performing the subject requirements, official notification shall be provided to the Bidder(s) by DFATD.

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PART 4 - GENERAL PROVISIONS OF RESULTING CONTRACT

The Government of Canada is committed to publicly disclose all contracts entered into it for amounts over \$10,000, with only very limited exceptions such as national security. These requirements cover the procurement contracts for goods and services. It will be a term of any resulting contract pursuant to this RFP that information contained in it in relation to the following data elements - vendor name, reference number, contract date, description of work, contract period or delivery date, contract value - will be gathered, and posted on the departmental Intranet site

http://www.international.gc.ca/about-a_propos/proactive_disclosure-divulgarion_proactive.aspx?menu_id=49&menu=L

Information that would normally be withheld under the Access to Information Act and Privacy Act will not appear on that website. This "public disclosure" is intended to ensure that contract information is collected and presented consistently across government and in a manner that promotes transparency and facilitates public access.

In the event of inconsistencies between the wording of Parts 1 to 4 of the Request for Proposal and the appendices attached thereto, the wording of Parts 1 to 4 of the Request for Proposal shall prevail.

The following terms and conditions will form part of any resulting contract:

1. General Conditions

General Conditions - Higher Complexity - Services 2035 (2013/06/27) shall form part of this solicitation document and any resulting Contract. They can be viewed at the following website address:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2035/10>

All reference to the Minister of Public Works and Government Services Canada should be deleted and replaced with the Minister of Foreign Affairs, Trade and Development. Also, all references to the Department of Public Works and Government Services Canada should be deleted and replaced with the Department of Foreign Affairs, Trade and Development.

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Appendix "A".

3. Security Requirement

Refer to Part 1, Clause 3 of this solicitation

4. Term of Contract

4.1 Period of Contract

The period of the Contract is from [to be filled in by DFATD at contract award] for a period of two years.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional periods of one year each 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.

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Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) 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.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Tayisa Petryshyn
Contracting Specialist
Department of Foreign Affairs, Trade and Development – SPP Division
125 Sussex Dr., Ottawa, Ontario, K1A 0G2

Telephone: (613) 944-7004

E-mail address: Tayisa.Petryshyn@international.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority [to be filled in by DFATD at contract award]

The Project Authority for the Contract is:

Name:
Branch
Address
Telephone:
Fax:
E-mail address:

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative [to be filled in by DFATD at contract award]

Name:
Title:
Telephone:
Fax:
E-mail:

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6. Payment**6.1 Basis of Payment**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work as determined in accordance with the Basis of Payment in Appendix B, to the limitation of expenditure specified. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax or Value Added Tax is extra, if applicable.

6.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract inclusive of any revisions, must not exceed the sum of CHF _____ [to be filled in by DFATD at contract award]. Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax or Value Added Tax is extra, if applicable.

No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a) when it is 75 percent committed, or
- b) four (4) months before the contract expiry date, or
- c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.3 Consumption Tax or Value Added Tax

All prices and amounts of money in the Contract are exclusive of Consumption Tax (CT) or Value Added Tax (VAT) as applicable, unless otherwise indicated. The Consumption Tax or Value Added Tax, whichever is applicable, is extra to the price herein and will be paid by Canada.

The estimated CT or VAT is included in the total estimated cost on page 1 of contract and to the extent applicable, will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the CT or VAT does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to the appropriate Government Agency any amounts of CT or VAT paid or due.

7. Method of Payment**Monthly Payments**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a) 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 Contract;
- b) all such documents have been verified by Canada;
- c) the Work performed has been accepted by Canada.

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8. Invoicing Instructions

The Contractor must submit invoices in accordance with the agreed schedule of payments, on its own form and indicate:

- a. the total amount to be paid, according to the basis payment, including a description of services and the fixed hourly rate (Note: taxes are to be kept separate);
- b. date;
- c. the name and address of the recipient;
- d. the description;
- e. contract number or reference

Invoices must be distributed as follows: The original and one (1) copy of each invoice together with supporting documents shall be forwarded to the Project Authority for certification and payment.

