



A1. DEPARTMENTAL REPRESENTATIVE

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Request for Proposals (RFP)

for

IT - Design-build for connectivity,
audiovisual, smart glass, and smart lighting
systems

Performance of the Work described in
Appendix “A” – Statement of Work of
the Draft Contract.

A2. TITLE IT - Design-build for connectivity, audiovisual, smart glass, and smart lighting systems for the new Canadian Chancery in Paris, France.		
A3. SOLICITATION NUMBER AWPA-CONST-PARIS-17005	A4. PROJECT NUMBER B-PARIS-105	A5. DATE
A6. RFP DOCUMENTS <ol style="list-style-type: none"> 1. Request for Proposals (RFP) title page 2. Submission Requirements and Evaluations (Section “I”) 3. Tender Form (Section “II”) 4. General Instructions (Section “III”) 5. The attached Draft Contract 6. Statement of Work (SOW) (Appendix “A”) 7. Floor and Ceiling Heights (Appendix “B”) <p>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.</p>		
A7. PROPOSAL DELIVERY <p>In order for the proposal to be valid, it must be <u>received</u> no later than 2:00 pm on September 05, 2016 (Ottawa, Ontario) referred to herein as the “Closing Date”.</p> <p>Only Electronic proposals will be accepted. Proposal submissions must comprise two (2) separate files (PDF preferred); the first attachment must be labelled "Technical Proposal", the second attachment must be labelled "Tender Form". Email file size cannot exceed 3MB.</p> <p>Electronic proposals must be sent only to the following email address: Email: realproperty-contracts@international.gc.ca Solicitation Number: AWPA-CONST-PARIS-17005</p> <p>Please note: Electronic Proposals must not be copied to any other address or individual. Failure to comply will be grounds for disqualification and proposal will not be evaluated.</p> <p>Requests for confirmation of receipt of proposal should be sent to the Departmental Representative.</p> <p>Please note: NO proposals are to be sent directly to the individual above. Proponents should ensure that their name, address, Closing Date, and Solicitation Number is clearly marked on in the subject line of response email.</p>		
A8. PRICE PROPOSAL <p>All the information required in section SR5 must appear on Section “II” – Tender Form ONLY and included in a separate attachment marked “Tender Form”. Failure to comply will result in the entire proposal being declared non-compliant and rejected from further consideration.</p>		
A9. ENQUIRIES <p>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.</p>		
A10. LANGUAGE <p>Proposals shall be submitted in English or French.</p>		
A11. CONTRACT DOCUMENTS <p>The draft contract which the selected Proponent will be expected to execute is included with this RFP. Proponents are advised to review it in detail and identify any problematic clauses to the Departmental Representative in accordance with A9 - Enquiries. Her Majesty reserves the right not to make any amendment(s) to the Contract Documents.</p>		

SECTION “I” - SUBMISSION REQUIREMENTS AND EVALUATIONS**1.0 Definitions****1.1 Request for Proposals**

Her Majesty the Queen in right of Canada (the Government of Canada), through the Department of Foreign Affairs Trade and Development (DFATD), (hereinafter, DFATD includes the Government of Canada) is inviting Proponents to submit proposals to provide Design-Build services to be performed by licensed and qualified architects, engineers and other professionals, and all construction services necessary for the project, pursuant to this Request For Proposal (RFP) solicitation. For the purpose of this solicitation, RFP includes the Scope of Work, (including all Appendices) and the Draft Design-Build Contract.

1.2 The Proponent

An entity, whether a firm or individual, that submits a proposal on behalf of a team will be referred to as the Proponent. A team is defined as the team of contractors, consultants, specialists and other firms, including the Proponent, proposed to perform the services required. If the Proponent subcontracts parts of the Work to other individuals or firms, the Proponent is legally responsible for all of the Work. In the case of a joint venture, one of the parties must be designated as the Proponent who represents the other members of the joint venture in contractual and operational matters. Where the Proponent is a joint venture member, all parties in the joint venture will be held jointly and severally liable for all obligations and undertakings entered into pursuant to any subsequent contract that may arise.

