



**A1. DEPARTMENTAL REPRESENTATIVE**

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**Best Value (Point Rated)  
Request for Proposals (RFP)**

for

Performance of the Work described in  
Appendix “A” – Statement of Work of the  
draft contract.

<b>A2. TITLE</b> Real Estate Advisory Services For Sale of a Residential Properties in Tokyo, Japan		
<b>A3. SOLICITATION NUMBER</b> AACR17079	<b>A4. PROJECT NUMBER</b> N/A	<b>A5. DATE</b> January 31, 2018
<b>A6. RFP DOCUMENTS</b> <ol style="list-style-type: none"> <li>1. Request for Proposals (RFP) title page</li> <li>2. General Instructions</li> <li>3. Submission Requirements and Evaluations (Section “I”)</li> <li>4. Price Proposal (Section “II”)</li> <li>5. Statement of Work (Appendix “A”)</li> <li>6. The attached draft Contract</li> </ol> <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>		
<b>A7. PROPOSAL DELIVERY</b> <p>In order for the proposal to be valid, it must be received no later than 14:00hrs on March 12, 2018 (Ottawa, Ontario time) referred to herein as the “Closing Date”.</p> <p><u>Only electronic proposals will be accepted; only attachments will be considered, not links to a website or online storage service.</u></p> <p>Email file size cannot exceed 10MB. <u>Electronic proposals</u> must have two (2) separate files attached (PDF preferred), the first attachment must be labelled "<b>Technical Proposal</b>" the second attachment must be labelled "<b>Price Proposal</b>". Failure to comply will be grounds for disqualification and proposal will not be evaluated.</p> <p><b><u>Electronic proposals must be sent only to the following email address:</u></b>          Email: internationalproposals@international.gc.ca          Solicitation Number: AACR17079</p> <p><b><u>Please note that electronic Proposals must not be copied to any other address or individual.</u></b> Failure to comply will be grounds for disqualification and proposal will not be evaluated.</p> <p>Please ensure that requests of confirmation of receipt of proposal should be sent to the Departmental Representative named herein.</p>		
<b>A8. PRICE PROPOSAL</b> <p>All the information required in section SR3 must appear on Section “II” - Price Proposal ONLY and be sealed in a separate envelope marked “Price Proposal”. Failure to comply will result in the entire proposal being declared non-compliant and rejected from further consideration.</p>		
<b>A9. ENQUIRIES</b> <p>All enquiries or issues concerning this Request for Proposal (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>		
<b>A10. LANGUAGE</b> <p>Proposals shall be submitted in English or French</p>		
<b>A11. CONTRACT DOCUMENTS</b> <p><u>The draft contract which the selected Proponent will be expected to execute is included with this RFP.</u> 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>		
<b>A12. PROPONENT SITE VISIT</b> <p>A mandatory proponents' site visit to the property will take place on the following:          Date: February 8, 2018          Address: 44-4 Motoyoyogi-cho, Shibuya-ku Tokyo          Time: 10:00 hrs Japan time</p>		

## **PART 1 - GENERAL INSTRUCTIONS**

### **1.1. INTRODUCTION**

The bid solicitation is divided into five (5) parts and Appendixes, as follows:

Part 1 **GENERAL INFORMATION:** provides a general description of the requirement;

Part 2 **BIDDER INSTRUCTIONS:** provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 **BID PREPARATION INSTRUCTIONS:** provides bidders with instructions on how to prepare their bid;

Part 4 **SUBMISSION REQUIREMENTS AND EVALUATIONS:** indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection; and

**DRAFT CONTRACT:** includes the clauses and conditions that will apply to any resulting contract.

The Appendixes include the Statement of Work (Appendix "A"), the Basis of Payment (Appendix "B")

### **1.2. SUMMARY**

1.2.1. The purpose of this RFP is to select a supplier to enter into a contract with the Embassy of Canada and the Department of Foreign Affairs, Trade and Development (DFAIT) to provide brokerage services as described in the Statement of Work – Appendix "A", attached herein.

