

Requirement

Foreign Affairs, Trade and Development Canada is seeking to establish a contract for the provision of commercial cleaning services at the Consulate General of Canada in Hong Kong. The scope of work includes a range of services including cleaning, maintenance, supply of sanitary equipment, the removal and selective sorting and treatment of waste, and periodical and on-call cleaning services on an "as-and-when-requested" basis. Services are required at two distinct locations at 25 Westlands Road; "Berkshire House" and Quarry Bay. The requirement includes the provision of all labour, supervision, material, transportation, tools and equipment to perform the required services within all office, representational and utility spaces, recreational facilities and lobbies and is exempt only from those items that are specifically noted within the Statement of Work. Cleaning supplies and consumables will be provided by the Consulate General.

The contract will be for a period of one (1) year with three (3) additional option periods of one year each. The contract award date is tentatively set for April 1, 2015. Mandatory Technical Criteria

MT1. Experience of the Bidder

The Bidder must possess four (4) years of experience within the last ten (10) years from the bid closing date in providing commercial cleaning services of similar size and scope to the requirement identified in Annex A, Statement of Work.

Each project of similar size and scope is defined as follows:

- a. A minimum duration of twelve (12) consecutive months;
- b. A space that is a minimum of 4,000 square meters;
- c. A space of similar use or type (i.e. office space);

MT2. Bid Submission Language

Bid documents must be submitted in either English or French.

Any translation costs that may be incurred by the Bidder to meet this requirement are the sole responsibility of the Bidder

Basis of Selection – Minimum Point Rating

To be declared responsive, a bid must:

- a. comply with all requirements of the bid solicitation; and
- b. meet all mandatory technical evaluation criteria; and
- c. obtain the required minimum 70% overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 150 points

Bids not meeting (a) or (b) or (c) will be declared non-responsive.

The responsive bid with the lowest evaluated price will be recommended for award of contract.

Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 8th Floor Berkshire House, 25 Westlands Road, Quarry Bay on February 5, 2015. The site visit will begin at 10:00 AM Hong Kong time, in the 8th Floor Lobby. Bidders must communicate with the Contracting Authority no later than February 3, 2015 to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and

their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

Bidders are advised that the Government Electronic Tendering Service (GETS) is not responsible for the distribution of the solicitation documents. To obtain a copy of the Request for Proposal (RFP) document please e-mail the Contracting Authority at tracy.sabatin@international.gc.ca.

The Crown retains the right to negotiate with suppliers on any procurement. Documents must be submitted in either official language of Canada.