1.3 Proponent - Contractor

For readability, clarity and ease of reference of the narrative that follows, the term Proponent is used to identify all entities responding to this RFP. The Proponent responding to this RFP who is selected to carry out the Work is identified as the Contractor.

1.4 Professional and Technical Services

The Government of Canada, through DFATD, seeks to enhance its presence through excellence of design and quality of construction in its Missions abroad. The successful Proponent will provide all professional, technical and construction services as described and required in the Statement of Work and the Draft Design-Build Contract including design, working drawings, construction supervision and all other control and administrative services, as described in this RFP, and generally associated with the implementation of this project in Paris, France (the Project).

1.5 Proponent’s Team

Unless previously authorized in writing by DFATD, the composition of the Proponent’s Team actually performing the Work must be identical to the one identified in their proposal. Proponents must use the same contractors, architects, engineers and other professionals or individuals named in their proposal and in the same roles and responsibilities as presented in their proposal.

1.6 Proposal Forms Part of Agreement

All Requirements, Provisions and Submissions of the RFP phase of this Project, including the successful Proposal as it relates to the performance of the Work which is the subject of the Project, shall become a part of the Contract Agreement between the successful Proponent and DFATD.

2.0 General Requirements**2.1 Property of DFATD**

All correspondence, documents and information provided to DFATD by any Proponent in connection with this RFP will become the property of DFATD and may be released pursuant to the Canadian Federal Access to Information Act and the Privacy Act.

2.2 Quality Assurance (QA) Specialist

At the discretion of DFATD, an independent consultant (i.e., QA specialist) may be engaged by DFATD to assist DFATD with design review, construction progress, monitoring risk mitigation and quality certification. The Contractor will cooperate with the QA specialist in the discharge of the QA's responsibilities.

2.3 Human Resource Requirements

The Contractor must not change the staff without prior approval of DFATD due to security and medical reasons. Only security cleared workers must be allowed to work under this Contract. The Contractor must be fully responsible for his / her employees and must ensure that they possess the necessary job knowledge, skills and experience in the fields of their operations.

In case of absenteeism, replacement must be provided by the Contractor. If the Contractor does not provide adequate replacement staff in case of absenteeism, any expenditure incurred by the mission for operation must be recovered from the Contractor or adjusted against amount due and payable to the Contractor.

The Contractor must, at least 10 days before the first day on which any person is required to enter the site for the purpose of carrying out Work, provide to The DFATD Representative a document setting out the name, residential address, date and place of birth of all employees intending to do Work at the Chancery.

The Contractor must be responsible to arrange police verification of all the workers prior to their starting work at the Chancery.

This condition must apply equally to any employees of the Contractor who are engaged for work at the Chancery after the start of the contract.

The Chancery reserves the right to deny access to any individual on the basis of security reasons.

SR1 INTRODUCTION

- 1.1 This section outlines the information Proponents are required to submit. To qualify, Proponents must meet the mandatory requirements set out in this RFP in section SR2. 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 SR4 Point rated criteria and SR5 Price Proposal. Should Her Majesty elect to proceed with a contract, the Proponent with the highest score will be awarded the Contract.
- 1.2 The evaluation will be based solely on the content of the proposals and any correctly submitted amendments. No assumptions should be made that Her Majesty has any previous knowledge of the Proponents' qualifications other than that supplied in response to this RFP.
- 1.3 **Contract Security and Insurance Requirement**
The successful Proponent shall be required to provide contract security in accordance with the terms specified in article C9 of the Design-Build Contract and to provide insurance coverage in accordance with article C8 in the Design-Build Contract within fourteen (14) days after receipt of a notice in writing that the bid was accepted by Her Majesty.