9. SACC Manual Clauses

The following SACC Manual clauses are hereby included by reference within the contract and can be found at the following website address: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

Reference #	Date	Title
A9117C	2007-11-30	T1204 - Direct Request by Customer Department
A9068C	2010-01-11	Government Site Regulations
C0710C	2007-11-30	Time and Contract Price Verification

10. Personnel

10.1 DFATD reserves the right to conduct periodic background checks on personnel employed or subcontracted by the contractor.

10.2 DFATD reserves the right, in its sole discretion, to decide that personnel employed or subcontracted by the contractor are unsuitable. In such circumstances, the contractor shall ensure that personnel are removed from property and replaced with personnel suitable to DFATD.

11. Applicable Laws

This contract shall be governed by and construed in accordance with the laws in force in Ontario; provided, however, that the Contractor shall be bound to comply with all local laws, statutes, regulations pertaining to or otherwise affecting his/her performance at the work site.

12. Government Smoking Policy

Where the performance of work requires the presence of the Contractor's personnel on government premises, the Contractor shall ensure that its personnel shall comply with the policy of the Government of Canada which prohibits smoking on any government premises.

13. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

14. Anti-terror

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

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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 paragraph 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 of Canada *via* DFATD all unspent funds provided under this Contract.

15. Mission Policy on Wireless Devices

Contractors and their personnel are not permitted to carry wireless devices within the Chancery Buildings. All Contractors and their personnel carrying out work or services within the Chancery Buildings must leave their wireless devices at the front receptions. Any Contractor or their personnel who refuse to surrender their wireless communication devices will be denied entry beyond the reception area. The exceptions to this rule are related to Health and Safety Regulation requirements and authorization to carry any wireless device must be obtained from the Building Manager in conjunction with the Mission Security Section prior to entry in to the Chancery Buildings. Failure to comply with this clause will result in termination for Breach of Contract.

16. 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 Articles of Agreement;
- b) 2035 General Conditions - Higher Complexity - Services (2013/06/27);
- c) Appendix "A", Statement of Work;
- d) Appendix "B", Basis of Payment;

17. Insurance

Before award of a contract, the following conditions must be met. Failure to provide proof when requested by the Contracting Authority will render the bid non-responsive.

17.1 The Contractor shall, at its own expense, provide and maintain the following insurance, in its own name, during the full Term of the Contract:

Comprehensive General Liability

- (a) The policy shall include as an additional Insured, the Permanent Mission of Canada, Geneva.
- (b) Limitation of liability shall not be less than the equivalent of TWO MILLION DOLLARS CANADIAN (\$2,000,000 CAD) for bodily injury and property damage with respect to anyone occurrence, or series of occurrences arising out of one cause.
- (c) The policy shall include the following coverage:
 - i. Bodily Injury
 - ii. "Broad Form" Property Damage;
 - iii. Property Damage on an "Occurrence" Basis;
 - iv. Contingent Employer's Liability;
 - v. Contractual and Assumed Liability under this contract;

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- vi. Completed Operations and Productions Liability;
- vii. Cross Liability; and
- viii. Elevator Liability.

17.2 The Contractor shall provide to DFATD a full certified copy of the Comprehensive general Liability Policy. Such certified copies must be delivered to, and approved by, DFATD, before the Contractor shall be permitted to commence work;

In lieu of a full certified copy of the Comprehensive general Liability Policy ONLY, a Certificate of Insurance may be accepted by DFATD, at its discretion, if such Certificate specifically confirms that all of the coverage mentioned above are included in the policy coverage; and,

It shall be the sole responsibility of the Contractor to determine what additional insurance coverage, if any, are necessary or advisable, for its own protection and/or fulfil its obligations under this Contract. Any such additional insurance shall be provided and maintained by the Contractor at its own expense.

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ANNEX A - STATEMENT OF WORK

1.0 Title

Commercial cleaning services for the Permanent Mission of Canada in Geneva, Switzerland.

2.0 Objective

This statement of work serves to identify potential professional cleaning services to provide services to the Permanent Mission of Canada in Geneva, Switzerland, as described below.

