

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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St. / 11, rue Laurier
Place du Portage , Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services 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, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Title - Sujet Review of employee compensation pac	
Solicitation No. - N° de l'invitation 08C38-130072/A	Date 2014-08-26
Client Reference No. - N° de référence du client 08C38-130072	
GETS Reference No. - N° de référence de SEAG PW-\$\$ZG-409-27883	
File No. - N° de dossier 409zg.08C38-130072	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-10-06	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Perkins, Deborah	Buyer Id - Id de l'acheteur 409zg
Telephone No. - N° de téléphone (819) 956-8656 ()	FAX No. - N° de FAX (819) 956-2675
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE 111 SUSSEX DR. ATT: KATIE CURRAN OTTAWA Ontario K1N1J1 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Business Management and Consulting Services Division /
Division des services de gestion des affaires et de
consultation
11 Laurier St. / 11, rue Laurier
10C1, Place du Portage
Gatineau, Québec K1A 0S5

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date


 Public Works and Government Services Canada		Travaux publics et Services gouvernementaux Canada		Document No.08C38-130072/A		Part - Partie 1 of - de 2 See Part 2 for Clauses and Conditions Voir Partie 2 pour Clauses et Conditions			
Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Destination Plant/Usine	Unit Price/Prix unitaire FOB/FAM	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Review of employee compensation packages	08C38	08C38	2712000	\$	\$	\$	See Herein	

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Communication Notifications
4. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries - Bid Solicitation
5. Applicable Laws
6. Basis for Canada's Ownership of Intellectual Property

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Certifications Precedent to Contract Award

List of Attachments:

Attachment 1 to Part 3, Pricing Schedule

Attachment 1 to Part 4, Technical Criteria

Attachment 1 to Part 5, Certifications Precedent to Contract Award and Certifications required with the Bid package

PART 6 - RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract
4. Authorities

Notice to the Bidder: *If the selected Bidder provided in accordance with the article 3 of Part 2 information on its status with respect to being a Former Public Servant in receipt of a Public Service Superannuation Act (PSSA) pension, the full text of SACC Manual clause A3025C (2013-03-21), Proactive Disclosure of Contracts with Former Public Servants, will form part of the resulting Contract as article 6, and the articles below will be renumbered accordingly.*

5. Payment
6. Invoicing Instructions
7. Certifications
8. Federal Contractors Program for Employment Equity – Default by the Contractor
9. Applicable Laws
10. Priority of Documents
11. Foreign Nationals (Canadian Contractor)
Foreign Nationals (Foreign Contractor)
12. Insurance

List of Annexes:

- Annex A Statement of Work
- Annex B Basis of Payment

PART 1 - GENERAL INFORMATION

This bid solicitation continues to the previous Letter of Interest (LOI) - Notice of Planned Procurement (NPP) number 08C38-120206/A dated April 25, 2013.

1. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided and Certifications required with the Bid package;

Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include Pricing Schedule, Technical Criteria and Certifications Precedent to Contract Award.

The Annexes include the Statement of Work and Basis of Payment,

2. Summary

To collect data for salary and benefits in order for the Government of Canada to review and update the salary scales and terms and conditions of employment for Locally Engaged Staff (LES) world-wide. Including an option to extend the resulting Contract period by up to one additional 4 year period under the same conditions.

3. Communications Notification

As a courtesy, the Government of Canada requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract.

4. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 10 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the
(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>)
issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2014-06-26), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) calendar days.

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation. Bids transmitted to PWGSC by electronic mail will not be accepted.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

3. Former Public Servant

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

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 Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA) , R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the 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 Continuation Act , 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes () No ()

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

If the answer to the question and, as applicable, the information are not submitted in or with the bid, 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.

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive 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; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

If the answer to the question and, as applicable, the information are not submitted in or with the bid, 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.

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 Applicable Taxes.

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 bidders.

6. Basis for Canada's Ownership of Intellectual Property

Department of Foreign Affairs and International Trade Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following ground:

where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (4 hard copies)
Section II: Financial Bid (1 hard copies); and
Section III: Certifications (1 hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper; and
- (b) use a numbering system that corresponds to the bid solicitation.

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.

To assist Canada in reaching its objectives, bidders should :

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

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

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

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

- 1.1 Bidder must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of Goods and Services Tax (GST) or Har-monized Sales Tax (HST) must be shown separately, as applicable.
- 1.2 Bidder must submit their prices FOB destination; Canadian customs duties and excise taxes in-cluded, as applicable; and GST or HST excluded.
- 1.3 The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option years. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- 1.4 When preparing their financial bid, bidder should review the basis of payment in Annex B and clause 1.2, Financial Evaluation, of Part 4.
- 1.5 Bidders should include the following information in their financial bid:
 1. Their legal name;
 2. Their Procurement Business Number (PBN); and
 3. The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to:
 - a. their bid; and
 - b. any contract that may result from their bid.

Section III: Certifications

In Section III of their bid, Bidders should provide the certifications required under Part 5 and, as applicable, any related documentation.

