



ADDENDUM TO REQUEST FOR PROPOSALS (RFP)

The Department of Foreign Affairs, Trade and Development hereby amends, in accordance with this Addendum the Request for Proposals for Cleaning Services for the Canadian Embassy in Athens, Greece, bearing number 17-123491, and dated September 26, 2016. This Addendum hereby forms part of the RFP.

Questions and Answers

1. Question 1:

Is it necessary to translate in English the Greek Government official documents which we will provide? For example documents from our IKA.

Answer 1:

No. Official documents issued by the Greek Government do not need to be translated for the purposes of responding to this RFP.

2. Question 2:

In order to demonstrate the MT1 (Mandatory Technical Criterion) what documents would you like us to include? We have the official document which indicates the date that our company established (formation of the company) and we have the corporate charter/articles of incorporation.

Answer 2:

This would be considered appropriate.

3. Question 3:

What supporting data is necessary for demonstrating the experience of the cleaning supervisor and the cleaners? Please indicate what supporting data is necessary. It is ok if we provide you a statement of our CEO of our company?

Answer 3:

Proponents must DEMONSTRATE they meet the Mandatory Technical Criteria. Proponents can provide the resumes of the cleaning supervisor and each additional team members/cleaners, etc. A statement from the CEO would not be considered sufficient.



4. Question 4:

In order to demonstrate in the proposal how the experience was gained we are going to provide you recommendations/ statements of compliance from some of our clients. Do you consider those files sufficient? Furthermore, if we would like to provide you only a few pages (1 or 2) from a contract, in order to prove work was performed, is it ok?

Answer 4:

Proponents are free to submit recommendations from clients however Proponents are still required to complete the Reference Forms in support of MT2. Proponents may also submit supporting documentation (e.g. Scanned pages from current/previous contracts).

5. Question 5:

At page 13 of 26 of RFP concerning the Technical Proposal, you ask the size in dollars. Can we provide in euro (€)?

Answer 5:

Yes. For project descriptions, Bidders may submit the size/value in Euro.

6. Question 6:

In the links provided with the solicitation documents there are 3 files: a) Draft b) RFP c) SRCL. We would like to know the scope/role of SRCL document and if it is necessary to include it in our proposal.

Answer 6:

Proponents do not need to include the SRCL as part of their Proposal however it does form part of the resulting Contract. The purpose of this document is to specify the necessary security requirements of the Work.

ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION REMAIN UNCHANGED.