3.0 Background

The Permanent Mission of Canada in Geneva is located on 5, avenue de l'Ariana. The Mission is housed in a relatively new and modern detached building which opened in 1999. The Mission is looking to obtain cleaning services for this building, which measures approximately 2600 m² with a basement, main floor and first floor.

4.0 Scope

The following costs fall to the contractor: personnel and the necessary equipment to perform the required task. The Mission will provide all necessary products, such as detergents, waxes, disinfectants, garbage bags, etc. which are necessary for the completion of the cleaning tasks, as according to the contracted list of services to be provided. The cleaning personnel must wear an appropriate cleaning uniform.

5.0 Deliverables and Associated Schedule

Cleaning personnel provided by the contractor will work 7.5 hours per day, 37.5 hours per week, during the Mission's regular opening hours (07:30 – 17:30, Monday – Friday). The personnel should be capable of working autonomously.

Regular communication and a scheduled monthly meeting between the contractor's supervisors and the Mission's property manager should be scheduled from the start of the contract, and should include monthly client surveys to be completed by the Mission to indicate level of satisfaction with the services being provided. The contractor and the Mission should meet bi-annually at a minimum (February and October) to discuss service levels, unless both agree in writing that such a meeting is not necessary, ahead of the meeting date.

6.0 Constraints

The cleaning personnel should be able to communicate in French. The contractor should be able to provide information related to the reliability and trustworthiness of his personnel. A clean police record and reliability security status will be required for each person. The mission will require completion of security forms and subsequent security approval from our Mission Security Officer prior to allowing access of any personnel to the premises, including temporary relief personnel for vacation or sick leave coverage. This may involve keeping a list of approved replacement personnel, and/or notifying the Mission of absences well in advance (2 weeks) inasmuch as is possible.

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7.0 Client Support

To reiterate, the Mission will provide all necessary products, such as detergents, waxes, disinfectants, garbage bags, etc. which are necessary for the completion of the cleaning tasks, as according to the contracted list of services to be provided. The cleaning personnel must wear an appropriate cleaning uniform.

Ultimately, the contractor will be responsible for the performance management of the cleaning personnel assigned to the Mission. Any issues with performance will be brought to the attention of the Supervisor by the appropriate intermediary at the Mission (i.e. the Property Manager), and should be dealt with in a timely manner by the contractor. Failure to do so will result in a request for replacement of personnel. The Contractor shall provide the services of two (2) supervisors, at least one of whom will attend the monthly meetings and manage issues as they arise.

8.0 Tasks

The Contractor must:

Execute the following tasks, according to the terms of the contract, between the hours of 7h30 – 17h30 (i.e. 7h30-12h00 and 13h30-16h30), Monday through Friday.

- 1) Clean the carpets with a vacuum cleaner;
- 2) Clean the non-carpeted floors with disinfectant and mop;
- 3) Remove stains from all entry doors, and reception area windows using the appropriate cloth and glass cleaning products;
- 4) Empty and clean the garbage cans, recycling bins and ashtrays using a wet cloth;
- 5) Dust open work surfaces, bookshelves, handrails, telephones, keyboards, computer screens, etc. while leaving documents where they were found;
- 6) Clean the reception areas and floors/mats/rugs with a vacuum;
- 7) Clean the coffee machines;
- 8) Clean and polish the elevator;
- 9) Clean all sinks and faucets using detergents and polishing agents;
- 10) Remove marks from doors, mirrors and windows using the appropriate cleaning cloths and glass cleaning liquid;
- 11) Clean the sanitary installations (toilets, sinks, urinals, washrooms and shower stalls) with water, detergent and disinfectant;
- 12) Refill the toilet paper, soap, paper towels, bath towels and mats, etc. as needed;
- 13) Clean the tables using detergents and cotton cloths;
- 14) Clean tables and chairs in the conference rooms and kitchens after conferences, breakfasts, lunches, dinners and cocktail receptions;
- 15) Clean the conference and meeting rooms and kitchens after receptions, conferences, etc.
- 16) Clear up dishes from conference rooms, kitchens, sinks, etc., clean them and put them away;
- 17) Help with the set-up of conference rooms during conferences, meetings, etc.
- 18) Clean the refrigerators, glasses, dishes, ovens, microwaves, dishwasher, etc. in all mission areas.