ATTACHMENT 1 to PART 3 PRICING SCHEDULE

The bidder should complete this price list and include it in its financial bid. As a minimum, the bidder must respond to this price list in its financial bid by including the all inclusive Firm Unit Price (in Cdn \$) for all reports per Country and City.

Bidders must be able to supply at a minimum 80% of the countries/cities (106 out of 132).

Bidders are requested to insert N/A for any country/city for which it does not intend to bid on. If the Bidder leaves any price blank, Canada will treat the price as N/A.

Initial Contract Period: from date of Contract award to March 31, 2018.

Number	Countries	Cities Specifics	Type of Report	Firm Unit Price (in Cdn\$)
1	Afghanistan		FULL	
2	Algeria		FULL	
3	Argentina		FULL	
4	Australia		FULL	
5	Austria		FULL	
6	Bangladesh		FULL	
7	Barbados		FULL	
8	Belgium		FULL	
9	Bolivia		FULL	
10	Brazil		FULL	
11	Brunei		FULL	
12	Burkina Faso		FULL	
13	Burma		FULL	
14	Cameroon		FULL	
15	Chile		FULL	

Solicitation No. - N° de l'invitation

08C38-130072/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

409zg

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

08C38-130072

409zg08C38-130072

16	China		FULL	
17		Beijing	FULL	
18		Guangzhou	FULL	
19		Hong Kong	FULL	
20		Shanghai	FULL	
21	Colombia		FULL	
22	Congo		FULL	
23	Costa Rica		FULL	
24	Côte d'Ivoire		FULL	
25	Croatia		FULL	
26	Cuba		FULL	
27	Czech Republic		FULL	
28	Denmark		FULL	
29	Dominican Republic		FULL	
30	Ecuador		FULL	
31	Egypt		FULL	
32	El Salvador		FULL	
33	Estonia		FULL	
34	Ethiopia		FULL	
35	Finland		FULL	
36	France		FULL	
37	Germany		FULL	
38	Ghana		FULL	
39	Greece		FULL	

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40	Guatemala		FULL	
41	Guyana		FULL	
42	Haiti		FULL	
43	Honduras		FULL	
44	Hong Kong		FULL	
45	Hungary		FULL	
46	Iceland		FULL	
47	India		FULL	
48	Indonesia		FULL	
49	Iraq		FULL	
50	Ireland		FULL	
51	Israel		FULL	
52	Italy		FULL	
53	Jamaica		FULL	
54	Japan		FULL	
55	Jordan		FULL	
56	Kazakhstan		FULL	
57	Kenya		FULL	
58	Korea		FULL	
59	Libya		FULL	
60	Lithuania		FULL	
61	Malaysia		FULL	
62	Mali		FULL	
63	Mexico		FULL	

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64	Mongolia		FULL	
65	Morocco		FULL	
66	Mozambique		FULL	
67	Nepal		FULL	
68	Netherlands		FULL	
69	New Zealand		FULL	
70	Nicaragua		FULL	
71	Nigeria		FULL	
72	Norway		FULL	
73	Pakistan		FULL	
74	Panama		FULL	
75	Peru		FULL	
76	Philippines		FULL	
77	Poland		FULL	
78	Portugal		FULL	
79	Qatar		FULL	
80	Romania		FULL	
81	Russia		FULL	
82	Rwanda		FULL	
83	Saudi Arabia		FULL	
84	Senegal		FULL	
85	Serbia		FULL	
86	Kuwait		FULL	
87	Latvia		FULL	

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409zg08C38-130072

88	Lebanon		FULL	
89	Singapore		FULL	
90	Slovakia		FULL	
91	South Africa		FULL	
92	South Sudan		FULL	
93	Spain		FULL	
94	Sri Lanka		FULL	
95	Sudan		FULL	
96	Sweden		FULL	
97	Switzerland		FULL	
98		Berne	FULL	
99		Geneva	FULL	
100	Syria		FULL	
101	Taiwan		FULL	
102	Tanzania		FULL	
103	Thailand		FULL	
104	Trinidad & Tobago		FULL	
105	Tunisia		FULL	
106	Turkey		FULL	
107		Ankara	FULL	
108		Istanbul	FULL	
109	UAE		FULL	
110	Ukraine		FULL	
111	United Kingdom		FULL	

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409zg08C38-130072

112	Uruguay		FULL	
113	USA		FULL	
114		Atlanta	FULL	
115		Boston	FULL	
116		Dallas	FULL	
117		Denver	FULL	
118		Detroit	FULL	
119		Houston	FULL	
120		Los Angeles	FULL	
121		Miami	FULL	
122		Minneapolis	FULL	
123		New York	FULL	
124		Seattle	FULL	
125		San Francisco	FULL	
126		San Diego	FULL	
127		Washington	FULL	
128	Venezuela		FULL	
129	Vietnam		FULL	
130	West Bank and Gaza Strip		FULL	
131	Zambia		FULL	
132	Zimbabwe		FULL	
			Total Cost	
			Tax GST/HST	
			Total Cost Including Tax	

All FULL reports must be received and compatible to open electronically via e-mail.

