



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

Foreign Affairs, Trade and Development  
Canada  
Mail Distribution Services Unit (AAGM)  
125 Sussex Drive, Ottawa ON K1A 0G2  
Destination: SPP c/o Chantal Lafleur

**REQUEST FOR STANDING OFFER  
(RFSO)**

Offer to: Foreign Affairs, Trade and  
Development Canada

We hereby offer to sell to Her Majesty the  
Queen in right of Canada, in accordance  
with the terms and conditions set out herein,  
referred to herein or attached hereto, the  
goods, services and construction listed  
herein and on any attached sheets at the  
price(s) set out therefor.

**DEMANDE D'OFFRE À COMMANDES  
(DOC)**

Proposition aux: Affaires étrangères,  
Commerce et Développement 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  
appendices ci-jointes, les biens, services et  
construction énumérés ici sur toute feuille ci-  
annexée, au(x) prix indiqué(s).

**Comments – Commentaires:**

**THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT – CE DOCUMENT  
CONTIENT UNE EXIGENCE DE SECURITE**

<b>TITLE - SUJET</b>	
Ground Transportation Services for official visits	
<b>SOLICITATION NO. – NO. DE L'INVITATION</b>	<b>DATE</b>
XDV-15-91130-CL	October 3, 2014
<b>SOLICITATION CLOSES – L'INVITATION PREND FIN</b>	
On November 17, 2014 at 14:00 hours EDT.	
Le 17 novembre, 2014 à 14:00 heure HAE.	
<b>ADDRESS INQUIRIES TO – ADRESSER TOUTES QUESTIONS A</b>	
Chantal Lafleur	
<b>TELEPHONE</b>	<b>EMAIL – COURRIER</b>
343-203-1326	Chantal.lafleur@international.gc.ca
<b>DESTINATION OF GOODS/SERVICES – DESTINATION DES BIENS/SERVICES</b>	
See Herein. Informations dans le document.	
<b>VENDOR/FIRM NAME AND ADDRESS – RAISON SOCIALE ET ADRESSE DU FOURNISSEUR/DE L'ENTREPRENEUR</b>	
Telephone No. - No de téléphone: Facsimile No. – No de télécopieur:	
<b>NAME AND TITLE OF PERSON AUTHORIZED TO SIGN ON BEHALF OF THE VENDOR/FIRM NOM ET TITRE DE LA PERSONNE AUTORISÉE A SIGNER AU NOM DU FOURNISSEUR/DE L'ENTREPRENEUR</b>	Corporate Seal
_____	
<b>Signature</b>	<b>Date</b>

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**PART 1 - GENERAL INFORMATION****1. Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

**2. Summary**

The purpose of this RFSO is to establish up to two (2) Standing offers (SOs) with qualified Offerors capable of providing ground transportation services for official visits on an “as and when requested” basis as described in the Statement of Work – Appendix “A” attached herein to meet the needs of the Office of Official Visits (XDV) of the Department of Foreign Affairs, Trade and Development (DFATD).

Any (SO) established as a result of this RFSO will be in effect for a twelve (12) month period from date of award. There is also the potential of three (3) additional one year option periods under the same terms and conditions. The SOs will be awarded based on a percent allocation in which the first ranked Offeror shall be allocated 70% of the available work and the second-ranked Offeror shall be allocated 30% of the available work. Only one of the two ranked Offerors will require motorcade experience.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

**3. Security Requirement**

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the Industrial Security

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Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

#### **4. Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - OFFEROR INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2014-06-26) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

### **2. Submission of Offers**

Offers must be submitted only to Foreign Affairs, Trade and Development Canada (DFATD) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

### **3. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than eight (8) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

### **4. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

#### **5. Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

### **PART 3 - OFFER PREPARATION INSTRUCTIONS**

#### **1. Offer Preparation Instructions**

Canada requests that offerors provide their offer in separately bound sections as follows:

- Section I: Technical Offer (four hard copies)
- Section II: Financial Offer (two hard copies)
- Section III: Certifications (one hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) 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 Offer**

- 1.1 In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.
- 1.2 The technical offer must address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the offer will be evaluated. Simply repeating the statements contained in the solicitation is not sufficient. In order to facilitate the evaluation of the offer, Canada requests that Offerors address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Offerors may refer to different sections of their offer by identifying the specific paragraph and page number where the subject topic has already been addressed.

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- 1.3 Canada will evaluate only the documentation provided with a bidder's bid. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.
- 1.4 Bidders are advised that only listing experience without providing any supporting information data such as: curriculum vitae, professional profile, credentials, references and/or reference letters, number of projects completed and in progress, the period of the work performed in number of months and years in past and present employment; and where, when and how such experience was obtained will not be considered to be "demonstrated" for the purpose of this evaluation.

**Section II: Financial Offer**

- 2.1 The Offeror must submit firm prices, rates or both in accordance with Annex B, Basis of Payment that will apply for the entire period of the Standing Offer including any extension periods. All prices must be in Canadian dollars and the total amount of Applicable Taxes must be shown separately, as applicable.
- 2.2 The Offeror must include all costs for the requirement described in the solicitation for the entire period of the Standing Offer including any option periods. The identification of all necessary labour, materials, tools, equipment, peripherals and components required and the associated costs of these items is the sole responsibility of the Offeror.
- 2.3 Offerors are requested to insert a price for all items as set out in the pricing tables in Annex B Basis of Payment. If the Offeror leaves any price blank, Canada will treat the price item as "\$0.00" for evaluation purposes and may request that the Offeror confirm the price. Offerors will not be permitted to modify a price as part of this confirmation. Any Offeror who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

**Payment by Credit Card**

Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) will be accepted:

- VISA \_\_\_\_\_
- Master Card \_\_\_\_\_

**Section III: Certifications**

Offerors must submit the certifications required under Part 5.