1.2.2. The Work is to be performed from the contract award date, tentatively set for April 1, 2018 for a period of one (1) year. However, in the event of unusual circumstances, the contract could be awarded at a sooner or later date.

1.2.3. There is a Mandatory Site Visit associated with this requirement.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1. LANGUAGE OF PROPOSAL

Proposal documents and supporting information must be submitted in either English or French.

### 2.2. REFERENCE CLAUSES

#### 2.2.1. Bidders who submit a bid agree to be bound by the instructions, clauses, and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

2.2.2. This procurement document contains references to specific standard instructions, general conditions and clauses found in the Standard Acquisition Clauses and Conditions (SACC) Manual which will apply to this particular requirement. Reference clauses are those clauses and conditions that bidders and suppliers must refer to in the government SACC Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) to obtain the full text. Clause references will include the clause ID number, its effective date and its title (e.g. ID B1204C (2011-05-16)).

2.2.3. In cases where the reference clause(s) has been modified or deleted to suit this procurement, such change(s) have been identified in this document.

**NOTE: It is strongly recommended that bidders visit the above site to better understand these clauses and conditions.**

### 2.3. STANDARD INSTRUCTIONS

2.3.1. ID 2003 27/04/2017 Standard Instructions - Goods or Services - Competitive Requirements (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/22>) of the **SACC Manual** by reference into and form part of the bid solicitation.

2.3.2. Except in the case of the Consent to a Criminal Record Verification form – PWGSC-TPSGC 229, where referred to, the words “Public Works and Government Services Canada” or “PWGSC” are to be substituted to read “**Foreign Affairs, Trade and Development Canada**” or “**DFATD**”; all references to facsimile number of “819-997-9776” are deleted.

2.3.3. **Subsection 05 (2014-09-25) Submission of bids, paragraph 4 is amended as follows:**  
Delete: sixty (60)  
Insert: one hundred and twenty (120)

2.3.4. **Subsection 06 (2007-05-25) Late Bids**  
This subsection is deleted in its entirety and is hereby replaced by the following:

Bids received after the stipulated bid closing date and time will be deleted / destroyed unless they qualify under the provisions of the Delayed bids clause stipulated in Subsection 07 (2012-03-02) Delayed bids.

#### 2.3.5. **Subsection 07 (2012-03-02) Delayed bids**

This subsection is deleted in its entirety and is hereby replaced by the following:  
A proposal (bid) received after the closing date and time, but before the contract award date may be considered, provided the delay can be proven by the Bidder to have been due solely to a delay in delivery that can be attributed to incorrect handling by Canada, after the proposal (bid) has been received at the location stipulated on page one (1).

#### 2.3.6. **Subsection 08 (2012-03-02) Transmission by facsimile**

This subsection is deleted in its entirety and does not form part of the RFP. Canada does not accept receipt of bid by means of a facsimile.

### 2.4. SUBMISSION OF PROPOSALS

2.4.1. Proposals must be received by DFATD at the address identified and by the date and time on page 1 of the solicitation. Proposals must NOT be sent directly to the Departmental Representative. Canada will not be responsible for proposals delivered to a different address. Proposals sent directly to the Departmental Representative may not be considered.

2.4.2. Bidders should ensure that their name, closing date, and solicitation number is clearly referenced in the email message. It is the responsibility of the Bidder to confirm that their submission has been received on time, and to the correct location. More than one (1) e-mail can be sent if necessary (if the same file is sent twice, the latest file received will be used for evaluation purposes and the previous one(s) will not be opened).

2.4.3. Canada will take no responsibility if a proposal is not received on time because the e-mail was refused by a server for the following reasons:

- The size of attachments exceeds 10 MB;
- The e-mail was rejected or put in quarantine because it contains executable code (including macros);
- The e-mail was rejected or put in quarantine because it contains files that are not accepted by our server, such as, but not limited to, .rar, encrypted .zip, encrypted .pdf, .exe., etc.