SR2 MANDATORY REQUIREMENTS**2.1 Corporate Experience**

Evaluate the Proponent's recent corporate experience. Proponents must demonstrate they have completed three (3) projects of similar size and scope, or equivalent, of which one (1) must have been carried out in France, completed within the past five (5) years.

The three proposed projects will be subject to point rating in SR4.2.

2.2 Equipment Presentation Sheet

Proponents must complete an Equipment Presentation Sheet as per the template provided in "Appendix C". Proponents must only include the equipment listed under Article 3. Technical Specifications, Sections 3.2 to 3.9, which will be incorporated in their proposed design.

Specification sheets (spec sheets) must be provided for each item of equipment. Spec sheets must be submitted as individual PDF documents. PDF spec sheets must follow the following title format:

"SOW Item Reference Number _SOW Item Title_Proponent Name.pdf"

Proponents must meet the minimum equipment specifications as per Article 3. Technical Specifications. Proposals not meeting the minimum requirements will not be given any further consideration.

SR3 TECHNICAL PROPOSAL

Technical Proposals must not exceed fifty (50) single-sided pages of 8½" x 11" or A4 paper, minimum type face 10 pts. All material shall be printed on 8½" x 11" or A4 paper. Material exceeding the fifty (50) page maximum will NOT be considered. All material required under Mandatory Requirement 2.2 Equipment Presentation Sheet shall not be included in the maximum page count. 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 SR4.1 to SR4.6. Note that "adequate" ratings are defined below for each evaluation criteria. Proposals not meeting this requirement will not be given any further consideration.

SR4 POINT RATED CRITERIA (70 POINTS)

Points for the Technical Proposal account for seventy percent (70%) of the total score and are allocated to the criteria listed in Section 3.

Proponents are required to obtain, at minimum, a rating of "adequate" on each of the criteria set out in 4.1 to 4.7 inclusively. Note that "adequate" ratings are defined below for each evaluation criteria. Proposals not meeting this requirement will not be given any further consideration.

4.1 Work Plan (20 out of 70 points)

Intent:

Evaluate the Proponent's strategy for delivering the Project. Adequate response consists of an effective delivery strategy to meet the requirements of the Statement of Work and a clear description of how the team will be effectively managed. For a proposal to receive higher marks, it must elaborate on the strategy for delivering the Project and describe in detail how the various components of the Proponent Team relate to each other, assist each other and communicate with each other.

For a Proposal to receive a higher marks it must also demonstrate "value added" through a work plan that demonstrates a clear understanding of the key milestones and phasing of this project.

Information to be submitted:

- 4.1.1 Method statement for the execution of work including but not limited to Planning (sequencing & phasing of the work) and Work Breakdown Structure (WBS), Mobilization, Site and Work Plan (including site plan showing site offices, material storage, security hoarding, etc.), Plant and Equipment, Proposed Safety Manual, Proposed Quality Control and Quality Assurance procedure;
- 4.1.2 Proponent project organization chart showing names and titles of all Proponent Team resources assigned on the Project as well as technical and procurement supporting staff;
- 4.1.3 Description of the roles of Proponent Team, proposed sub-contractors, suppliers and other specialty traders and describe how this team will work together to execute the various phases of the Work;
- 4.1.4 Description of the particular challenges of this project and how the proposed team will address them, and
- 4.1.5 Detailed description of the schedule and cost control systems to be implemented.

Rating:

Significantly exceeds the requirement	Exceeds the requirement	Adequate	Do not meet the requirement
20	11-19	10	0-9

4.2 Corporate Experience (10 out of 70 points)

Intent:

Evaluate the Proponent's recent corporate experience based on the three (3) proposed projects listed in SR2.1.

For a Proposal to receive higher marks, Proponents must demonstrate project experience more closely related to the Statement of Work and/or demonstrate “value added” through a clear description of work experience and how it relates to this project.

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 on specific projects must include:

- 4.2.1 title of project(s), location (city, country);
- 4.2.2 brief description of project scope, cost and schedule;
- 4.2.3 dates of participation in the project; and
- 4.2.4 corporate role in the project.