Option period: from April 1, 2018 to March 31, 2022.

Number	Countries	Cities Specifics	Type of Report	Firm Unit Price (in Cdn\$)
1	Afghanistan		FULL	
2	Algeria		FULL	
3	Argentina		FULL	
4	Australia		FULL	
5	Austria		FULL	
6	Bangladesh		FULL	
7	Barbados		FULL	
8	Belgium		FULL	
9	Bolivia		FULL	
10	Brazil		FULL	
11	Brunei		FULL	
12	Burkina Faso		FULL	
13	Burma		FULL	
14	Cameroon		FULL	
15	Chile		FULL	
16	China		FULL	
17		Beijing	FULL	
18		Guangzhou	FULL	
19		Hong Kong	FULL	
20		Shanghai	FULL	

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21	Colombia		FULL	
22	Congo		FULL	
23	Costa Rica		FULL	
24	Côte d'Ivoire		FULL	
25	Croatia		FULL	
26	Cuba		FULL	
27	Czech Republic		FULL	
28	Denmark		FULL	
29	Dominican Republic		FULL	
30	Ecuador		FULL	
31	Egypt		FULL	
32	El Salvador		FULL	
33	Estonia		FULL	
34	Ethiopia		FULL	
35	Finland		FULL	
36	France		FULL	
37	Germany		FULL	
38	Ghana		FULL	
39	Greece		FULL	
40	Guatemala		FULL	
41	Guyana		FULL	
42	Haiti		FULL	
43	Honduras		FULL	
44	Hong Kong		FULL	

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CCC No./N° CCC - FMS No/ N° VME

45	Hungary		FULL	
46	Iceland		FULL	
47	India		FULL	
48	Indonesia		FULL	
49	Iraq		FULL	
50	Ireland		FULL	
51	Israel		FULL	
52	Italy		FULL	
53	Jamaica		FULL	
54	Japan		FULL	
55	Jordan		FULL	
56	Kazakhstan		FULL	
57	Kenya		FULL	
58	Korea		FULL	
59	Libya		FULL	
60	Lithuania		FULL	
61	Malaysia		FULL	
62	Mali		FULL	
63	Mexico		FULL	
64	Mongolia		FULL	
65	Morocco		FULL	
66	Mozambique		FULL	
67	Nepal		FULL	
68	Netherlands		FULL	

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409zg08C38-130072

69	New Zealand		FULL	
70	Nicaragua		FULL	
71	Nigeria		FULL	
72	Norway		FULL	
73	Pakistan		FULL	
74	Panama		FULL	
75	Peru		FULL	
76	Philippines		FULL	
77	Poland		FULL	
78	Portugal		FULL	
79	Qatar		FULL	
80	Romania		FULL	
81	Russia		FULL	
82	Rwanda		FULL	
83	Saudi Arabia		FULL	
84	Senegal		FULL	
85	Serbia		FULL	
86	Kuwait		FULL	
87	Latvia		FULL	
88	Lebanon		FULL	
89	Singapore		FULL	
90	Slovakia		FULL	
91	South Africa		FULL	
92	South Sudan		FULL	

Solicitation No. - N° de l'invitation

08C38-130072/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

409zg

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

08C38-130072

409zg08C38-130072

93	Spain		FULL	
94	Sri Lanka		FULL	
95	Sudan		FULL	
96	Sweden		FULL	
97	Switzerland		FULL	
98		Berne	FULL	
99		Geneva	FULL	
100	Syria		FULL	
101	Taiwan		FULL	
102	Tanzania		FULL	
103	Thailand		FULL	
104	Trinidad & Tobago		FULL	
105	Tunisia		FULL	
106	Turkey		FULL	
107		Ankara	FULL	
108		Istanbul	FULL	
109	UAE		FULL	
110	Ukraine		FULL	
111	United Kingdom		FULL	
112	Uruguay		FULL	
113	USA		FULL	
114		Atlanta	FULL	
115		Boston	FULL	
116		Dallas	FULL	

Solicitation No. - N° de l'invitation

08C38-130072/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

409zg

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

08C38-130072

409zg08C38-130072

117		Denver	FULL	
118		Detroit	FULL	
119		Houston	FULL	
120		Los Angeles	FULL	
121		Miami	FULL	
122		Minneapolis	FULL	
123		New York	FULL	
124		Seattle	FULL	
125		San Francisco	FULL	
126		San Diego	FULL	
127		Washington	FULL	
128	Venezuela		FULL	
129	Vietnam		FULL	
130	West Bank and Gaza Strip		FULL	
131	Zambia		FULL	
132	Zimbabwe		FULL	
			Total Cost	
			Tax GST/HST	
			Total Cost Including Tax	

All FULL reports must be received and compatible to open electronically via e-mail.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

1.2 Financial Evaluation

- 1.2.1 The volumetric data included in the pricing schedule detailed in Attachment 1 to Part 3 are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.
- 1.2.2 For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