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**1. Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

**1.1. Technical Evaluation**

**1.1.1 Mandatory Technical Criteria**

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

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Item	Mandatory Criteria	Met / Not Met	Cross Reference to Proposal
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<b>M1</b>	<p><b>Vehicle specifics</b></p> <p>The Offeror's vehicles must be newer, less than five (5) years old at the time of bid closing (i.e. 2009 models or newer), exceptionally clean (inside and out) and be comfortable for the clientele, i.e. Foreign dignitaries. A complete list of the fleet must be provided detailing the type of vehicle, the make, the model, the colour and the year.</p>		
<b>M2</b>	<p>The Offeror must own/lease a fleet of a minimum of six (6) vehicles, including at minimum two (2) sedans, one (1) mini-van, one (1) SUV and one (1) van as per specifications listed in 4.0 in Annex A – Statement of Work. In this manner, the service required is able to be provided at short notice and outside sources are not relied upon for majority of vehicles.</p>		
<b>M3</b>	<p>At its own cost and expense, the Offeror must possess, maintain, and keep current the following for all applicable vehicles:</p> <ul style="list-style-type: none"> <li>• City of Ottawa Vehicle License Certificates;</li> <li>• Vehicle Ownership Certificate registering commercial vehicles;</li> <li>• Commercial Vehicle Operators Registration Certificate (CVOR) with a minimum "satisfactory" rating under the Public Vehicle Operating Authority;</li> <li>• Ottawa Airport Pre-arranged Limousine Permits;</li> <li>• an Operating Authority issued by the Ontario Highway Transport Board pursuant to the Public Vehicles Act;</li> <li>• an Operating Authority pursuant to the Motor Vehicle Transport Act for inter-provincial operation; and</li> <li>• a valid public liability insurance coverage in the amount of Eight (8) Million Dollars.</li> </ul> <p>Note: Photocopies must be provided.</p>		
<b>M4</b>	<p><b>Drivers</b></p> <p>The proposed drivers of all vehicles will be required to have a minimum of two (2) years' experience within the last five (5) years in the executive / corporate limousine service industry or a combination of related driving experience (i.e. such as former police officers, funeral home drivers, corporate executives' drivers, government drivers (driving Ministers or Deputy Ministers), Embassy drivers (driving Ambassador) etc.</p>		
<b>M5</b>	<p>The proposed drivers of all vehicles will be in possession of a valid driver's license of the appropriate class issued pursuant to the Ontario Highway Traffic Act or the Société de l'assurance automobile du Québec.</p>		
<b>M6</b>	<p>The proposed drivers must be fluent in one of the two official languages of Canada (English or French).</p>		
<b>M7</b>	<p><b>Motorcade</b></p> <p>The Offeror must demonstrate that at minimum of five (5) drivers have experience driving within a "motorcade formation" with the Royal Canadian Mounted Police or another police force in Canada. As well, for this requirement, the Offeror and its drivers must have experience in liaising directly with RCMP officers or another police force in Canada. This requirement is only requested when submitting</p>		

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	a proposal for those visits that entail RCMP controlled motorcades and NOT a requirement for all other types of visits. This requirement applies only for Offerors submitting a bid who will be allocated the motorcade work, as defined in Part 7, Section 7. Call-up Procedures – Proportional Basis.		
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**1.1.2 Point Rated Technical Criteria**

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

Bids must achieve an overall minimum percentage of 60%. Bids that do not meet this requirement will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Proposals must identify the qualifications and experience of the firm and the proposed resource personnel to carry out the tasks by systematically addressing each of the requirements as detailed below.

Proposals must provide supporting information in number of years/projects consisting of detailed resume(s) that clearly describe the degree and nature of the knowledge/experience possessed by each proposed resource personnel including that of the firm. Supporting information shall include the previous experience with respect to the factors listed below. Up to the number of points specified below will be awarded for each factor based on length and depth of experience. The points will then be totaled.

Point Rated Requirements	Point Rating	Max Points	Cross Reference to Proposal
<b>OFFEROR EXPERIENCE</b>			
<p><b>PR1.</b> The Offeror must demonstrate the following experience:</p> <p>Experience operating a limousine or transportation service for the executive or corporate or government sectors or foreign/Canadian dignitaries or Very Important Person (VIP).</p> <p>Note: a VIP is defined as a person who is accorded special privileges due to his/her status.</p> <p>To demonstrate the offeror's experience, the technical bid should include a detailed description of three (3) relevant projects undertaken within the last five (5) years, by the bid closing date. Each project should include the following information:</p> <ul style="list-style-type: none"> <li>• Identify client category (i.e. sector/industry);</li> <li>• Years of service;</li> <li>• Overall approach (i.e. service</li> </ul>	<p><b>0-10 points - Unsatisfactory</b> -Makes brief, vague, indirect or implied references to this criterion.</p> <p><b>11-29 points - Weak</b> -Addresses this criterion, however, very few details are provided on the offeror's experience. -Details are incomplete or vague; i.e. years of service, client details etc.</p> <p><b>30-35 points - Good</b> -All details have been provided. -Experience in delivering transportation services to private or public sector clients is somewhat relevant to the Statement of Work (similar in scope). -Overall approach is lacking in details. -Overall approach is good.</p>	40	