Rating:

Significantly exceeds the requirement	Exceeds the requirement	Adequate	Do not meet the requirement
10	6-9	5	0-4

4.3 Experience of Personnel (10 out of 70 points)

Intent:

Evaluate the recent experience of the proposed personnel on projects of similar size and scope carried out in France. Adequate experience consists of five (5) years of recent professional experience in a similar role and completion of three (3) recent projects of same size and scope or an equivalent combination of larger and smaller projects carried out in France. Recent is defined as within the past 10 years.

For a Proposal to receive a higher marks it must demonstrate “value added” through a clear description of work experience and how it relates to this project.

Additional points may be awarded to Proponents who demonstrate assigned personnel’s experience with Paris building codes.

Information to be submitted:

- 4.3.1 area(s) of expertise of individuals being proposed (including project manager and site supervisor(s)) who would be involved with the project and the role for which they will be responsible;
- 4.3.2 individuals’ years of experience;
- 4.3.3 individuals’ years with the Proponent entity; and
- 4.3.4 responsibilities held, by the individuals being proposed, for projects they have completed;
- 4.3.5 level of familiarity with the Canadian Building code (would be considered an asset);
- 4.3.6 language spoken by the individuals proposed; and
- 4.3.7 certification and licensing of personnel, as appropriate.

Rating:

Significantly exceeds the requirement	Exceeds the requirement	Adequate	Do not meet the requirement
10	6-9	5	0-4

4.4 Time Control (10 out of 70 points)**Intent:**

Evaluate the Proponent’s understanding of the schedule requirements of the Project. Adequate response shall identify the milestones, the critical path of the Project and major events that could delay the Project. For a Proposal to receive higher marks, it should identify the effects of potential delays and develop contingency plans to minimize the impact of such events.

Information to be submitted:

- 4.4.1 a Project Schedule in the form of a GANTT chart using milestone events;
- 4.4.2 a listing of proposed revisions to the preliminary schedule provided in the RFP; and
- 4.4.3 a narrative on the seasonal, cultural or other factors that could impact the Project Schedule.

Rating:

Significantly exceeds the requirement	Exceeds the requirement	Adequate	Do not meet the requirement
10	6-9	5	0-4

4.5 Cost Control (10 out of 70 points)**Intent:**

Evaluate the Proponent’s experience with tools and resources used to track and control costs. Adequate response shall demonstrate a rigorous procedure to track and control costs. For a Proposal to receive higher marks, it should clearly demonstrate how this procedure will assess the risks specific to this Project.

Information to be submitted:

- 4.5.1 a description of the planned procedure for Project cost planning and control; and
- 4.5.2 a narrative on the specific aspects of this particular Project that entail the greatest risk.
- 4.5.3 a Price Bill of Quantities in elemental format, such as UNIFORMAT II, CIQS, RICS, CEEC or approved equivalent. NOTE: The Bill of Quantities MUST be submitted under Section “IV” Price Proposal in accordance with instruction outlined in Article A7. The Bill of Quantities MUST NOT be submitted as part of the Technical Proposal.

Rating:

Significantly exceeds the requirement	Exceeds the requirement	Adequate	Do not meet the requirement
10	6-9	5	0-4

4.6 Quality Control (10 out of 70 points)**Intent:**

Evaluate the Proponent’s procedure to control quality. Adequate response shall describe a rigorous procedure to track and control quality. For a Proposal to receive higher marks, it should demonstrate an in depth understanding of quality control issues and Canadian codes and standards requirements as they apply to this Project.

Information to be submitted:

- 4.6.1 a description of the planned quality control procedure for the professional services and construction works as described in the Statement of Work and the Draft Design-Build Contract;
- 4.6.2 a narrative outlining the method by which Canadian technical standards will be met in this project; and
- 4.6.3 a narrative on specific quality related concerns for this Project.