2. Basis of Selection

2.1 Basis of Selection – Best Overall Value

- (a) To be declared responsive a bid must:
 - (1) comply with all the requirements of the bid solicitation;
 - (2) meet all mandatory evaluation criteria; and
- (3) be able to provide reports to the required minimum 80% (106 out of 132) of the required countries/cities outlined in Annex A.
- (b) Bids not meeting (1) or (2) or (3) will be declared non-responsive.
- (c) Multiple contracts may be awarded as a result of this bid solicitation.
- (d) Canada will conduct the financial evaluation on the countries/cities that compliant bidder's match under the minimum requirement of 80%. Canada will issue a contract to the proposal that obtains the best Total Bid Price of these matching countries/cities. In addition to the countries/cities matched for evaluation purposes the contract will also include all countries/cities proposed under their pricing schedule detailed in Attachment 1 to Part 3.
- (e) At Canada's discretion, Canada reserves the right to issue additional contracts for all remaining countries/cities with contracts being issued to proposals based on the lowest price per country/city.

- (d) Bidders should note that all Contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed Contract. Despite the fact that the Bidder may have been recommended for Contract award, a Contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no Contract will be awarded.

Calculation of Total Bid Price: The financial evaluation will be conducted by calculating the Total Bid Price using the pricing tables completed by the bidders. The Total Bid Price will be determined for each Bidder by adding its firm rates for the Initial Contract Period and the option period(s) with the matched countries for each period. The sum of such rates will constitute the Total Bid Price for that Bidder.

Financial Evaluation

The volumetric data included in the pricing schedule detailed in Attachment 1 to Part 3 are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

If more than one Bidder is ranked first because of identical overall scores, then the names of all such first ranked Bidders will be placed in a hat and the winner will be the first name drawn from it. All first ranked Bidders will be invited to witness the event.

ATTACHMENT 1 to PART 4 TECHNICAL CRITERIA

1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive.

Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. All elements of the bid solicitation that are mandatory requirements are identified specifically with the words "must" or "mandatory". Bids that do not comply with each and every mandatory requirement will be considered non-responsive and will be disqualified.

Mandatory Technical Criteria

Number	Mandatory Criteria	Met Not Met	Bidder's Response
M1	<p>The Contractor must submit 10 reports on wages and benefits for private sector organizations that they have provided to other companies in the past two (2) years prior to bid closing.</p> <p>All of these reports must be from sources listed in the Statement of Work (SOW) at Section 4, Tasks and Deliverables, with eight (8) from countries and the other two (2) from cities. The reports must be complete and contain all the information requested in the SOW as per Section 3.</p>		

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

1. Certifications Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003 . The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://publiservice.gc.ca/services/fcp-pcf/index_f.htm) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" , list during the period of the Contract.

Before contract award, the Bidder must provide the Contracting Authority with the certification relative to the Federal Contractors Program for employment equity included in Attachment 1 to Part 5, Certifications Precedent to Contract Award, completed in accordance with the instructions provided.

1.3 Attachment 1 to Part 5, Certifications Precedent to Contract Award

The certifications included in Attachment 1 to Part 5, Certifications Precedent to Contract Award, 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.

ATTACHMENT 1 to PART 5 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

1. Federal Contractors Program For Employment Equity - Certification

Insert the date: Date:_____ (YYYY/MM/DD) If left blank, the date will be deemed to be the bid solicitation closing date.

The Bidder must complete A and B.

A. *The Bidder must include in the certification one of the following statements:*

A1. The Bidder is not a Joint Venture.

or

A2. The Bidder is a Joint venture.

B. *The Bidder must include in the certification: "I, the Bidder, submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated above. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract."*

For A1, the Bidder must include in the certification: "The Bidder:" followed by the applicable statement among the statements B.1 to B.5 appearing below.

For A2: the Bidder must include in the certification for each member of the Joint Venture: 1) "I, [insert the name of the member of the Joint Venture], member of the Joint Venture: " followed by the applicable statement among the statements B.1 to B.5 appearing below.

Choose only one of the following statements:

B1. certifies having no work force in Canada.

B2. certifies being a public sector employer.

B3. certifies being a federally regulated employer being subject to the Employment Equity Act.

B4. certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

B5. certifies having a combined workforce in Canada of 100 or more employees; and

B5.1. certifies already having a valid and current (AIEE) in place with HRSDC-Labour.

or

B5.2. certifies having submitted the to HRSDC-Labour. *As this is a condition precedent to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.*

For further information on the Federal Contractors Program for Employment Equity visit [website](#).

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Annex A.

1.1 Goods or optional services, or both

The Contractor grants to Canada the irrevocable option to acquire goods, services or both, which are described in Annex A of the contract on the same terms and price and (or) the rates established in the contract. This option may be exercised by the Contracting Authority and will be evidenced for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time prior to the expiration date of the contract by written notice to the Contractor.

1.2 Destination of Services

Foreign Affairs, Trade and Development
125 Sussex Drive
Ottawa, Ontario K1A 0G2
Government of Canada

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

2.1 General Conditions

2035 (2014-06-26), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

3. Term of Contract

3.1 Period of the Contract

The period of the Contract is from the Contract award date to March 31, 2018 inclusive.