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<p>standard to clients);</p> <ul style="list-style-type: none"> <li>• Years per client category;</li> <li>• Amount and types of vehicles.</li> </ul> <p>Reference checks may be conducted to confirm the information provided.</p>	<p><b>36-40 points - Very Good</b>                  -All details have been provided.                  -Experience in delivering transportation services to private or public sector clients is very relevant to the Statement of Work (similar in scope).                  -Overall approach is very good.</p>		
<b>Point Rated Requirements</b>	<b>Point Rating</b>	<b>Max Points</b>	<b>Cross Reference to Proposal</b>
<b>DRIVER EXPERIENCE</b>			
<p><b>PR2.</b> The Offeror must demonstrate the following experience for each proposed driver:</p> <p>Experience in addition to the required two (2) years' experience within the last five (5) years in the executive / corporate limousine service industry or a combination of related driving experience (i.e. such as former police officers, funeral home drivers, corporate executives' drivers, government drivers (driving Ministers or Deputy Ministers), Embassy drivers (driving Ambassador) etc.</p> <p>To demonstrate the proposed driver's experience and qualifications the following information must be submitted for each proposed driver:</p> <p>-A Curriculum Vita outlining the qualifications, training, and related work experience and expertise in driving for the executive / corporate or limousine service which includes at a minimum:</p> <ul style="list-style-type: none"> <li>• Name of the Client / employer(s);</li> <li>• Number of months of service in this industry;</li> <li>• Language of services provided;</li> <li>• Start and end dates per client / employer;</li> <li>• Client / employer name, contact and telephone number for whom the work was performed.</li> </ul> <p>Reference checks may be conducted.</p>	<p><b>A maximum of 5 points per driver</b></p> <p><b>0-1 points - Unsatisfactory</b>                  -Makes brief, vague, indirect or implied references to this criterion.</p> <p><b>2 points - Weak</b>                  -Very little experience in driving services similar to the Statement of Work for private or public sector clients.  <i>(Insufficient depth in the information provided to complete a full assessment of the individual's experience and expertise.)</i></p> <p><b>3-4 points - Good</b>  <u>Score of 3 points</u>                  -Some experience in providing driving services similar to the Statement of Work for private or public sector clients.  <u>Score of 4 points</u>                  -Relevant experience in providing driving services similar to the Statement of Work for private or public sector clients.                  -Professional training experience.</p> <p><b>5 points - Very Good</b>                  -Very relevant and demonstrated experience in providing driving services similar to the Statement of Work for private or public sector clients.</p>	<p align="center">40</p>	

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	-Professional training experience.		
<b>Point Rated Requirements</b>	<b>Point Rating</b>	<b>Max Points</b>	<b>Cross Reference to Proposal</b>
<b>ADDITIONAL VEHICLES</b>			
<b>PR3.</b> The Offeror shall indicate if the following vehicles are within its fleet (owned/leased) as they may be requested on occasion:  -a mini-bus/mini-coach (i.e. approx. twenty to twenty four (20-24) passengers).	<p><b>15 points</b> Offeror currently has a mini-bus/mini-coach in its fleet.</p> <p><b>0 points</b> Offeror does not currently have a mini-bus in its fleet.</p>	15	
<b>Point Rated Requirements</b>	<b>Point Rating</b>	<b>Max Points</b>	<b>Cross Reference to Proposal</b>
<b>UNDERSTANDING OF THE REQUIREMENT</b>			

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<p><b>PR4.</b> The Offeror must demonstrate their understanding of the requirement and the operational needs of DFATD by providing an outline or work plan of their proposed process that includes steps and procedures involved to meet the requirements for the provision of transportation services for official visits to Ottawa as detailed in Annex A – Statement of Work.</p> <p>The Offeror must address the following key elements in the response to this requirement:</p> <ul style="list-style-type: none"> <li>• responsiveness twenty four/seven (24/7) and three hundred and sixty five (365) days of year;</li> <li>• flexibility: twenty four (24) hours' notice, changes to number of vehicles, meal times etc.;</li> <li>• client service;</li> <li>• single point of contact / coordinator</li> <li>• tact &amp; discretion;</li> <li>• training of staff;</li> <li>• communication strategy;</li> <li>• being reachable (cell phones);</li> <li>• risk mitigation;</li> <li>• identify a plan for rental of vehicles above the fleet base when required;</li> <li>• Uniform.</li> </ul>	<p><b>0-5 points - Unsatisfactory</b> -Makes brief, vague, indirect or implied references to this criterion</p> <p><b>6-14 points - Weak</b> -Bidder has demonstrated a weak understanding of the requirement. -Proposed process for the provision of transportation services for official visits to Canada is incomplete and lacking in details. -The response did not address most of the key elements.</p> <p><b>15-18 points - Good</b> -Bidder has demonstrated a good understanding of the requirement. -Proposed process for the provision of transportation services for official visits to Canada is acceptable. -The response addressed some the key elements.</p> <p><b>19-20 points - Very Good</b> -Bidder has demonstrated a very good understanding of the requirement. -Proposed process for the provision of transportation services for official visits to Canada is clear, logical and complete. -The response addressed most or all of the key elements.</p>	<p align="center">20</p>	
Point Rated Requirements	Point Rating	Max Points	Cross Reference to Proposal
CLARITY OF THE PROPOSAL			
<p><b>PR5.</b> The proposal should be presented clearly and logically to facilitate a clear and straight forward evaluation based on the information requested in the RFSO. The proposal will be evaluated in terms of clarity, conciseness and structure.</p> <p>The Offeror must include in their offer</p>	<p><b>0-4 points - Unsatisfactory</b> -Makes brief, vague, indirect or implied references to this criterion.</p> <p><b>5-10 points - Weak</b> -Overall proposal was unclear and lacking in details to fully assess the Offeror's</p>	<p align="center">15</p>	