Rating:

Significantly exceeds the requirement	Exceeds the requirement	Adequate	Do not meet the requirement
10	6-9	5	0-4

SR5 PRICE PROPOSAL (30 POINTS)

5.1 All the information required in Section SR5 must appear on Section "II" - Tender Form ONLY and included in a separate attachment marked "Price Proposal". Failure to comply will result in the Proposal being declared non-compliant and rejected from further consideration. Price Proposals will only be opened after the evaluation of the mandatory requirements is completed. If the Proponent fails to meet any of the mandatory criteria, the Price Proposal attachment will NOT be opened.

5.2 Fixed Price

- 5.2.1** Proponents shall quote an all-inclusive Fixed Price on the form attached as Section "II" – Tender Form. The Fixed Price must include, but not necessarily be limited to all costs resulting from the performance of the Work as described in this RFP and the Appendix "A" Statement of Work, all costs resulting from the performance of any additional Work described in the Proponents proposal (unless clearly described as an option), all travel, living costs and all overhead costs including disbursements;
- 5.2.2** Proponents shall estimate the value of the taxes (including VAT as per SR5.3.2) expected to be payable by Her Majesty as a result of entering into a contract with the Proponent;
- 5.2.3** All payments shall be made according to the terms of payment set out in the attached draft contract;
- 5.2.4** Exchange rate fluctuation protection is not offered; and
- 5.2.5** Price Proposals not meeting the above requirements will not be given any further consideration.

5.3 Taxes & Duties

- 5.3.1** Proponents are to provide full details concerning the applicability, amount and administration of the payment of all taxes (including VAT as described below) and duties (including import duties) payable in respect of the Work, as well as any possible exemption from all or part of same.
- 5.3.2** Her Majesty will pay the VAT specified in the Price Proposal provided:
- 5.3.2.1** that amount is applicable to the Work provided by the Proponent to Her Majesty under the Contract. Her Majesty will not be responsible for the payment of any VAT payable by the Proponent to any third party (including Subcontractors);
- 5.3.2.2** Her Majesty is unable to procure an exemption from VAT in respect of the Work;
- 5.3.2.3** the Proponent agrees to render every reasonable assistance to Her Majesty in obtaining reimbursement of all VAT paid in respect of the Work from the appropriate Government Agency;
- 5.3.2.4** the VAT is shown separately on all of the Proponent's invoices and progress claims; and
- 5.3.2.5** the Proponent agrees to remit to the appropriate Government Agency any amounts of VAT legally required to be remitted by the Contractor pursuant to applicable tax laws.

5.4 Rating

The lowest Price Proposal will score thirty (30) points. The highest Price Proposal will score zero (0) points. Other prices will be scored in arithmetic proportion as per the following formula:

$$\text{Score} = 30 - [(\text{Price Proposal} - \text{lowest Price Proposal}) \times 30 / (\text{lowest Price Proposal} \times 0.5)]$$

Example:

(In this example, Proposal 1 is the lowest priced proposal)

Proposal 1 = 100

Score = 30 pts

Proposal 2 = 110	Score = $30 - [(110 - 100) \times 30 / (100 \times 0.5)] = 30 - 6 = 24$ pts
Proposal 3 = 125	Score = $30 - [(125 - 100) \times 30 / (100 \times 0.5)] = 30 - 15 = 15$ pts
Proposal 4 = 145	Score = $30 - [(145 - 100) \times 50 / (100 \times 0.5)] = 30 - 27 = 3$ pts
Proposal 5 = 150	Score = 0 pts
Proposal 6 = 175	Score = 0 pts

5.5 Price Breakdown

- 5.5.1** Her Majesty reserves the right to request a breakdown of the components of the Price Proposal. Failure to provide an adequate breakdown, describing the rationale and assumptions used to determine the cost of each component of the Work, may lead to disqualification.