To be cleaned once per week:

- 1) The sofas, easy chairs, chairs and occasional tables;
- 2) The hard surface floors (marble, concrete);
- 3) Furniture made of glass, windows, etc.
- 4) The interior stairwells including all rails;
- 5) The floor of the garage with the appropriate equipment;

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- 6) The doors and windows in reception and entry area;
- 7) The telephones, keyboards and computers;
- 8) The entry keypads next to certain doors.

Other duties to be performed as required, at the direction of the Property and Material Manager:

- 1) Water & dust plants found in the mission common areas;
- 2) Clean the area outside the main entry, including the emptying of garbage bins and ashtrays;
- 3) Wash, dry, iron & fold table linens, napkins, towels, etc. using equipment provided;
- 4) Work with Mission staff (i.e. property manager) to create a schedule of duties to be adhered to on a daily/weekly/monthly basis;
- 5) Interior window cleaning, on an annual basis;
- 6) Dusting of ceiling tiles, on an annual basis;
- 7) Carpet shampooing, on an annual basis.

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Appendix “B” – Evaluation Criteria

1.0 Evaluation Procedures

EACH MANDATORY CRITERION MUST BE ADDRESSED SEPARATELY AND INDIVIDUALLY.

EACH AND EVERY MANDATORY CRITERION MUST BE ADDRESSED OR MET OR ELSE THE BIDDER WILL BE DEEMED NON-COMPLIANT. Example: length of contract: state beginning & end dates; curriculum vitae must be attached for each employee, etc.

POINTS WILL BE DEDUCTED FOR MISSING INFORMATION REQUESTED IN THE POINT RATED TECHNICAL CRITERIA SECTION. Example: description of tasks performed for reference contracts; quantity of equipment to be used, etc.

PLEASE INDICATE ON WHICH PAGE OF YOUR PROPOSAL THE CORRESPONDING VALIDATION FOR EACH CRITERION CAN BE FOUND.

2.0 Mandatory Technical Criteria

#	Mandatory Technical Criterion	Met/Not Met	Page where found in proposal
MT1	<p>Experience of the Bidder The Bidder must possess three (3) years of janitorial services experience within the last five (5) years from the bid closing date, on projects of similar to the requirement identified in Appendix A, Statement of Work.</p> <p>Projects of similar size and scope is defined as follows:</p> <ul style="list-style-type: none"> (a) A minimum duration of twelve (12) consecutive months; (b) Office space in a large international organization or diplomatic mission. 		

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MT2	<p>Experience of the Bidder's Personnel The Bidder's proposed resources must meet the following requirements within the last five (5) years from the bid closing date.</p> <p>MT2.1 Each proposed Supervisor must:</p> <ul style="list-style-type: none"> a) Have acquired two (2) years of experience managing commercial cleaning services including supervising a team, recruitment, assigning work and performance evaluation. b) Have experience in the use of commercial cleaning equipment. c) Be able to speak fluently in French. <p>MT2.2 Each proposed Full Time Cleaning Personnel must:</p> <ul style="list-style-type: none"> a) Have acquired one (1) year of experience with the bidding company within the last five (5) years performing commercial cleaning services similar to the requirement detailed within the Statement of Work. b) Experience in the use of commercial cleaning equipment. c) Be able to speak fluently in English or French. 	<p>For each proposed resource, the Bidder should submit detailed Curriculum Vitae.</p>	
MT3	<p>Security Requirement</p> <p>Before award of contract, the following security requirements must be met:</p> <p>The Bidder and/or all personnel involved in the work shall apply for a valid personnel security screening level of RELIABILITY STATUS.</p>		

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3.0 Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Each point rated technical criterion should be addressed separately.

