



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Bid Receiving - PWGSC / Réception des soumissions
- TPSGC**

11 Laurier St. / 11 rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

SOLICITATION AMENDMENT

MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Commercial Acquisitions & Fast Track Procurement
Div/Div des Acquisitions commerciales et achats en
régime accéléré

11 Laurier St. / 11 rue Laurier

6B3, Place du Portage

Phase III

Gatineau

Québec

K1A 0S5

Title - Sujet LONDON CATERING SERVICES	
Solicitation No. - N° de l'invitation 08A10-150300/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client 08A10-150300	Date 2017-06-12
GETS Reference No. - N° de référence de SEAG PW-\$\$PD-039-72946	
File No. - N° de dossier pd039.08A10-150300	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-07-17	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Whissell, Pierre G.	Buyer Id - Id de l'acheteur pd039
Telephone No. - N° de téléphone (873) 469-4668 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

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

Catering and Cafeteria Services for The High Commission of Canada London, UK

Amendment 001

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This amendment is raised to bring refinements to the requirement as well as the evaluation criteria.

1. Amendments to the Request for Proposal document

A. at Part II Paragraph 2.7

Delete

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 High Commission of Canada, Trafalgar Square, London, SW1Y 5BJ on Wednesday, the 19th of June 2017.

- a) The site visit will begin at 09:00am GMT. Bidders are requested to arrive at the reception at least 20 minutes before the start of the site visit. Also, Bidders must provide a valid photo identification such as a passport or a driving license.

Insert

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 High Commission of Canada, Trafalgar Square, London, SW1Y 5BJ on Tuesday, the 20th of June 2017.

- a) The site visit will begin at 13h00 GMT and will consist of a brief presentation on the scope of the work and a tour of the facilities. (Estimated Duration – 2 hours).
 - a.1. Bidders are requested to arrive at the reception at least 20 minutes before the start of the site visit.
 - a.2. Bidders must present a valid photo identification such as a passport or a driving license.

B. at Part III, Paragraph 3.4.2

Delete

Note: Any contract awarded as a result of this solicitation will be awarded in Canadian Dollars.

Insert

Note: Any contract awarded as a result of this solicitation will be awarded in Great British Pounds (GBP).

C. at Part IV, Paragraph 4.6

Delete in its entirety

Insert

4.6 Rated Food and Service Evaluation

- a) The top three (3) ranked Bidders (identified as a result of the weighting and aggregation of scores will be invited to participate in a Rated Food and Service Evaluation which relates directly to capability to deliver on their Catering and Cafeteria Services proposal to the HCC.

- b) The Food and Service Evaluation will be conducted, at no cost to Canada, at the HCC. Canada will pay its own travel and salary costs associated with any demonstration. Canada will provide no fewer less than 5 working days of notice before the scheduled date for the Food Sensory Evaluation.
- c) It is anticipated that the food and Service evaluation will take place in the week of July 31, to August 4, 2017. Bidders should be prepared to participate in this timeframe.
- d) The Food and Service Evaluation will be conducted during normal business hours, at a date and time to be determined by the Contracting Authority.
- e) A panel of (10) members of HCC personnel will perform the evaluation.
- f) The following scenarios will be evaluated as part of the Food and Service Evaluation:
 - i. Continental Breakfast (Hot and Cold - Buffet);
 - ii. Lunch Service (Cold Buffet);
 - iii. Reception Hors d'oeuvres (Buffet); and
 - iv. Plated and Served Dinner Service (Tier II Protein)
- g) Bidders must prepare their services for each scenario in strict adherence to the requirements at Section II.11 - Event Catering Minimum Standards of the Statement of Work.
- h) The proposed Duty Manager will be on hand to present each scenario and answer the evaluation panel members' questions.
- i) For each scenario panel members will in their evaluation:
 - i. Take note of the scenario being assessed;
 - ii. Assess adherence to the requirements of the Statement of work in accordance with the Assessment of Adherence Questionnaire provided at Appendix 1, Section 3A; and
 - iii. Assess each scenario in accordance with the Sensory Evaluation Questionnaire provided at Appendix 1, Section 3B and in accordance with the following approach:
 - 1. Continental Breakfast – One questionnaire will be used to assess the entire scenario.
 - 2. Lunch service – One questionnaire will be used to assess the sandwiches, one questionnaire will be used to assess the salads, and one questionnaire will be used to assess the remaining scenario items (including but not limited to: sweets, fruit).
 - 3. Reception Hors d' Oeuvre – One questionnaire will be used to assess the entire scenario.
 - 4. Plated and served dinner – one questionnaire will be used to assess soup & salad, one questionnaire will be used to assess the main course, and one questionnaire will be used to assess the desert.