SECTION "II" – TENDER FORM

Name of Firm: _____

Address: _____

Contact Person: _____

Phone number: (____) ____-____ Fax number: (____) ____-____

Email: _____@_____

A. AV WORK

(Smart glass and the Optional 3 year maintenance contract must not be included in the AV Work Fixed Price)

Fixed Price (in Euros excluding VAT)
€

B. SMART GLASS

1. Price Per Metre including installation/labour cost	2. Estimated # square metres for evaluation purposes	Total Price (1. X 2.)
€	10	€

C. OPTIONAL 3 YEAR MAINTENANCE CONTRACT

Fixed Price (in Euros excluding VAT)
€

TOTAL PRICE PROPOSAL A+B+C =

(state amount in words)

Applicable taxes _____ NOT APPLICABLE

*(state amount in words)**All amounts are in the currency specified in the Contract (EUR)*_____
*Signature*_____
*Date*_____
Print Name and Capacity

SECTION "III" - GENERAL INSTRUCTIONS

GI1 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".

GI2 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.

GI3 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.

GI4 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.

GI5 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

that are directed to a location other than the one stipulated in A7.

- 5.3 Late Proposals: The Minister will return unopened proposals received after the Closing Date and Time specified in A7.

GI6 VALIDITY OF PROPOSAL

- 6.1 Any proposal must remain open for acceptance for a period of not less than one hundred and twenty (120) calendar days after the Closing Date.

GI7 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.

GI8 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.

GI9 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 THE PROJECT

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 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.

GI14 PROPONENTS NOT TO PROMOTE THEIR INTEREST IN THIS PROJECT

14.1 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, except for their response to Her Majesty pursuant to this RFP.

GI15 ACCEPTANCE OF BIDS

15.1 Proponents must meet and adhere to the architectural and design standards contained in the bid documentation.

15.2 Proponents must submit a list of sub-contractors on TF2 they propose to use on the Works. The successful Proponent shall not be allowed any subsequent substitution of the submitted list of sub-contractors, unless authorized, in advance in writing by Her Majesty.

GI16 SIGNATURES

16.1 The following requirements are to be adhered to when signing the Tender Form:

16.1.1 Corporation

The signatures of the authorized signatories shall be affixed and their names and titles typed or printed.

16.1.2 Partnership

The signatures of the partners shall be affixed and their names typed or printed. If not all of the partners sign or if the signatory is not a partner then a certified true copy of the agreement signed by all partners authorizing such person or persons to execute the document on their behalf shall accompany the bid.

16.1.3 Sole Proprietorship

The signature of the sole proprietor shall be affixed and the name typed or printed. In the event that the signatory is not the sole proprietor then a certified true copy of the agreement signed by the sole proprietor authorizing such person or persons to execute the document shall accompany the bid.

16.1.4 Joint Venture

The signatures of the authorized signatories of each member of the joint venture shall be affixed and their names and titles typed or printed. Each of the participating signatories shall sign the document in the manner applicable to their particular business arrangement which is more particularly described in 16.1.1 to 16.1.3 above.

GI17 RETURN OF DOCUMENTS

17.1 Unsuccessful Proponents must, if requested by the Departmental Representative, return all bid documents (e.g. Working Drawings, Specifications and Bills of Quantities) intact and in good condition within fourteen (14) calendar days of notification. Any copies of the Working Drawings, Specifications and Bill of Quantities are to be returned along with the original bid documents.

GI18 PROPONENT'S CONFERENCE

18.1 Proponents, or their representative(s), are requested to attend a Proponent's conference as described in

A13. during which the requirements outlined in this RFP document will be reviewed and any questions will be answered.

- 18.2** Proponents are advised that any clarifications or changes resulting from the Proponents' conference shall be included as an amendment to the bid solicitation document.

- 18.3** No expenses will be reimbursed by Her Majesty pursuant to the Proponent's Conference.

GI19 INTERPRETATION

- 19.1** In this RFP, “Her Majesty”, “the Minister” or “Canada” means Her Majesty the Queen in right of Canada, as represented by the Minister of Foreign Affairs.