



**A1. DEPARTMENTAL REPRESENTATIVE**

Brianne Leach  
Contracting Advisor, AAO  
125 Sussex Drive  
Ottawa, Ontario  
Canada, K1A 0G2

Telephone: 343-203-8283  
E-mail:  
Brianne.Leach@international.gc.ca

**Construction  
Request for Proposals (RFP)**

**Phase 1 of 2**

for

Physical Security Upgrades to the High  
Commission of Canada in Dakar, Senegal

<b>A2. TITLE</b> Physical Security Upgrades to the High Commission of Canada in Dakar, Senegal - Phase 1		
<b>A3. SOLICITATION NUMBER</b> ARP-CONST-DAKAR-15110	<b>A4. PROJECT NUMBER</b> B-DAKAR-300	<b>A5. DATE</b> September 26, 2016
<b>A6. RFP DOCUMENTS</b> <ol style="list-style-type: none"> <li>1. Request for Proposals (RFP) title page</li> <li>2. Submission Requirements and Evaluations (Section "I")</li> <li>3. General Instructions (Section "II")</li> </ol> In the event of discrepancies, inconsistencies or ambiguities of the wording of these documents, the document that appears first on the above list shall prevail.		
<b>A7. PROPOSAL DELIVERY</b> In order for the proposal to be valid, it must be received no later than <b>14:00 hrs Local Time (Ottawa, Ontario) on October 20, 2016</b> referred to herein as the "Closing Date".  Only Electronic proposals will be accepted and received at the following email address: <a href="mailto:realproperty-contracts@international.gc.ca">realproperty-contracts@international.gc.ca</a> No proposals are to be sent to the Departmental Representative.  Email size should not 10 megabytes (MB). More than one email can be sent if necessary. If a file is sent more than once, the latest received file will be used for evaluation purposes and all previously received file(s) will not be opened.  Canada will not be responsible for Proposals received after the "Closing Date" because of email being refused or quarantined by our server for the following reasons: <ol style="list-style-type: none"> <li>a) Attachment(s) size exceeding 10MB.</li> <li>b) Email containing executable code (including macros).</li> <li>c) Email containing files that are not accepted by our server such as but not limited to: .rar, encrypted .zip, encrypted .pdf, .exe, etc.</li> </ol> All submitted documents must be attached to the email. Online storage services or any other mean of transferring files are not accepted.  Failure to comply with any of the above instructions will be grounds for disqualification and proposal will not be evaluated.		
<b>A8. SITE VISIT/PROONENT CONFERENCE</b> Not applicable for Phase 1. However, Proponents who advance to Phase 2 will be required to attend a mandatory site visit. Proponents will be reimbursed to a maximum amount as per Treasury Board policy rates.		
<b>A9. ENQUIRIES</b> All enquiries or issues concerning this RFP must be submitted in writing to the Departmental Representative no later than five (5) calendar days prior to the Closing Date and Time in order to allow sufficient time to provide a response.		
<b>A10. LANGUAGE</b> Proposals shall be submitted in English or French.		
<b>A11. BID SECURITY</b> No bid security is required.		
<b>A12. CONTRACT DOCUMENTS</b> The draft contract which the selected Proponent will be expected to execute will be included in the Phase 2 solicitation package.		

**SECTION “I” – SUBMISSION REQUIREMENTS AND EVALUATIONS****SR1 INTRODUCTION**

This evaluation concerns only the first phase of a two-phase procurement process.

**1.0 DESCRIPTION OF THE PROJECT**

The Government of Canada, through the Department of Foreign Affairs, Trade and Development (DFATD), is seeking to increase the perimeter security of the Canadian Embassy in Dakar, Senegal. The work is to be completed in Dakar, Senegal.

The project will include the demolition of existing structures; upgrades to the perimeter walls, fences and vehicle barriers; the construction of a new guardhouse; and a new pedestrian/mail screening area. Also included will be the installation of new site lighting and CCTV cameras, as well as the replacement of the existing CCTV and security infrastructure. Upgrades to the existing electrical service to accommodate these new installations will also be required. The project has an estimated value of 1.3M CAD.

**1.1 PHASE 1 RFP:** Phase 1 consists of the pre-qualification of contractors. It is based on an evaluation of the Proponent’s Corporate Experience. To qualify, Proponents must meet the mandatory requirements set out in the RFP. Proposals not meeting the Mandatory Requirements will not be given any further consideration. Submissions meeting the Mandatory Requirements shall be evaluated according to the criteria and point rating set out in SR2 - Technical Proposal. Should Her Majesty elect to proceed with Phase 2, only the five (5) Proponents with the highest score will be invited to advance to Phase 2 of the procurement process. Proponents that have not satisfied the mandatory requirements of the RFP – Phase 1 or have not received a passing score of 70% (“adequate”) will not be given any further consideration.

**1.2** The evaluation will be based solely on the content of the responses and any correctly submitted amendment. No assumptions should be made that Her Majesty has any previous knowledge of the Proponents’ qualifications other than that supplied pursuant to this RFP.