2.4.4. Links to an online storage service (such as Google Drive™, Dropbox™, etc.) or to another website, a File Transfer Protocol (FTP) service access, or any other mean of transferring files, will not be accepted. All documents submitted must be attached to the e-mail.

2.4.5. It is strongly recommended that Bidders confirm with the Departmental Representative that their complete proposal was received. For this same reason, it is recommended that in cases where more than one (1) e-mail containing documents comprising the quote is

- submitted, the emails be numbered and the total number of emails sent in response to the solicitation also be identified.
- 2.4.6. Canada requires that each proposal, at closing date and time or upon request from the Departmental Representative, be signed by the Bidder or by an authorized representative of the Bidder. If any required signature(s) are not submitted as requested, the Departmental Representative may inform the Bidder of a time frame within which to provide the signature(s). Failure to comply with the request of the Departmental Representative and to provide the signature(s) within the time frame provided may render the bid non-responsive.
- 2.4.7. If a proposal is submitted by a joint venture, it must be in accordance with section 17 Joint Venture, of 2003 (2016-04-04) Standard Instructions – Goods or Services – Competitive Requirements.
- 2.4.8. It is the Bidder's responsibility to:
- a. obtain clarification of the requirements contained in the RFP, if necessary, before submitting a proposal;
  - b. prepare its proposal in accordance with the instructions contained in the RFP;
  - c. submit by closing date and time a complete proposal;
  - d. send its bid only to the address specified on page 1 of the bid solicitation;
  - e. ensure that the Bidder's name, return address, and the RFP number are clearly visible on the envelope or the attachment(s) containing the proposal; and,
  - f. provide a comprehensible and sufficiently detailed proposal, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the RFP.
- 2.4.9. Proposals received on or before the stipulated RFP closing date and time will become the property of Canada and will not be returned, including those of unsuccessful Bidders. All proposals will be treated as confidential, subject to the provisions of the Access to Information Act (R.S. 1985, c. A-1) and the Privacy Act (R.S., 1985, c. P-21), and other applicable law.
- 2.4.10. Unless specified otherwise in the RFP, Canada will evaluate only the documentation provided with a Bidder's proposal. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the proposal.
- 2.4.11. A proposal cannot be assigned or transferred in whole or in part.
- 2.5. MANDATORY SITE VISIT**
- 2.5.1. It is mandatory that the Bidder or a representative of the Bidder attend the site visit at the Embassy of Canada in Tokyo, Japan at the address identified and by the date and time on page 1 of the solicitation.
- 2.5.2. Bidders are requested to confirm their attendance with the Departmental Representative no later than **3 days** before the site visit and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. A maximum of two representatives may attend the mandatory site visit.
- 2.5.3. Bidders who do not attend or send a representative will not be given an alternative appointment and their proposal will be rejected as non-compliant. Any clarifications or changes to the RFP resulting from the conference will be included as an amendment to this RFP.
- 2.5.4. Please note, any travel and other costs associated with attending a bidders' conference form part of "Bid Costs" as per 2003 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, and will not be reimbursed by Canada.
- 2.6. COMMUNICATIONS, ENQUIRIES, SUGGESTED IMPROVEMENTS**
- 2.6.1. All enquiries and suggested improvements must be submitted in writing only at  
  
internationalproposals@international.gc.ca  
  
to Canada's Representative, no later than 5 days prior to bid closing time. Enquiries and suggestions received after that time may not be answered.
- 2.6.2. Bidders should reference as accurately as possible the numbered item of the RFP to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.
- 2.6.3. Should any Bidder consider that the specifications or Statement of Work contained in this RFP and Draft Contract can be improved technically or technologically, the Bidder is invited to make suggestions in writing. The Bidder 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 Bidder will be given consideration. Canada reserves the right to accept or reject any or all suggestions.

2.6.4. To ensure the integrity of the competitive bid process, enquiries and other communications regarding the bid solicitation must be directed only to the Departmental Representative identified in the bid solicitation. Failure to comply with this requirement may result in the bid being declared non-responsive.