The "contract period" is the entire period of time during which the contractor is required to perform the work, which includes:

(i) "Duration of the initial contract," which begins on the date the contract is awarded and ends four years later; and

(ii) the period during which the contract is extended, if Canada chooses to exercise the options provided in the contract.

3.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 1 additional 4 year period 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 10 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.

3.3 Termination on Thirty Days Notice

1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
2. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

4. Authorities

4.1 Contracting Authority

Deborah Perkins

Supply Team Leader

Public Works Government Services Canada (PWGSC)

Acquisitions Branch / Professional Services and Procurement Directorate (PSPD)

11 Laurier St, Tower C

Gatineau, Québec K1A 0S5

Telephone: (819) 956-8656

E-mail address: deborah.perkins@tpsgc-pwgsc.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.

4.2 Project Authority

The Project Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

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.

4.3 Contractor's Representative

Notice to the Bidder: *If the selected Bidder provided (in accordance with the article 3 of Part 2) information on its status with respect to being a Former Public Servant in receipt of a Public Service Superannuation Act (PSSA) pension, the full text of SACC Manual clause A3025C (2013-03-21), Proactive Disclosure of Contracts with Former Public Servants, will form part of the Contract as article 6, and the articles below will be renumbered accordingly.*

5. Payment

5.1 Basis of Payment

5.1.2 Firm Unit Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract the Contractor will be paid the firm unit price indicated in Annex B, Basis of Payment. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

5.1.3 Limitation of Expenditures

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

5.1.4 Canada's Total Liability

For the Work described in the Basis of Payment, Annex "B" Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and applicable taxes extra.

5.2 Method of Payment

5.2.1 Single Payments

Canada will pay the Contractor upon completion and delivery of the Work 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 delivered has been accepted by Canada.

6. Invoicing Instructions

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

Each invoice must be supported by:

- (a) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
2. Invoices must be distributed as follows:
 - (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7. Certifications - Compliance

Compliance with the certifications and related documentation 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, provide the related documentation or if 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.

8. Federal Contractors Program for Employment Equity – Default by the Contractor

When an Agreement for the implementation of employment equity has been reached with HRSDC – Labour, the Contractor acknowledges and agrees that this agreement is valid for the duration of the contract. If the Agreement for the implementation of employment equity becomes invalid, the contractor's name will be added to the list of "bidders eligibility limited" CPF. The imposition of such a penalty by Human Resources and Skills Development Canada will ensure that the contractor will be considered not to comply with the terms of the contract.

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario. *(insert the name of the province or territory as specified by the Bidder in its bid, if applicable.)*

10. 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) the general conditions 2035 (2014-03-01), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ *(insert date of bid)* *(If the bid was clarified or amended, or both insert at time of contract award, as applicable: "as clarified on _____" "and" "as amended on _____" and insert the applicable date(s))*

11. Foreign Nationals

11.1 SACC Manual clause A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)

11.2 SACC Manual clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

12. Insurance

SACC Manual clause G1005C (2008-05-12), Insurance

ANNEX A

STATEMENT OF WORK

DATA COLLECTION FOR PROFESSIONAL SERVICES FOR EMPLOYEE COMPENSATION PACKAGES FOR LOCALLY ENGAGED STAFF (LES) IN MISSIONS

1. OBJECTIVE:

To collect data for salary and benefits in order for the Government of Canada to review and update the salary scales and terms and conditions of employment for Locally Engaged Staff (LES) world-wide.

2. BACKGROUND:

Locally engaged employees located at our missions around the world are hired in accordance with the Locally Engaged Employment Regulations. The Locally Engaged Staffs' Terms and Conditions Regulations are the authority governing the terms and conditions of employment. There are various types of employment such as indeterminate, term and emergency all of which could be either part-time or full time. In recognition of the wide variations in local law and conditions of employment outside Canada, these regulations take into account local law, market practice and where applicable operational requirements at Canadian missions world-wide. There are certain provisions/conditions that are retained by the Government of Canada and which would not comply with labour laws of certain countries. These are limited in nature in that local laws will always be a minimum standard, however there are circumstances where the Government of Canada may offer more.

3. SCOPE OF WORK:

To purchase data salary and benefits Full Reports (leave, allowances, death benefits, medical benefits, retirements plans) of private sector organizations.

4. TASKS AND DELIVERABLES:

4.1 Upon request by the Locally Engaged Staff Bureau (ALD), the Contractor must provide the salary and benefits data Full reports for the following countries. We anticipate requesting approximately 30 countries per year including the cities specifics to the countries being requested.

4.2

Number	Countries	Cities Specifics
1	Afghanistan	
2	Algeria	
3	Argentina	
4	Australia	
5	Austria	

Solicitation No. - N° de l'invitation

08C38-130072/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

409zg

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

08C38-130072

409zg08C38-130072

6	Bangladesh	
7	Barbados	
8	Belgium	
9	Bolivia	
10	Brazil	
11	Brunei	
12	Burkina Faso	
13	Burma	
14	Cameroon	
15	Chile	
16	China	
17		Beijing
18		Guangzhou
19		Hong Kong
20		Shanghai
21	Colombia	
22	Congo	
23	Costa Rica	
24	Côte d'Ivoire	
25	Croatia	
26	Cuba	
27	Czech Republic	
28	Denmark	
29	Dominican Republic	

Solicitation No. - N° de l'invitation

08C38-130072/A

Client Ref. No. - N° de réf. du client

08C38-130072

Amd. No. - N° de la modif.