#	Point Rated Technical Criteria	Minimum Number of Points	Maximum Number of Points
RT1	Experience of the Bidder	36	60
RT2	Equipment List		15
RT3	Understanding of the Requirement	n/a	70
RT4	Quality Program	n/a	15
RT5	Work Plan and Startup	n/a	35
		Minimum points required	136
		Total points available	195

Rating Table - This Rating Table applies to all Point Rated Technical Criteria.	
Percentage of Available Points	Basis for Percentage Distribution
0%	The response is deficient. Bidder receives 0% of the available points for this element.
50%	The response includes some information, but is also missing a substantial amount of information. Some elements poorly described. Bidder receives 50% of the available points for this element.
70%	The response includes most of the information required to be complete meeting the established minimum. Bidder receives 70% of the available points for this element.
85%	The response includes a substantive amount of the information required to be complete. Bidder receives 85% of the available points for this element.

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100%	Substantial details provided leading to a complete and thorough understanding of the requirement. Bidder receives 100% of the available points for this element.
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Point Rated Technical Criteria (RT)			
RT1 – Experience of the Bidder			
#	Point Rated Technical Criteria	Bid Preparation Instructions	Weighting
RT1	<p>The Bidder has acquired experience in managing commercial cleaning services that includes:</p> <p>Buildings of an approximate size to or larger than the Chancery</p> <ul style="list-style-type: none"> i. Performance management including monitoring, punctuality/ absence of staff and disciplinary process. ii. Ensuring, measuring and reporting on quality assurance and quality control. iii. Training in the use and operation of commercial cleaning equipment. 	<p>In order to demonstrate the Bidder's experience, the technical bid should include a detailed description of one (1) relevant project undertaken within the last five (5) years, to a maximum of five (5) projects. Each project should include at minimum:</p> <ul style="list-style-type: none"> a) Title of the project, customer name and length of the project (i.e. start and end dates). b) Brief description of the duties performed c) The name, title, telephone number and e-mail address for a customer reference who can confirm the information provided by the Bidder or a letter of reference. <p>DFATD reserves the right to contact references. If the named individual is unavailable when required during the evaluation period, the Bidder may provide the name and contact information of an alternate contact from the same customer.</p> <p>Projects will be evaluated in order of presentation up to the number stated above.</p>	Up to 20 points per project

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Maximum Points =			60
Point Rated Technical Criteria (RT)			
RT2 - Equipment			
#	Point Rated Technical Criteria	Bid Preparation Instructions	Weighting
RT2	The Bidder should demonstrate that it will supply all equipment required to provide for the requirement outlined in Appendix A, Statement of Work	The Bidder should describe its approach to include at minimum the following:	
		Equipment List a) A list of mechanical equipment available to carry out the services, including specifications, quantity and confirmation that it is designed for the application it is to be used.	Up to 15 points
Maximum Points =			15
Point Rated Technical Criteria (RT)			
RT3 - Understanding the Requirement			
#	Point Rated Technical Criteria	Bid Preparation Instructions	Weighting
RT3	The Bidder should demonstrate a complete understanding of the requirements in Appendix A.	In order to demonstrate a complete understanding of the requirements, the Bidder's technical bid should include the methodology and proposed approach (i.e. tools and/or mechanisms) on the following:	
		a) Details on scheduling of work for supervisors and cleaning staff.	Up to 10 points
		b) Details on recruitment, training and retention of cleaning staff to fulfill specific requirements in Appendix A, including replacement personnel.	Up to 10 points

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		c) Process/procedures for verifying/monitoring staff arrival/departure and/or absence from post and dispatching of replacement staff.	Up to 10 points
		d) Description of methods employed to undertake cleaning of exterior, interior floors and windows including demonstration of environmentally friendly practices.	Up to 10 points
		e) Disciplinary policy including verbal/written reprimands, suspensions, etc.	Up to 10 points
		f) Description of proposed uniforms indicating cleaning staff role and as employees of the bidder.	Up to 10 points
		g) Reporting strategy including written and verbal, and description and frequency of the reporting.	Up to 10 points
Maximum Points =			70