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<p>the following as a minimum in the response to this requirement:</p> <ul style="list-style-type: none"> <li>• Table of contents;</li> <li>• Tabs;</li> <li>• Numbering system;</li> <li>• Page numbers.</li> </ul>	<p>capabilities. -Difficult to find information. Missing elements such as table of contents, tabs, numbering system somewhat corresponds to the solicitation document, cross-referencing, page numbering, format of document, etc.</p> <p><b>11-13 points - Good</b> -Information provided throughout the proposal is somewhat clear and succinct. -ideas that are well organized and help the reader move along; key points that are well-presented but do not demonstrate in-depth understanding of the topic and objectives; substantive conclusions; good writing style; and sentences that flow smoothly and evenly. -Overall presentation of the information is acceptable. Some elements could be improved such as table of contents, tabs, numbering system corresponds to the solicitation document, cross-referencing, page numbering, format of document, etc.</p> <p><b>14-15 points - Very Good</b> -Information provided throughout the proposal was very clear, succinct and focused writing, relevant, quality details that give the reader key information, and compelling style that connects strongly with the reader and addresses the target audience's interests appropriately. -Excellent presentation of the information (i.e. table of contents, tabs, numbering system corresponds to the solicitation document, cross-referencing, page numbering, format of document, etc.).</p>		
<p align="center"><b>Point Rated Requirements</b></p>	<p align="center"><b>Point Rating</b></p>	<p align="center"><b>Max Points</b></p>	<p align="center"><b>Cross Reference to</b></p>

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			Proposal
<b>REQUIREMENT B – MOTORCADE EXPERIENCE</b>			
<p><b>PR6.</b> The Offeror must demonstrate the following experience:</p> <p>At minimum five (5) Drivers with experience driving within a “motorcade formation” with the Royal Canadian Mounted Police or another police force in Canada. As well, for this requirement the Offeror and its drivers must have experience in liaising directly with RCMP or another police force.</p> <p>To demonstrate the Offeror’s experience, the following information must be provided:</p> <ul style="list-style-type: none"> <li>• Identify specific visit /event(s) and clients;</li> <li>• Start and End dates;</li> <li>• Explanation of liaison process with RCMP or another police force (briefings, meetings etc.).</li> </ul> <p>Reference checks may be conducted to confirm the information provided.</p>	<p><b>0-10 points - Unsatisfactory</b> -Makes brief, vague, indirect or implied references to this criterion but cites no specific experience in motorcade.</p> <p><b>11-36 points - Weak</b> -Addresses this criterion, however, very few details are provided on the Offeror’s experience. -Details are incomplete or vague; i.e. Dates, visit etc. -Two (2) or less visits/events are cited with motorcade experience.</p> <p><b>37-44 points - Good</b> -Most details have been provided. -Experience in driving in a motorcade formation is somewhat relevant to the Statement of Work (similar in scope). -Overall experience is lacking in details. -Two (2) – Ten (10) visits / events are cited with motorcade experience.</p> <p><b>45-50 points - Very Good</b> -All details have been provided. -Experience in driving in a motorcade formation is very relevant to the Statement of Work (similar in scope). -Ten (10) plus visits / events are cited with motorcade experience. -Overall experience is very good.</p>	<p>50</p>	

**2. Basis of Selection Basis of Selection - Lowest Price per Point**

- 2.1 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 points for the technical evaluation criteria which are subject to point rating.
  
- 2.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price

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will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

**THE FOLLOWING TABLE IS FOR ILLUSTRATIVE PURPOSES ONLY**

<b>Bidder</b>	<b>Quoted Price Excluding Taxes</b>	<b>Total Technical Points</b>	<b>Cost Per Point</b>
<b>Bidder 1</b>	<b>75,000.00</b>	<b>78</b>	<b>961.54 per point</b>
<b>Bidder 2</b>	<b>92,000.00</b>	<b>83</b>	<b>1,108.44 per point</b>
<b>*Bidder 3</b>	<b>81,000.00</b>	<b>88</b>	<b>920.46 per point</b>

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

## **PART 5 - CERTIFICATIONS**

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

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

### **1. Certifications Required Precedent to Issuance of a Standing Offer**

#### **1.1 Integrity Provisions - Associated Information**

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions 2006. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

### **2. Additional Certifications Required Precedent to Issuance of a Standing Offer**

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to comply with the request of the Standing Offer Authority and to provide the certifications within the time frame provided will render the offer non-responsive.

#### **2.2 Certifications**

Compliance with the certifications provided by the Offeror in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Offeror does not comply with any certification or it is determined that any certification made by the Offeror 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.

### **3. Federal Contractors Program for Employment Equity - Standing Offer Certification**

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By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list available from [HRSDC-Labour's website at: http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

#### **4. Status and Availability of Resources**

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

#### **5. Education and Experience**

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

#### **6. Former Public Servant – Competitive Requirements**

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 the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

#### **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

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- 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 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**

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES** ( ) **NO** ( )

If so, the Offeror 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.

By providing this information, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** ( ) **NO** ( )

If so, the Offeror 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 adjustment 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 Applicable Taxes.

**Certification**

By submitting an Offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

\_\_\_\_\_  
Name & Signature of Authorized Individual

\_\_\_\_\_  
Date



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**PART 6 – SECURITY AND INSURANCE REQUIREMENTS****1. Security Requirement**

At the Request for Standing Offers closing date, the following conditions must be met:

- (a) The Offeror must have a valid Facility Security Clearance (FSC) clearance or applied for a sponsorship as indicated in Part 7A - Standing Offer;
- (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicate in Part 7A - Standing Offer;
- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

In order to apply for a sponsorship to attain a Facility Security Clearance, the following information must be sent to the Contracting Authority no later than October 17, 2014:

- indicate if this is a new request or if the organization has previously been proposed or is reapplying for a higher level of screening;
- legal name;
- business/operating/marketing name, if applicable;
- complete mailing address and/or civic address (physical address);
- telephone number, facsimile number;
- provide the full name, title, telephone number and email address of a contact person within the organization who is aware of the Request for a Private Sector Organization Screening (PSOS);
- indicate the preferred language of correspondence (English or French).