## 2.7. APPLICABLE LAWS

2.7.1. Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

2.7.2. Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## 2.8. DEBRIEFINGS

Bidders may request a debriefing on the results of the RFP process, within 15 working days upon notification of the process results. The debriefing may be in writing, by telephone or in person.

## 2.9. NO PROMOTION OF BIDDERS INTEREST

Bidders will 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.

## 2.10. INCAPACITY TO CONTRACT WITH GOVERNMENT

By submitting a proposal, the Bidder certifies that neither the Bidder nor any of the Bidder's affiliates has ever been convicted of an offence under any of the following provisions. Canada may reject a proposal where the Bidder, including the Bidder's officers, agents and employees, has been convicted of an offence under the following provisions of the Criminal Code:

- a. paragraph 80(1)(d) (*False entry, certificate or return*), subsection 80(2) (*Fraud against Her Majesty*) or section 154.01 (*Fraud against Her Majesty*) of the [Financial Administration Act](#), or
- b. section 121 (*Frauds on the government and Contractor subscribing to election fund*), section 124 (*Selling or Purchasing Office*), section 380 (*Fraud*) for fraud committed against Her Majesty or section 418 (*Selling defective stores to Her Majesty*) of the [Criminal Code](#) of Canada, or
- c. section 462.31 (*Laundering proceeds of crime*) or
- d. sections 467.11 to 467.13 (*Participation in activities of criminal organization*) of the [Criminal Code](#) of

Canada, or section 45 (*Conspiracies, agreements or arrangements between competitors*), 46 (*Foreign directives*) 47 (*Bid rigging*), 49 (*Agreements or arrangements of federal financial institutions*), 52 (*False or misleading representation*), 53 (*Deceptive notice of winning a prize*) under the [Competition Act](#), or

- e. section 239 (*False or deceptive statements*) of the [Income Tax Act](#), or
- f. section 327 (*False or deceptive statements*) of the [Excise Tax Act](#), or
- g. section 3 (*Bribing a foreign public official*) of the [Corruption of Foreign Public Officials Act](#), or
- h. section 5 (*Trafficking in substance*), section 6 (*Importing and exporting*), or section 7 (*Production of substance*) of the [Controlled Drugs and Substance Act](#), or
- i. any provision under any law other than Canadian law having a similar effect to the above-listed provisions.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1. PROPOSAL PREPARATION INSTRUCTIONS

Canada requests that Bidders provide their electronic proposals in Portable Document Format (.pdf) software application files or Microsoft office version 2003 or greater files.

Bidders should follow the specifications format instructions described below, during the preparation of their bid:

- (a) Minimum type face of 10 points.
- (b) All material must be formatted to print on 8.5" x 11" or A4 paper.
- (c) For clarity and comparative evaluation, the Bidder should respond using the same subject headings and numbering structure as in this RFP document.

Section I: Technical Proposal one (1) soft copy by email submission

Section II: Financial Proposal one (1) soft copy by email submission

**Please note:** bids may be modified or resubmitted only **before** the solicitation closing date, and must be done in writing. This includes electronically transmitted responses. The latest bid received will supersede any previously received bids.

### 3.2. TECHNICAL PROPOSAL INSTRUCTIONS

#### 3.2.1. Section I: to be labeled "Technical Proposal"

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. This section should not exceed thirty (30) double-sided pages. Material exceeding the thirty (30) page maximum will not be considered. Copies of required certificates and licences, and title pages are not included in the thirty (30) page limit.