**This RFP concerns Phase 1 only. RFP Phase 2 will commence subsequent to the completion of the RFP Phase 1 evaluation.**

**1.3 Insurance Requirements – Applicable for Phase 2 RFP only.**

The eventual successful Proponent under Phase 2 shall be required to provide, within fourteen (14) days after receipt of a notice in writing that the bid was accepted by Her Majesty:

**1.3.1** Comprehensive Liability – in the amount of \$5,000,000.00 CAD

**1.3.2** Builders All-Risk – in the amount of \$1,000,000.00 CAD

**1.4** Joint Ventures may respond to this Phase 1 RFP provided that they include a copy of a formal Joint Venture Agreement that includes details of the responsibilities of each party and confirmation that each party has joint and several liability.

**SR2 TECHNICAL PROPOSAL**

Technical Proposals **must not** exceed twenty (20) single-sided pages of 8½ "x 11" paper, minimum type face 10 pts. All material shall be printed on 8.5" x 11" or A4 paper. Material exceeding the twenty (20) page maximum will **NOT** be considered. For the sake of clarity and comparative evaluation, Proponents should respond using the same subject headings and numbering structure in this document.

Proponents must obtain, at minimum, a rating of "adequate" on the criteria set out in SR2.1. Note that the "adequate" rating is defined below for the evaluation criteria. Proposals not meeting this requirement will not be given any further consideration.

**2.1 Mandatory Requirements**

**2.1.1** To demonstrate the ability to carry out the project/Work in French, Proponents must demonstrate they have carried out a minimum of one (1) similar construction project with a minimum value of \$1M CAD in at least one (1) country with French as an official language. The successful Proponent from Phase 2 must perform the resulting Work in both English and French.

**2.1.2** Proponents **must** provide confirmation with their submission that they can obtain insurance. Such proof should include letters from an internationally chartered Financial Institution as well as an internationally chartered Insurance Provider. These institutions must be acceptable to Her Majesty.

**2.2 Rated Requirement****2.2.1 Corporate Experience (100 POINTS)**

Evaluate the Proponent's recent (within the last 10 years from RFP bid closing date in A7) corporate experience on international (i.e. outside North America) projects of similar size and scope. To receive a score of Adequate, Proponents must demonstrate their experience consists of **five (5)** recent projects of the same size and scope or an equivalent combination of larger and smaller projects. For a proposal to receive higher marks, Proponents should demonstrate corporate experience with projects related to site and physical security upgrades for embassies, government organizations, major institutions or corporations, etc. with construction costs equal to or above \$1M CAD.

**Information to be submitted:**

The response to be provided here can consist of existing material (brochures, corporate profiles, reference letters, etc.). To facilitate evaluation, information for **EACH project** should include:

- 2.2.1** title of project(s), location (city, country), language of project execution;
- 2.2.2** description of project scope, cost (CAD) and schedule;
- 2.2.3** dates of participation in the project; and
- 2.2.4** corporate role in the project.

**Rating:**

Significantly exceeds the requirement 90-100	Exceeds the requirement 71-89	Adequate 70	Does not meet the requirement 0-69
---	----------------------------------	----------------	---------------------------------------

**GENERAL INSTRUCTIONS:****G11 RESPONSIVENESS**

- 1.1 For a proposal to be considered valid, it must comply with all the requirements of this RFP identified as mandatory. Mandatory criteria are also expressed by using imperative verbs such as "shall", "must" and "will".

**G12 ENQUIRIES - SOLICITATION STAGE**

- 2.1 All enquiries or issues concerning this RFP must be submitted in writing to the Departmental Representative as early as possible within the solicitation period. Enquiries and issues must be received within the timeframe described in article A10 to allow sufficient time to provide a response. Enquiries received after that time will not be answered prior to the Closing Date.
- 2.2 To ensure consistency and quality of information provided to Proponents, the Departmental Representative will give notice, in the same manner as this RFP, of any additional information in response to significant enquiries received without revealing the sources of the enquiries.
- 2.3 All enquiries and other communications with government officials throughout the solicitation period shall be directed ONLY to the Departmental Representative named herein. Non-compliance with this condition during the solicitation period will (for that reason alone) result in the disqualification of your proposal.

**G13 PROPONENT'S SUGGESTED IMPROVEMENTS DURING SOLICITATION PERIOD**

- 3.1 Should any Proponent consider that the specifications or Statement of Work contained in this RFP can be improved technically or technologically, the Proponent is invited to make suggestions, in writing, to the Departmental Representative named herein. The Proponent must clearly outline the suggested improvements as well as the reason for the suggestion. Suggestions which do not restrict the level of competition nor favour a particular Proponent will be given consideration provided they are received by the Departmental Representative within the timeframe described in A10 to allow sufficient time to provide a response. Her Majesty reserves the right to accept or reject any or all suggestions.

**G14 PROPOSAL PREPARATION COST**

- 4.1 The costs, including travel incurred by the Proponent in the preparation of its proposal and/or the negotiation (if applicable) of any resulting contract will be the sole responsibility of the Proponent and will not be reimbursed by Her Majesty.