File No. - N° du dossier

409zg08C38-130072

Buyer ID - Id de l'acheteur

409zg

CCC No./N° CCC - FMS No/ N° VME

30	Ecuador	
31	Egypt	
32	El Salvador	
33	Estonia	
34	Ethiopia	
35	Finland	
36	France	
37	Germany	
38	Ghana	
39	Greece	
40	Guatemala	
41	Guyana	
42	Haiti	
43	Honduras	
44	Hong Kong	
45	Hungary	
46	Iceland	
47	India	
48	Indonesia	
49	Iraq	
50	Ireland	
51	Israel	
52	Italy	
53	Jamaica	

Solicitation No. - N° de l'invitation

08C38-130072/A

Client Ref. No. - N° de réf. du client

08C38-130072

Amd. No. - N° de la modif.

File No. - N° du dossier

409zg08C38-130072

Buyer ID - Id de l'acheteur

409zg

CCC No./N° CCC - FMS No/ N° VME

54	Japan	
55	Jordan	
56	Kazakhstan	
57	Kenya	
58	Korea	
59	Libya	
60	Lithuania	
61	Malaysia	
62	Mali	
63	Mexico	
64	Mongolia	
65	Morocco	
66	Mozambique	
67	Nepal	
68	Netherlands	
69	New Zealand	
70	Nicaragua	
71	Nigeria	
72	Norway	
73	Pakistan	
74	Panama	
75	Peru	
76	Philippines	
77	Poland	

Solicitation No. - N° de l'invitation

08C38-130072/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

409zg

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

08C38-130072

409zg08C38-130072

78	Portugal	
79	Qatar	
80	Romania	
81	Russia	
82	Rwanda	
83	Saudi Arabia	
84	Senegal	
85	Serbia	
86	Kuwait	
87	Latvia	
88	Lebanon	
89	Singapore	
90	Slovakia	
91	South Africa	
92	South Sudan	
93	Spain	
94	Sri Lanka	
95	Sudan	
96	Sweden	
97	Switzerland	
98		Berne
99		Geneva
100	Syria	
101	Taiwan	

Solicitation No. - N° de l'invitation

08C38-130072/A

Amd. No. - N° de la modif.

File No. - N° du dossier

409zg08C38-130072

Buyer ID - Id de l'acheteur

409zg

CCC No./N° CCC - FMS No/ N° VME

08C38-130072

102	Tanzania	
103	Thailand	
104	Trinidad & Tobago	
105	Tunisia	
106	Turkey	
107		Ankara
108		Istanbul
109	UAE	
110	Ukraine	
111	United Kingdom	
112	Uruguay	
113	USA	
114		Atlanta
115		Boston
116		Dallas
117		Denver
118		Detroit
119		Houston
120		Los Angeles
121		Miami
122		Minneapolis
123		New York
124		Seattle
125		San Francisco

126		San Diego
127		Washington
128	Venezuela	
129	Vietnam	
130	West Bank and Gaza Strip	
131	Zambia	
132	Zimbabwe	

All FULL reports must be received and compatible to open electronically via e-mail.

5. TRAVEL:

There is no travel involved.

6. CLIENT SUPPORT:

The Contractor must provide ALD with the reports when required by the Client. No additional client support is required.

7. MEETING:

There is no requirement for face-to-face meetings, however, phone discussions may be required if additional information is needed.

8. TIME CONSTRAINTS:

The reports will be sent upon request via e-mail to ALD within 5-7 business days.

9. LANGUAGE

The reports will be provided in English only.

ANNEX B BASIS OF PAYMENT

A- Contract Period: From date of contract to March 31, 2018.

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

1.0 Firm Unit price

The Contractor will be paid all inclusive Firm Unit Price per countries and cities specifics:

Total Estimated Cost of Firm Unit Price:

Contract period: from date of Contract to March 31, 2018.

Number	Countries	Cities Specifics	Type of Report	Firm Unit Price (in Cdn\$)
1	Afghanistan		FULL	
2	Algeria		FULL	
3	Argentina		FULL	
4	Australia		FULL	
5	Austria		FULL	
6	Bangladesh		FULL	
7	Barbados		FULL	
8	Belgium		FULL	
9	Bolivia		FULL	
10	Brazil		FULL	
11	Brunei		FULL	
12	Burkina Faso		FULL	
13	Burma		FULL	
14	Cameroon		FULL	
15	Chile		FULL	

Solicitation No. - N° de l'invitation

08C38-130072/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

409zg

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

08C38-130072

409zg08C38-130072

16	China		FULL	
17		Beijing	FULL	
18		Guangzhou	FULL	
19		Hong Kong	FULL	
20		Shanghai	FULL	
21	Colombia		FULL	
22	Congo		FULL	
23	Costa Rica		FULL	
24	Côte d'Ivoire		FULL	
25	Croatia		FULL	
26	Cuba		FULL	
27	Czech Republic		FULL	
28	Denmark		FULL	
29	Dominican Republic		FULL	
30	Ecuador		FULL	
31	Egypt		FULL	
32	El Salvador		FULL	
33	Estonia		FULL	
34	Ethiopia		FULL	
35	Finland		FULL	
36	France		FULL	
37	Germany		FULL	
38	Ghana		FULL	
39	Greece		FULL	

Solicitation No. - N° de l'invitation

08C38-130072/A

Amd. No. - N° de la modif.