The following only applies if the information is different from above:

- legal name of the registered or head office, business/operating/marketing name of the registered or head office and the civic address (physical address) of the registered or head office.

For additional information on security requirements, offerors should refer to the [Industrial Security Program \(SSI\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

**2. Insurance Requirements**

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex D.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

**PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES****A. STANDING OFFER****1. Offer**

The Offeror must perform the Work in accordance with the Statement of Work at Annex "A".

**2. Security Requirement**

The following security requirement (SRCL and related clauses) applies and form part of the Standing Offer.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, issued by the Industrial Security Program (SSI), Public Works and Government Services Canada (PWGSC).

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2. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by SSI/PWGSC.
3. The Contractor/Offeror MUST NOT remove any CLASSIFIED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of SSI/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List, attached at Annex "C";
  - b) Industrial Security Manual (latest edition).

### **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### **3.1 General Conditions**

2005 (2014-06-26) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### **3.1.1** The 2005 General Conditions is amended as follows:

- a) At Section 01 Interpretation:  
Delete: the Minister of Public Works and Government Services  
Replace by: the Minister of Foreign Affairs
  
- b) At Section 06 Withdrawal:  
Delete: thirty (30) days  
Replace by: ninety (90) days

#### **3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

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

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

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Project Authority no later than fifteen (15) calendar days after the end of the reporting period.

### **4. Term of Standing Offer**

#### **4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from the date of award to January 28, 2016.

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**4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for three (3) additional twelve (12) month periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority fifteen (15) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

**5. Authorities****5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Chantal Lafleur  
Title: Procurement Officer  
Foreign Affairs, Trade and Development Canada (DFATD)  
Address: 125 Sussex Dr, Ottawa ON

Telephone: 343-203-1326  
E-mail address: chantal.lafleur@international.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

**5.2 Project Authority** *(To be identified upon award of a Standing Offer)*

The Project Authority for the Standing Offer is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

**5.3 Offeror's Representative** *(To be identified upon award of a Standing Offer)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**6. Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: Foreign Affairs, Trade and Development Canada.

**7. Call-up Procedures – Proportional Basis**

- a) The method of selection will be based on a percent allocation in which the first-ranked Offeror shall be allocated 70% of the available work and the second-ranked Offeror shall

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be allocated 30% of the available work. Only one of the two ranked Offerors will require motorcade experience. The Project Authority will monitor the distribution of work in order to meet this percent distribution as closely as possible. The breakdown of costs shall be submitted with every proposal as per the Basis of Payment at Annex "B".

If no Offeror is capable of satisfying the requirement, DFATD reserves the right to procure the services by other means.

Offeror	Rank
<i>(To be identified upon award of a Standing Offer)</i>	First
<i>(To be identified upon award of a Standing Offer)</i>	Second

- b) The delivery deadlines as negotiated and specified in the call-up against the Standing Offer document must be adhered to.
- c) The Offeror shall not undertake any of the specified work unless and until a call-up against the Standing Offer is issued by DFATD.
- d) If the Offeror cannot fulfill the required work due to prior commitments under the previous call-up, the Offeror must notify the Project Authority, in writing (by facsimile or electronic mail), within twenty four (24) hours of receipt of the request.
- e) If the Offeror's response is not received within twenty four (24) hours, or if the Offeror has notified in writing that it cannot fulfill the requested call-up, the work will then be forwarded to the other selected Offeror. If no Offeror can fulfill the requirement, Canada reserves the right to procure the required services by other means.

#### **8. Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer.

#### **9. Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable Taxes included).

#### **10. Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offers must not exceed the sum of CAN \$ TBD (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Financial Limitation is the estimated total amount available collectively to all suppliers which may have Standing Offers for the required services, rather than the amount available to each firm. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

#### **11. Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-06-26), General Conditions - Standing Offers - Goods or Services;

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- d) the general conditions 2035 (2014-06-26) General Conditions – Higher Complexity - Services;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) The Offeror's offer dated *(To be identified upon award of a Standing Offer)*.

## **12. Certifications - Compliance**

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

## **13. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **1. Statement of Work**

The Offeror must perform the Work described in the call-up against the Standing Offer.

### **2. Standard Clauses and Conditions - General Conditions**

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

#### **2.1** The 2035 General Conditions is amended as follows:

- a) At Section 01 Interpretation:
  - Delete: the Minister of Public Works and Government Services
  - Replace by: the Minister of Foreign Affairs

### **3. Term of Contract - Period of the Contract**

The Work must be completed in accordance with the call-up against the Standing Offer.

### **4. Payment**

#### **4.1 Basis of Payment**

In consideration of the Offeror satisfactorily completing all of its obligations under the authorized call-up form, the Offeror will be paid in accordance with the agreed basis of payment, in Annex "B" as specified. Customs duties are excluded and applicable tax is extra.

#### **4.2 Limitation of Expenditure**

Canada's total liability to the Offeror resulting from call-ups against this Standing Offer shall not exceed the value of the Standing Offer resulting from this RFSO, unless otherwise authorized in writing by DFATD.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Offeror unless these design changes, modifications or interpretations have been approved, in writing,

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by the Contracting Authority before their incorporation into the Work. The Offeror must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Offeror must notify the Project 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 Offeror considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

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

#### **4.3 Single Payment**

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.