Point Rated Technical Criteria			
RT4 – Quality Control Program			
Number	Point Rated Technical Criterion	Bid Preparation Instructions	Weighting
RT4	The Bidder has acquired experience in the implementation and management of a Quality Control System.	The Bidder's technical bid should include details around the implementation and management of its Quality Control System, including:	
		a) Identification of Quality Control System and why that system was chosen.	Up to 5 points
		b) The process the Bidder uses to identify and act upon non-conformance and to implement corrective action. The Bidder should include a detailed example of identifying and acting upon and correcting a non-conformance.	Up to 5 points
Maximum Points =			10

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Point Rated Technical Criteria (RT)			
RT5 – Work Plan and Startup			
#	Point Rated Technical Criteria	Bid Preparation Instructions	Weighting
RT5	The Bidder should provide a detailed Work Plan including level of effort to meet the requirements in Appendix A	The Bidder's technical bid should include:	
		a) A detailed work plan including level of effort (in days or hours) broken down by resource type, task and frequency, on an annual basis, to systematically address the requirements in Appendix A. The work plan should include a description of the proposed start-up plan, outlining the steps involved to meet the requirements in Appendix A within 2 weeks or less of contract award.	Up to 20 points
		b) A description of the probable start-up risks and on-going risks associated with meeting the requirements in Appendix A and the risk mitigation strategies it proposes to implement	Up to 5 points
Maximum Points =			25

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Appendix “C” – Certifications

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

1. Certification of Understanding

The Bidder certifies that all parts of this RFP have been reviewed in detail and are completely understood in order to make its proposal. Under no circumstances will the Statement of Work, specifications, or task description be subject to revised interpretation or amended following Contract award except where the Contracting Authority so authorizes in writing.

Signature Bidder/Contractor

Date

2. Certification of Education, Experience and Legal Right to Work in Switzerland

We certify that all statements made with regard to the experience and legal right to work in Switzerland of individuals proposed for completing the subject work are accurate and factual, and we are aware that the Project Authority reserves the right to verify any information provided in this regard and that untrue statements may result in the proposal being declared non-responsive.

Should verification by the Project Authority disclose untrue statements, the Project Authority shall have the right to treat any Contract resulting from this Bid as being in default and to terminate it accordingly.

Signature Bidder/Contractor

Date

3. Certification of Availability and Status of Personnel

Certification from the Bidder that all proposed resources will be available to commence the work at the period specified herein, and will remain available to perform the work in relation to the fulfilment of this requirement.

If the Bidder/Contractor has proposed any person in fulfilment of this requirement who is not an employee of the Bidder/Contractor, the Bidder/Contractor hereby certifies that it has written permission from such person (or the employer of such person) to propose the services of such person in relation to the work to be performed in fulfilment of this requirement and to submit such person's résumé to the Contracting Authority.

If the Bidder/Contractor has proposed any person in fulfilment of this requirement who is or who is not an employee of the Bidder/ Contractor, the Bidder/Contractor hereby certifies that such a person is under no restrictive covenant in relation to a constraint of trade that would prevent the person from fulfilling his or her services in relation to the work.

During the bid evaluation, the Bidder/Contractor MUST upon the request of the Contracting Authority provide a copy of such written permission, in relation to any or all non-employees proposed. The Bidder/Contractor agrees that failure to comply with such a request may lead to disqualification of the Bidder's/Contractor's proposal from further consideration.

Signature Bidder/Contractor

Date

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4. Certification of Identity or Legal Capacity of Bidder

In order to establish the legal capacity under which a bidder proposes to enter into the Contract, any bidder who carries on business in other than its own personal name shall, if requested by the Contracting Authority, provide proof of the legal capacity under which it carries on business to the Contracting Authority prior to Contract award. Such proof may be in the form of a copy of the articles of incorporation or of the registration of the business name of a sole proprietor, of a trade name, of a partnership, etc.

Signature Bidder/Contractor

Date

5. Former Public Servant Certification (Canada)

Contracts with former Canadian 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, bidders 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, in the context of the fee abatement formula, 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 PSSA. 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

Is the Bidder a FPS in receipt of a pension as defined above? YES () NO ()

If so, the Bidder must provide the following information:

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

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Work Force Reduction Program (Canada)

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **YES** () **NO** ()

If so, the Bidder 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.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

Signature Bidder/Contractor

Date

6. Federal Contractors Program - \$1, 000,000 or more

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 \$1, 000,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder 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 award of the Contract.

