



**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

<b>Title - Sujet</b> LONDON CATERING SERVICES		
<b>Solicitation No. - N° de l'invitation</b> 08A10-150300/A		<b>Amendment No. - N° modif.</b> 005
<b>Client Reference No. - N° de référence du client</b> 08A10-150300		<b>Date</b> 2017-07-14
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PD-039-72946		
<b>File No. - N° de dossier</b> pd039.08A10-150300	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-07-26</b>		<b>Time Zone</b> Fuseau horaire Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Whissell, Pierre G.		<b>Buyer Id - Id de l'acheteur</b> pd039
<b>Telephone No. - N° de téléphone</b> (873) 469-4668 ( )		<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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

## Amendment 005

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This amendment (005) is raised to answer questions, to provide revisions to the Statement of work and Request for proposal.

## **A. Question and Answers**

### **Question 1.**

What is the booking process for events?

#### **Answer 1**

The HCC hosting Program would start the process by booking a room to ensure sufficient space is available. HCC would then liaise with the clients and discuss catering options. A delegate of HCC usually involves the Contractor/Duty Manager as early as possible in order to ensure that all the client's needs are met.

### **Question 2**

In the financial section, are we providing figures and prices for just one year or for the full contract term including the option years?

#### **Answer 2**

The Financial bid must account for all costs for the requirement described in the bid solicitation for the entire Contract Period which begins on the date the Contract is awarded and ends on September 30<sup>th</sup> 1 year later.

See Part VII Resulting Contract Clauses, paragraph 7.9 Term of Contract and revision to the RFP in section B of this amendment.

For option year 1, 2, 3, and 4, the Contractor agrees that the Ceiling Unit Prices (increases or decreases) will be adjusted in accordance with Office for National Statistics percentage change over 12 months using the Retail Price Index (RPI) for Food and Catering. See Part VII, paragraph 7.9.2 Retail Price Index for options years.

### **Question 3.**

Is there specific furniture that is brought in for events?

#### **Answer 3**

Only on instances where the current Government Supplied Property is insufficient.

HCC normally use equipment available in house as well as table linens which will be provided by HCC. See Part II.3 - HCC Government Facilities for Catered Events.

## **B. Changes to the Request for Proposal**

### **At Part III, Paragraph 3.4.3**

#### **Delete**

#### **3.4.3 All Costs to be Included**

The financial bid must account for all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option to extend the Contract Period.

The identification of all necessary equipment, tableware and utensils not provided by HCC that is required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.

#### **Insert**

#### **3.4.3 All Costs to be Included**

The financial bid must account for all costs for the requirement described in the bid solicitation for the entire Contract Period.

The identification of all necessary equipment, tableware and utensils not provided by HCC that is required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.