#### **4.4 SACC Manual Clauses**

Number	Date	Title
A9117C	2007-11-30	T1204 – Direct Request by Customer Department

#### **5.5 Payment by Credit Card**

The following credit card is accepted: *(to be identified upon Standing Offer award)*.

#### **5. Invoicing Instructions**

The Offeror 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 time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d. a copy of the monthly progress report.

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on the call-up.
- b. One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.

#### **6. Insurance Requirements**

The Offeror must comply with the insurance requirements specified in Annex "D". The Offeror must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Offeror from or reduce its liability under the Contract.

The Offeror is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Offeror's expense, and for its own benefit and protection.

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The Offeror must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Offeror must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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**ANNEX "A" - STATEMENT OF WORK**

**1.0 Background**

The Official Visits Division (XDV) coordinates State and Official Visits to Canada by foreign dignitaries. The Division requires the services of a transportation company to provide sedans, mini-vans, SUVs and vans in support of Visits to Ottawa and the National Capital Region.

**2.0 Objective**

The services provided by the Offeror will include, but are not restricted to, providing sedans, mini-vans, SUVs and large vans on an "as-requested" basis to support transportation requirements for Visits to Ottawa and the National Capital Region. The services provided by the Offeror are significant in the impression made upon foreign dignitaries visiting Canada. The quality of logistics facilitation offered by Canada and its Government must be high. The Offeror is expected to, through services provided, enhance Canada's image while providing transportation services during visits. Since needs and situations are ever-changing, flexibility in serving clients is of the utmost importance.

The services requested will be separated into those involving RCMP controlled motorcades and those not involving RCMP controlled motorcades. The two (2) requirements are distinct and thus will have different mandatory criteria.

**3.0 Offeror Personnel****3.1 Drivers**

The drivers of all vehicles will be required to have a valid secret security clearance. An active list of eight (8) drivers must be provided and security cleared. Only secret cleared drivers are to be assigned to the contract. A roster of eight (8) drivers must always be maintained at secret level throughout the duration of the Contract. Should one of these eight (8) drivers need to be replaced, the company will have sixty (60) days to supply the name of a new driver with secret clearance. This driver must have similar qualifications and experience and meet all the criteria for drivers.

**3.2 Owner, dispatcher and coordinator**

The owner, dispatcher and coordinator must be secret cleared as they will be receiving the information and assigning drivers. Should one of these need to be replaced, the company will have sixty (60) days to supply the name of a new owner, dispatcher, or coordinator with secret clearance.

**4.0 Vehicle Requirements**

4.1 Sedans must be full-size luxury class, four (4) door sedans with automatic transmission and air conditioning and be conservative in colour (i.e. dark colours: black, charcoal, navy);

4.2 Mini-vans must be seven to nine (7-9) passenger and conservative in colour (i.e. dark colours: black, charcoal, navy), with automatic transmission and air conditioning;

4.3 SUVs must be six to eight (6-8) passenger and conservative in colour (i.e. dark colours: black, charcoal, navy), with automatic transmission and air conditioning;

4.4 Large vans must be ten to fifteen (10-15) passenger and conservative in colour (i.e. dark colours: black, charcoal, navy), with automatic transmission and air conditioning.

**Requirement A:** Visits that do not entail a controlled RCMP motorcade.

**Requirement B:** Visits that entail a controlled RCMP motorcade. The Offeror must have drivers with motorcade experience and who have provided this service for the visits that entail RCMP motorcade.



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**5.0 Scope of Work (Requirement A and B)**

5.1 The services provided by the Offeror will pertain to the provision of vehicles to be used during visits and advance visits in the National Capital Region. Some requirements will include drop-offs in Montreal / Dorval.

5.2 The driver's knowledge of the National Capital Region is essential and excellent familiarity with the downtown core and the flow of traffic is crucial to avoid impediments to the programme being followed.

5.3 The Offeror shall refrain from any action which might be prejudicial to the friendly relations between DFATD and the Visitor's country. Smoking in the vehicles or in the presence of a visitor is not permitted and vehicles are to be smoke-free (odour free).

5.4 At the Offeror's own cost and expense, the drivers of all vehicles must have in their possession a fully-functioning and active cellular telephone that is carried with them at all times during a visit. The cellular telephone numbers must be provided to the Office of Protocol in advance of the visit.

5.5 The drivers of all vehicles may be required to move / carry luggage and may also be required to assist passengers when necessary. Therefore, specific instructions for each visit should be followed precisely and may differ from visit to visit.

5.6 The drivers are expected to exhibit tact and discretion at all times during a visit. Examples of poor comportment include but are not restricted to the following: talking on the phone for lengthy periods; repeating conversations that occur in the vehicle; unnecessary or unrequested chatter with client.

5.7 A single point of contact within the company is required (here in referred to as Coordinator). This is in order for the Project Authority to efficiently make bookings, inform of changes and advise of cancellations. As well, the Offeror's Coordinator would take all the detailed information from the Project Authority and in turn supply the Project Authority with all necessary and requested information. This communication may be in the form of e-mails and/or faxes so as to maintain a record of communications. Communication for last minute urgent additions or changes may on occasion come in the form of verbal requests by the authorized Departmental representative. The Coordinator must be fluent in one of the two official languages of Canada (English or French).

5.8 Once a booking is made and confirmed, the Project Authority shall be supplied with driver(s) name, cellular phone number(s), make and type of vehicle(s) and licence plate number of vehicle(s).

5.9 The Project Authority will provide an itinerary to the Coordinator to be disseminated to all drivers, ensuring that they are familiar with all addresses and locations. The Coordinator and drivers must be available for briefings prior to the start of a visit, when applicable.