4.6.1 Aggregation and Weighting of Food and Service Evaluation Scores

- a) Assessment of Adherence (for each scenario)
 - i. Assessment of Adherence Scores from all panelists will be aggregated and averaged.
 - ii. The resulting scores will be transposed on a percentage (%) scale and multiplied by a weighting factor of 30%.
 - iii. Bidders must achieve a weighted score greater than 25 to be deemed compliant
- b) Sensory evaluation
 - i. For each element (dish, scenario or grouping of dishes as described at Paragraph 4.6, i) assessed as part of the sensory evaluation:
 - 1. Elements evaluated by less than 5 panelists will not form part of the evaluation.
 - 2. The Sensory evaluation scores from all panelists will be aggregated and averaged.

3. Average scores will be transposed on a percentage (%) scale.
 4. Bidders must achieve a score of 65% or greater to be considered responsive.
 - ii. These scores from will be multiplied by a weighting factor in accordance with the criteria below:
 1. Continental Breakfast 15 %
 2. Lunch Service 15%
 3. Reception Hors d' Oeuvre 35 %
 4. Plated and Served dinner 35%
 - iii. The resulting Total Sensory Evaluation score for the scenario will be further multiplied by a weighting factor of 70%
- c) The Weighted Assessment of Adherence and Weighted Sensory Evaluation Scores will be summed for a total on 100 Points

D. at Part IV, Paragraph 4.7

Delete

3. The selection will be based on the highest responsive combined rating of Technical, Management, and Food and Service Merit as well as Price the ratio will be established as follows:
 - i. Scores for the Technical Rated requirements will be aggregated, transposed on a percentage (%) scale and multiplied by a factor of 25 percent (%) and identified below as TW;
 - ii. Scores for the Management Rated requirements will be aggregated, transposed on a percentage (%) scale and multiplied by a factor of 10 percent (%) and identified below as MW;
 - iii. The Aggregated Score of the Food and Service Evaluation will be multiplied by a factor of 25 percent (%) and identified below as SW; and
 - iv. The Total Average Financial Evaluation Score will be multiplied by a factor of 40 percent (%) and identified below as FW.

Insert

3. The selection will be based on the highest responsive combined rating of Technical, Management, and Food and Service Merit as well as Price the ratio will be established as follows:
 - i. Scores for the Technical Rated requirements will be aggregated, transposed on a percentage (%) scale and multiplied by a factor of 15 percent (%) and identified below as TW;
 - ii. Scores for the Management Rated requirements will be aggregated, transposed on a percentage (%) scale and multiplied by a factor of 10 percent (%) and identified below as MW;
 - iii. The Aggregated Score of the Food and Service Evaluation will be multiplied by a factor of 35 percent (%) and identified below as SW; and
 - iv. The Total Average Financial Evaluation Score will be multiplied by a factor of 40 percent (%) and identified below as FW.

E. at Part VII, Paragraph 7.3

Insert

7.3.1 Cancellation of Tasks (Events)

From time to time circumstances may arise when an Event associated to a Task must be cancelled. When such occasions arise the Project Authority (or designate) will provide at least 48 hours' notice to the Contractor.

- a) When, in the circumstances above the contractor has made the acquisitions of perishable and non-refundable goods to be used for the fulfillment of the Event:
 - i. the Project Authority (or designate) and the Duty Manager (or Alternate) will negotiate the reimbursement of expenditures up to but not exceeding the cost of the perishables that cannot be otherwise used in the fulfillment of other Catering and Cafeteria Services to the HCC.
 - ii. The Contractor will provide the Project Authority evidence of its costs in relation with the cancelled Event.
- b) When Events are cancelled in a shorter timeframe (less than 48 hours):
 - i. The Project Authority (or designate) and the Duty Manager (or Alternate) will negotiate the reimbursement of expenditures up to but not exceeding the contractor's sum total costs related to the cancelled Event.
 - ii. The Contractor will provide the Project Authority evidence of its costs in relation with the cancelled Event.
- c) The resulting agreement will be documented in the form of an Amendment to the Task and invoiced accordingly.

F. at Part VII, Paragraph 7.8, article h)

Delete

The approved verifications for the required criminal record check and background verification are listed at Appendix A.

Insert

The approved verifications for the required criminal record check and background verification are listed at Annex C.

2. Amendments to the Statement of Work – Annex A

A. at Section I Paragraph I.1

Insert

The successful contractor will have at least 5 years of Catering and Cafeteria experience in a venue of similar size, scope and standing.

B. at Section III, Paragraph III.2, Article 2

Delete

The Contractor must have the cafeteria open and ready to serve customers from 7.30am (opening) to 4.00pm (closing) local time, Monday to Friday, excluding on holidays published in **Annex A** as well as any other dates agreed to in advance with the Project Authority.

Insert

The Contractor must have the cafeteria open and ready to serve customers from 7.30am (opening) to 4.00pm (closing) local time, Monday to Friday, excluding on holidays published in **Part 2** as well as any other dates agreed to in advance with the Project Authority.

3. Amendments to the Evaluation Criteria – RFP Appendix 1 (Electronic)

Delete

All references to **HCC_Eval.doc**

Replace with

HCC_Eval_V2.doc