File No. - N° du dossier

409zg08C38-130072

Buyer ID - Id de l'acheteur

409zg

CCC No./N° CCC - FMS No/ N° VME

08C38-130072

40	Guatemala		FULL	
41	Guyana		FULL	
42	Haiti		FULL	
43	Honduras		FULL	
44	Hong Kong		FULL	
45	Hungary		FULL	
46	Iceland		FULL	
47	India		FULL	
48	Indonesia		FULL	
49	Iraq		FULL	
50	Ireland		FULL	
51	Israel		FULL	
52	Italy		FULL	
53	Jamaica		FULL	
54	Japan		FULL	
55	Jordan		FULL	
56	Kazakhstan		FULL	
57	Kenya		FULL	
58	Korea		FULL	
59	Libya		FULL	
60	Lithuania		FULL	
61	Malaysia		FULL	
62	Mali		FULL	
63	Mexico		FULL	

Solicitation No. - N° de l'invitation

08C38-130072/A

Client Ref. No. - N° de réf. du client

08C38-130072

Amd. No. - N° de la modif.

File No. - N° du dossier

409zg08C38-130072

Buyer ID - Id de l'acheteur

409zg

CCC No./N° CCC - FMS No/ N° VME

64	Mongolia		FULL	
65	Morocco		FULL	
66	Mozambique		FULL	
67	Nepal		FULL	
68	Netherlands		FULL	
69	New Zealand		FULL	
70	Nicaragua		FULL	
71	Nigeria		FULL	
72	Norway		FULL	
73	Pakistan		FULL	
74	Panama		FULL	
75	Peru		FULL	
76	Philippines		FULL	
77	Poland		FULL	
78	Portugal		FULL	
79	Qatar		FULL	
80	Romania		FULL	
81	Russia		FULL	
82	Rwanda		FULL	
83	Saudi Arabia		FULL	
84	Senegal		FULL	
85	Serbia		FULL	
86	Kuwait		FULL	
87	Latvia		FULL	

Solicitation No. - N° de l'invitation

08C38-130072/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

409zg

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

08C38-130072

409zg08C38-130072

88	Lebanon		FULL	
89	Singapore		FULL	
90	Slovakia		FULL	
91	South Africa		FULL	
92	South Sudan		FULL	
93	Spain		FULL	
94	Sri Lanka		FULL	
95	Sudan		FULL	
96	Sweden		FULL	
97	Switzerland		FULL	
98		Berne	FULL	
99		Geneva	FULL	
100	Syria		FULL	
101	Taiwan		FULL	
102	Tanzania		FULL	
103	Thailand		FULL	
104	Trinidad & Tobago		FULL	
105	Tunisia		FULL	
106	Turkey		FULL	
107		Ankara	FULL	
108		Istanbul	FULL	
109	UAE		FULL	
110	Ukraine		FULL	
111	United Kingdom		FULL	

Solicitation No. - N° de l'invitation

08C38-130072/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

409zg

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

08C38-130072

409zg08C38-130072

112	Uruguay		FULL	
113	USA		FULL	
114		Atlanta	FULL	
115		Boston	FULL	
116		Dallas	FULL	
117		Denver	FULL	
118		Detroit	FULL	
119		Houston	FULL	
120		Los Angeles	FULL	
121		Miami	FULL	
122		Minneapolis	FULL	
123		New York	FULL	
124		Seattle	FULL	
125		San Francisco	FULL	
126		San Diego	FULL	
127		Washington	FULL	
128	Venezuela		FULL	
129	Vietnam		FULL	
130	West Bank and Gaza Strip		FULL	
131	Zambia		FULL	
132	Zimbabwe		FULL	
			Total Cost	
			Tax GST/HST	
			Total Cost Including Tax	

All FULL reports must be received and compatible to open electronically via e-mail.

B- Option to Extend the Term of the Contract

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.

Option period: from April 1, 2018 to March 31, 2022.