5.10 The Project Authority may request that a driver(s) or vehicle be replaced due to unsatisfactory Delivery of Service or in the latter case an unsatisfactory vehicle. It will be the responsibility of the Offeror to provide a satisfactory replacement driver and/or vehicle within a two (2) hour time-frame.

5.11 Vehicles may be requested with as little as twenty four (24) hours' notice by the Project Authority, therefore flexibility is crucial. In addition, changes to number of vehicles and the hours they are needed are also continual, therefore again the ability for the company to be flexible to the Official Visits Division's needs is key.

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5.12 The drivers must have the ability to work beyond their originally stated hours on short notice (i.e. one (1) hour) and to work extensive hours.

5.13 Short prior notice occurs at times requesting vehicles (same day) with response needed within a few hours. Waiting time can be long during a visit (waiting in car for several hours) and is a prerequisite of service required. Service can be requested: seven (7) days a week / twenty four (24) hours a day / three hundred and sixty five (365) days of the year. The duration of a visit averages from one-three (1-3) days. The average number of vehicles hours requested on a yearly basis is as follows (statistics averaged from 2011-2013):

# of hours for sedans	# of hours for mini-vans	# of hours per SUVs	# of hours per large vans
656	947	118	114

5.14 Ability to be flexible with driver meal times is crucial as meal occasions may be very irregular and spread out during visits. Note: Drivers will not be provided with meals, they are responsible for providing their own.

5.15 The number of vehicles requested differs from visit to visit but the range of vehicles per visit is between one (1) to six (6) vehicles. This number of vehicles must be available should the need arise. Anything above six (6) vehicles would be on an exceptional basis.

5.16 At its own cost and expense, the Offeror and its drivers, must currently be in compliance, abide by, and continue to abide by throughout the Standing Offer, all current, applicable, Federal, Provincial, Municipal, and Ottawa Macdonald-Cartier International Airport regulations, laws, and by-laws, including, but not limited to, the following:

- the Public Vehicles Act of Ontario;
- the Ontario Highway Traffic Act;
- the Motor Vehicle Transport Act;
- City of Ottawa Harmonized Licensing By-law No. 2002-189; and
- any environmental laws.

5.17 Should the Offeror require the use of vehicles outside their licensed fleet for a visit, they must make arrangements in advance for temporary vehicles with the City of Ottawa as well as the Ottawa Macdonald-Cartier International Airport to obtain necessary permissions, licences and permits. These arrangements must be initiated upon receipt of the requirement.

5.18 The drivers of all vehicles must wear a standard uniform business suit and be well presented on each visit. The Offeror shall ensure that all staff involved on visits are dressed in business attire. Male business attire is defined as dark dress pants, shirt and tie, dark jacket and dress shoes. Female business attire is defined as a dark pant suit or dark skirt, dark dress slacks, blouse, dark jacket and dress shoes.

**Requirement B**

5.19 For visits entailing an RCMP motorcade, the Offeror shall ensure that there is liaison/contact in advance with the RCMP to ensure coordination and exchange of information.

5.20 For visits entailing an RCMP motorcade, the Offeror shall ensure that the same vehicles will be used for the duration of the visit and shall ensure that all vehicles are available for overnight lockdown at an RCMP facility if the RCMP deems it necessary.

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**ANNEX "B" - BASIS OF PAYMENT**

- 1.1 The Offeror must complete this pricing schedule and include it in its financial proposal. **Pricing must only be contained in the financial proposal.** A price breakdown must be provided for the firm all inclusive hourly rates.
- 1.2 Offerors shall quote in Canadian dollar (CAD), firm prices/rates as indicated in the tables below that include all costs necessary to perform the work. All prices include the costs of the driver(s). GST, HST or VAT must be indicated separately, as applicable. Failure to provide pricing for an item will render the bid non-responsive.
- 1.3 The prices given below for the services will remain in force for the entire duration of the standing offer including the three (3) extension periods of one year if they are exercised.
- 1.4 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.

**PRICING SCHEDULE 1: INITIAL STANDING OFFER PERIOD (12 MONTHS)**

During the period of the initial Standing Offer, for Work performed in accordance with the Call-up, the Offeror will be paid as specified below.

<b>PRICING SCHEDULE 1 – INITIAL CONTRACT PERIOD</b>				
	<b>Category</b>	<b>Firm All-Inclusive Hourly Rate</b>	<b>Estimated No. of Hours per Year</b>	<b>Subtotal (in CAD)</b>
		<b>A</b>	<b>B</b>	<b>C = A x B</b>
1	Sedans – first ninety (90) minutes	CAD_____		
2	Sedans per additional hour (or part thereof)	CAD_____	219	CAD_____
3	Mini-Vans – first ninety (90) minutes	CAD_____		
4	Mini-Vans per additional hour (or part thereof)	CAD_____	316	CAD_____
5	SUVs – first ninety (90) minutes	CAD_____		
6	SUVs per additional hour (or part thereof)	CAD_____	39	CAD_____
7	Large Vans – first ninety (90) minutes	CAD_____		
8	Large Vans per additional hour (or part thereof)	CAD_____	38	CAD_____
<b>Pricing Schedule 1 Total (TAX excluded):</b>				<b>CAD_____</b>
<b>OPTIONAL VEHICLES (not for evaluation purposes)</b>				
9	Mini Coach – first ninety (90) minutes			CAD_____

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10	Mini Coach per additional hour (or part thereof)	CAD _____
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**PRICING SCHEDULE 2: OPTION PERIOD ONE (12 month period)**