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 bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder 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 Bidder 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 Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

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The Bidder 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 \$1, 000,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) () is subject to the 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.

Signature Bidder/Contractor

Date

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

Signature Bidder/Contractor

Date

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Appendix “D” – Financial Proposal

- 1.1 Bidders shall quote in Swiss francs (CHF), firm prices/rates as indicated in the tables below that include all costs necessary to perform the work. GST, HST or VAT must be indicated separately, as applicable. Failure to provide pricing for an item will render the bid non-responsive.
- 1.2 The firm prices/rates are all inclusive and must include cost of labor, direct materials and supplies, equipment, fringe benefits, general and administrative expenses, overhead and profit, as applicable. All overhead expenses normally incurred in providing the services such as project office space and furnishings, word processing, work estimates, photocopying, courier and telephone charges, local travel are included in the firm monthly rates identified hereunder and will not be permitted as direct charges.
- 1.3 The Bidder shall not penalize, reduce or eliminate social, financial or medical benefits obtained by their proposed security personnel including but not limited to minimum wages, allowances, pension contributions, medical insurance coverage such as dental, health, etc., in order to be awarded the contract.
- 1.4 Travel and Living Expenses will not be paid for any part of this contract including any relocation required to satisfy the terms of the contract.
- 1.5 The volumetric (estimated usage) data is provided in good faith and does not represent a commitment on the part of Canada. Canada’s actual usage may be higher or lower.

SECTION 1: INITIAL CONTRACT PERIOD (24 MONTHS)

During the period of the initial Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

PRICING SCHEDULE 1 – CONTRACT PERIOD					
	Resource Category	No. of Resources	Firm All-Inclusive Hourly Rate	Estimated No. of Total Hours per Resource	Sub Total
		A	B	C	D = A x B x C
1	Cleaning Supervisor	1	_____ CHF	24	_____ CHF
2	Full-Time Cleaning Personnel	2	_____ CHF	3,750	_____ CHF
Pricing Schedule 1 Total (VAT excluded):					_____ CHF

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SECTION 2: OPTION PERIOD ONE (12 month period)

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

PRICING SCHEDULE 2 – OPTION PERIOD ONE					
	Resource Category	No. of Resources	Firm All-Inclusive Hourly Rate	Estimated No. of Total Hours per Resource	Sub Total
		A	B	C	D = A x B x C
1	Cleaning Supervisor	1	_____ CHF	12	_____ CHF
2	Full-Time Cleaning Personnel	2	_____ CHF	1,875	_____ CHF
Pricing Schedule 2 Total (VAT excluded):					_____ CHF

SECTION 3: OPTION PERIOD TWO (12 month period)

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

PRICING SCHEDULE 3 – OPTION PERIOD TWO					
	Resource Category	No. of Resources	Firm All-Inclusive Hourly Rate	Estimated No. of Hours per Resource	Sub Total
		A	B	C	D = A x B x C
1	Cleaning Supervisor	1	_____ CHF	12	_____ CHF
2	Full-Time Cleaning Personnel	2	_____ CHF	1,875	_____ CHF
Pricing Schedule 3 Total (VAT excluded):					_____ CHF

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SECTION 4: OPTION PERIOD THREE (12 month period)

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

PRICING SCHEDULE 4 – OPTION PERIOD THREE					
	Resource Category	No. of Resources	Firm All-Inclusive Hourly Rate	Estimated No. of Hours per Resource	Sub Total
		A	B	C	D = A x B x C
1	Cleaning Supervisor	1	_____ CHF	12	_____ CHF
2	Full-Time Cleaning Personnel	2	_____ CHF	1,875	_____ CHF
Pricing Schedule 4 Total (VAT excluded):					_____ CHF

SECTION 5: SUMMARY PRICING SCHEDULE

SUMMARY PRICING SCHEDULE	
Total Evaluated Price (Sum of Schedules 1, 2, 3 and 4) =	_____ CHF

(VAT excluded)