**G15 PROPOSAL DELIVERY**

- 5.1 Proposals and/or amendments thereto, will only be accepted by the Minister if they are received at the address indicated in A7, on or before the Closing Date and Time specified in A7.
- 5.2 Responsibility for proposal delivery: The Proponent has sole responsibility for the timely receipt of a proposal by Her Majesty and cannot transfer this responsibility to the Government of Canada. Her Majesty will not assume responsibility for proposals
- 5.3 Late Proposals: The Minister will return unopened proposals received after the Closing Date and Time specified in A7.

**G16 VALIDITY OF PROPOSAL**

- 6.1 Any proposal must remain open for acceptance for a period of not less than ninety (90) calendar days after the Closing Date.

**G17 RIGHTS OF CANADA**

- 7.1 Her Majesty reserves the right:
- 7.1.1 during the evaluation, to submit questions to or conduct interviews with Proponents, at Proponents cost, upon forty eight (48) hours written notice, to seek clarification or to verify any or all information provided by the Proponent with respect to this RFP;
- 7.1.2 to reject all proposals received in response to this RFP if it/they fail to meet the objectives of the requirement within the boundaries imposed by Her Majesty's different stakeholders;
- 7.1.3 to accept any proposal in whole or in part without prior negotiation;
- 7.1.4 to cancel and/or re-issue this RFP at any time;
- 7.1.5 to award one or more contracts, if applicable;
- 7.1.6 to retain all proposals submitted in response to this RFP;
- 7.1.7 not to accept any deviations from the stated terms and conditions;
- 7.1.8 to incorporate all, or any portion of the Statement of Work, Request for Proposals and the successful proposal in any resulting contract; and
- 7.1.9 not to contract at all.

**G18 INCAPACITY TO CONTRACT WITH GOVERNMENT**

- 8.1 Canada may reject a proposal where the Proponent, including the Proponent's officers, agents and employees, has been convicted of an offence under the following provisions of the Criminal Code:
- 8.1.1 Section 121, Frauds upon the Government;
- 8.1.2 Section 124, Selling or Purchasing Office; or
- 8.1.3 Section 418, Selling Defective Stores to Her Majesty.  
(Subsection 750 (3) of the Criminal Code prohibits anyone who has been so convicted from holding public office, contracting with the government or benefiting from a government contract.)
- 8.2 Where Canada intends to reject a proposal pursuant to a provision of paragraph 8.1, the Departmental Representative will so inform the Proponent and provide the Proponent ten (10) calendar days within which to make representations, prior to making a final decision on the proposal rejection.

**G19 INCURRING OF COST**

- 9.1 No costs incurred before receipt of a signed Contract or specified written authorization from the Departmental Representative can be charged to any resulting Contract. In addition, the Contractor is not to perform Work in excess of or outside the scope of any resulting Contract based on verbal or written requests or instructions from any government personnel other than the Departmental Representative. The Proponent's attention is drawn to the fact that the Departmental Representative is the only authority which can commit Her Majesty to the expenditure of the funds for this requirement.

**GI10 PROPONENTS NOT TO PROMOTE THEIR INTEREST IN**  
**10.1** Proponents must not make any public comment, respond to questions in a public forum or carry out any activities to publicly promote or advertise their interest in this Project.

**GI11 PROPERTY OF HER MAJESTY**  
**11.1** All correspondence, documents and information provided to the Minister by any Proponent in connection with this RFP will become the property of Her Majesty and may be released pursuant to the Canadian Federal Access to Information Act and the Privacy Act.

**GI12 RIGHTS OF UNSUCCESSFUL PROPONENTS**  
**12.1** Proponents are reminded that all materials submitted by them in either paper or electronic form, including architectural and engineering design drawings, specifications, photographs, etc. shall, upon opening of the envelope by Canadian officials at the local embassy or in Ottawa, become the property of the Canadian government. In consequence, they will not be returned to the unsuccessful Proponents of this tender competition. The keeping of such information by Canada is necessary to ensure that, in the event of a future internal audit of the tender process, or in the event of a challenge by one of the unsuccessful Proponents to this tender process, all the documents submitted by competing Proponents are available and

**THE PROJECT**  
not tampered with. Nevertheless, complete copyright in those materials will of course remain with the copyright owners of the materials submitted; Canada assures Proponents that it will at no time use those materials for any commercial purposes without the written consent of the authors.

**GI13 PRICE SUPPORT**  
**13.1** In the event that the Proponent's bid is the sole responsive proposal received, the Proponent must provide, on the Minister's request, one or more of the following price support if applicable:

- 13.1.1** a current published price list indicating the percentage discount available to the Minister;
- 13.1.2** copies of paid invoices for like services performed for other customers or for like items (same quantity and quality) sold to other customers;
- 13.1.3** a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., profit;
- 13.1.4** price or rate certification; and
- 13.1.5** any other supporting documentation as requested by the Minister.