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

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

<b>PRICING SCHEDULE 2 – OPTION PERIOD ONE</b>				
	<b>Category</b>	<b>Firm All-Inclusive Hourly Rate</b>	<b>Estimated No. of Hours per Year</b>	<b>Subtotal (in CAD)</b>
		<b>A</b>	<b>B</b>	<b>C = A x B</b>
1	Sedans – first ninety (90) minutes	CAD _____		
2	Sedans per additional hour (or part thereof)	CAD _____	219	CAD _____
3	Mini-Vans – first ninety (90) minutes	CAD _____		
4	Mini-Vans per additional hour (or part thereof)	CAD _____	316	CAD _____
5	SUVs – first ninety (90) minutes	CAD _____		
6	SUVs per additional hour (or part thereof)	CAD _____	39	CAD _____
7	Large Vans – first ninety (90) minutes	CAD _____		
8	Large Vans per additional hour (or part thereof)	CAD _____	38	CAD _____
<b>Pricing Schedule 2 Total (TAX excluded):</b>				<b>CAD _____</b>
<b>OPTIONAL VEHICLES (not for evaluation purposes)</b>				
9	Mini Coach – first ninety (90) minutes			CAD _____
10	Mini Coach per additional hour (or part thereof)			CAD _____

**PRICING SCHEDULE 3: OPTION PERIOD TWO (12 month period)**

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

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

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<b>PRICING SCHEDULE 3 – OPTION PERIOD TWO</b>				
	<b>Category</b>	<b>Firm All-Inclusive Hourly Rate</b>	<b>Estimated No. of Hours per Year</b>	<b>Subtotal (in CAD)</b>
		<b>A</b>	<b>B</b>	<b>C = A x B</b>
1	Sedans – first ninety (90) minutes	CAD_____		
2	Sedans per additional hour (or part thereof)	CAD_____	219	CAD_____
3	Mini-Vans – first ninety (90) minutes	CAD_____		
4	Mini-Vans per additional hour (or part thereof)	CAD_____	316	CAD_____
5	SUVs – first ninety (90) minutes	CAD_____		
6	SUVs per additional hour (or part thereof)	CAD_____	39	CAD_____
7	Large Vans – first ninety (90) minutes	CAD_____		
8	Large Vans per additional hour (or part thereof)	CAD_____	38	CAD_____
<b>Pricing Schedule 3 Total (TAX excluded):</b>				<b>CAD_____</b>
<b>OPTIONAL VEHICLES (not for evaluation purposes)</b>				
9	Mini Coach – first ninety (90) minutes			CAD_____
10	Mini Coach per additional hour (or part thereof)			CAD_____

**PRICING SCHEDULE 4: OPTION PERIOD THREE (12 month period)**

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

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

<b>PRICING SCHEDULE 4 – OPTION PERIOD THREE</b>				
	<b>Category</b>	<b>Firm All-Inclusive Hourly Rate</b>	<b>Estimated No. of Hours per Year</b>	<b>Subtotal (in CAD)</b>
		<b>A</b>	<b>B</b>	<b>C = A x B</b>
1	Sedans – first ninety (90) minutes	CAD_____		

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2	Sedans per additional hour (or part thereof)	CAD_____	219	CAD _____
3	Mini-Vans – first ninety (90) minutes	CAD_____		
4	Mini-Vans per additional hour (or part thereof)	CAD_____	316	CAD_____
5	SUVs – first ninety (90) minutes	CAD_____		
6	SUVs per additional hour (or part thereof)	CAD_____	39	CAD_____
7	Large Vans – first ninety (90) minutes	CAD_____		
8	Large Vans per additional hour (or part thereof)	CAD_____	38	CAD_____
<b>Pricing Schedule 4 Total (TAX excluded):</b>				<b>CAD_____</b>
<b>OPTIONAL VEHICLES (not for evaluation purposes)</b>				
9	Mini Coach – first ninety (90) minutes			CAD_____
10	Mini Coach per additional hour (or part thereof)			CAD_____

**PRICING SCHEDULE 5: SUMMARY PRICING SCHEDULE**

<b>SUMMARY PRICING SCHEDULE</b>	
Total Evaluated Price - Sum of Schedules 1, 2, 3 and 4 (VAT excluded) =	CAD_____

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**ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST**

See attached.

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**ANNEX "D" - INSURANCE REQUIREMENTS**

**1. Commercial General Liability Insurance**

The Offeror must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$8,000,000 per accident or occurrence and in the annual aggregate.

The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Offeror's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Foreign Affairs, Trade and Development Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Offeror.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Offeror and/or arising out of operations that have been completed by the Offeror.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Offerors' Protective Liability: Covers the damages that the Offeror becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Offeror resulting from the use of hired or non-owned vehicles.
- n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Offeror for liabilities arising from damages caused by accidental pollution incidents.
- o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,



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284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

**For other provinces and territories, send to:**

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Offeror's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Offeror's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

**2. Automobile Liability Insurance**

The Offeror must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$8,000,000 per accident or occurrence.

The policy must include the following:

- a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence;
- b. Accident Benefits - all jurisdictional statutes;
- c. Uninsured Motorist Protection;
- d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation;
- e. Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec: QEF #27 / Other Provinces: SEF#27;
- f. Public Passenger Vehicles - Combined Limits for Passengers and road liability  
Passenger Hazard/Bodily Injury Minimum Limits required:  
8 to 12 Passengers: \$5,000,000  
13 or more Passengers: \$8,000,000

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**ANNEX "E" – STANDING OFFER REPORTING REQUIREMENTS**

In accordance with section 3.2 of the Standing Offer, the Offeror must report on a quarterly basis the following information:

<b>The Offeror must complete all of the data fields identified below, as applicable.</b>			
<b>Standing Offer Number:</b>			
Reporting Period: _____ to: _____			
Call-up Number	Date of Call-up and amendment(s) (if applicable)	Value of Call-up GST/HST excluded/Value of amendment GST/HST excluded (if applicable)	GST/HST