Number	Countries	Cities Specifics	Type of Report	Firm Unit Price (in Cdn\$)
1	Afghanistan		FULL	
2	Algeria		FULL	
3	Argentina		FULL	
4	Australia		FULL	
5	Austria		FULL	
6	Bangladesh		FULL	
7	Barbados		FULL	
8	Belgium		FULL	
9	Bolivia		FULL	
10	Brazil		FULL	
11	Brunei		FULL	
12	Burkina Faso		FULL	
13	Burma		FULL	
14	Cameroon		FULL	
15	Chile		FULL	
16	China		FULL	
17		Beijing	FULL	

Solicitation No. - N° de l'invitation

08C38-130072/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

409zg

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

08C38-130072

409zg08C38-130072

18		Guangzhou	FULL	
19		Hong Kong	FULL	
20		Shanghai	FULL	
21	Colombia		FULL	
22	Congo		FULL	
23	Costa Rica		FULL	
24	Côte d'Ivoire		FULL	
25	Croatia		FULL	
26	Cuba		FULL	
27	Czech Republic		FULL	
28	Denmark		FULL	
29	Dominican Republic		FULL	
30	Ecuador		FULL	
31	Egypt		FULL	
32	El Salvador		FULL	
33	Estonia		FULL	
34	Ethiopia		FULL	
35	Finland		FULL	
36	France		FULL	
37	Germany		FULL	
38	Ghana		FULL	
39	Greece		FULL	
40	Guatemala		FULL	
41	Guyana		FULL	

Solicitation No. - N° de l'invitation

08C38-130072/A

Amd. No. - N° de la modif.

File No. - N° du dossier

409zg08C38-130072

Buyer ID - Id de l'acheteur

409zg

CCC No./N° CCC - FMS No/ N° VME

08C38-130072

42	Haiti		FULL	
43	Honduras		FULL	
44	Hong Kong		FULL	
45	Hungary		FULL	
46	Iceland		FULL	
47	India		FULL	
48	Indonesia		FULL	
49	Iraq		FULL	
50	Ireland		FULL	
51	Israel		FULL	
52	Italy		FULL	
53	Jamaica		FULL	
54	Japan		FULL	
55	Jordan		FULL	
56	Kazakhstan		FULL	
57	Kenya		FULL	
58	Korea		FULL	
59	Libya		FULL	
60	Lithuania		FULL	
61	Malaysia		FULL	
62	Mali		FULL	
63	Mexico		FULL	
64	Mongolia		FULL	
65	Morocco		FULL	

Solicitation No. - N° de l'invitation

08C38-130072/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

409zg

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

08C38-130072

409zg08C38-130072

66	Mozambique		FULL	
67	Nepal		FULL	
68	Netherlands		FULL	
69	New Zealand		FULL	
70	Nicaragua		FULL	
71	Nigeria		FULL	
72	Norway		FULL	
73	Pakistan		FULL	
74	Panama		FULL	
75	Peru		FULL	
76	Philippines		FULL	
77	Poland		FULL	
78	Portugal		FULL	
79	Qatar		FULL	
80	Romania		FULL	
81	Russia		FULL	
82	Rwanda		FULL	
83	Saudi Arabia		FULL	
84	Senegal		FULL	
85	Serbia		FULL	
86	Kuwait		FULL	
87	Latvia		FULL	
88	Lebanon		FULL	
89	Singapore		FULL	

Solicitation No. - N° de l'invitation

08C38-130072/A

Amd. No. - N° de la modif.

File No. - N° du dossier

409zg08C38-130072

Buyer ID - Id de l'acheteur

409zg

Client Ref. No. - N° de réf. du client

08C38-130072

CCC No./N° CCC - FMS No/ N° VME

90	Slovakia		FULL	
91	South Africa		FULL	
92	South Sudan		FULL	
93	Spain		FULL	
94	Sri Lanka		FULL	
95	Sudan		FULL	
96	Sweden		FULL	
97	Switzerland		FULL	
98		Berne	FULL	
99		Geneva	FULL	
100	Syria		FULL	
101	Taiwan		FULL	
102	Tanzania		FULL	
103	Thailand		FULL	
104	Trinidad & Tobago		FULL	
105	Tunisia		FULL	
106	Turkey		FULL	
107		Ankara	FULL	
108		Istanbul	FULL	
109	UAE		FULL	
110	Ukraine		FULL	
111	United Kingdom		FULL	
112	Uruguay		FULL	
113	USA		FULL	

Solicitation No. - N° de l'invitation

08C38-130072/A

Amd. No. - N° de la modif.

File No. - N° du dossier

409zg08C38-130072

Buyer ID - Id de l'acheteur

409zg

Client Ref. No. - N° de réf. du client

08C38-130072

CCC No./N° CCC - FMS No/ N° VME

114		Atlanta	FULL	
115		Boston	FULL	
116		Dallas	FULL	
117		Denver	FULL	
118		Detroit	FULL	
119		Houston	FULL	
120		Los Angeles	FULL	
121		Miami	FULL	
122		Minneapolis	FULL	
123		New York	FULL	
124		Seattle	FULL	
125		San Francisco	FULL	
126		San Diego	FULL	
127		Washington	FULL	
128	Venezuela		FULL	
129	Vietnam		FULL	
130	West Bank and Gaza Strip		FULL	
131	Zambia		FULL	
132	Zimbabwe		FULL	
			Total Cost	
			Tax GST/HST	
			Total Cost Including Tax	

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409zg

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CCC No./N° CCC - FMS No/ N° VME

08C38-130072

409zg08C38-130072