#### 3.2.2. The Bidder must provide the necessary documentation to support compliance with this requirement.

- a. The Bidder is advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not constitute "demonstrated" for the purpose of the evaluation;
- b. The Bidder must clearly demonstrate in the proposal how the experience was gained or knowledge was attained, supported by resumes and any necessary supporting documentation;

- c. The Bidder must provide complete details as to where, when and how (through which activities/responsibilities) the stated qualifications/experience were obtained. In order to demonstrate when experience was obtained, the bidder must indicate the duration of such experience, specifying the start and end dates (month and year at a minimum). In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not normally be counted more than once; and
- d. It is recommended that the Bidder include a grid in their proposals, cross-referring statements of compliance with the supporting data and resume evidence contained in their proposals. Note: the compliance grid, by and of itself DOES NOT constitute demonstrated evidence. As stated in bullet "b" above, the resumes and supporting documentation will be accepted as evidence.

#### 3.2.3. Bidders should provide the required references in the Technical Proposal of their bid to be awarded a contract. Canada may declare a bid non-responsive if the required references are not submitted as requested.

#### 3.2.4. Compliance with the references bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Departmental Representative will have the right to ask for additional information to verify bidders' compliance with the references before award of a contract. The bid will be declared non-responsive if any reference made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the request of the Departmental Representative for additional information will also render the bid non-responsive.

### 3.3. FINANCIAL PROPOSAL INSTRUCTIONS

#### 3.3.1. Section II: to be labeled "Financial Proposal"

Bidders must submit their Financial Proposal in accordance with Section II. Prices must appear in Section II **only** and must not be indicated in any other section of the proposal. Failure to comply will result in the proposal being declared non-compliant and rejected from further consideration. All the information required in the Financial Proposal must appear in a separate document and should be identified as the Financial Proposal. Financial Proposals will only be opened after the evaluation of the Technical Proposal is completed.

**PART 4 - SUBMISSION REQUIREMENTS AND EVALUATIONS**

**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 the Request for Proposal (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 and SR3 – Price Proposal. Should Her Majesty elect to proceed with a contract, the Proponent with the lowest cost per point will be awarded the Contract.
- 1.2 The evaluation will be based solely on the content of the responses 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 pursuant to this RFP.
- 1.3 Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.
- 1.4 The lowest evaluated price per point will be determined by dividing the proposed total price of the initial contract, by the total technical score, to establish the lowest evaluated price per point.

**THE FOLLOWING TABLE IS FOR ILLUSTRATIVE PURPOSES ONLY**

<b>Bidder</b>	<b>Quoted Percentage</b>	<b>Total Technical Points</b>	<b>Cost Per Point (quoted percentage x 1,000,000.00)/total technical points</b>
<b>Bidder 1</b>	<b>2.25%</b>	<b>68</b>	<b>330.88 per point</b>
<b>Bidder 2</b>	<b>2.5%</b>	<b>88</b>	<b>284.09 per point</b>
<b>Bidder 3</b>	<b>2.5%</b>	<b>73</b>	<b>342.47 per point</b>

**\*Please note that \$1,000,000.00 will be used to evaluate the quoted percentage in order to calculate the lowest cost per point. This number is arbitrary and does not reflect the value of the property.  
In the above scenario, Bidder # 2 would be declared the successful bidder.**

**SR2 Technical Proposal**

Mandatory and point-rated technical evaluation criteria are included below. Technical Proposals **must not** exceed thirty (30) single-sided pages of 8½ "x 11" paper, minimum type face 10 pts. Material exceeding the thirty (30) 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 and SR2.2. Note that “adequate” ratings are defined below for each evaluation component. Proposals not meeting this requirement will not be given any further consideration. Adequate requires a score of 20 points for Corporate Experience and a score of 15 points for Experience of Personnel.

**SR2.1 Mandatory Criteria**

## **M.1 Permanent office**

### **Intent:**

To assess if proponent has a permanent office in Tokyo, Japan.

### **Information to be submitted:**

Proof of permanent office

## **M.2 Corporate Experience**

### **Intent: to assess the capability of the proponent**

### **Information to be submitted:**

Proof that the Proponent has provided realtor services within the Tokyo area (as per the address provided in the Statement of Work) for at least the past five (5) years from the closing date of this RFP (A7) and have completed a minimum of ten (10) property transactions in this area during this time.

## **M.3 Work and Marketing Plan**

### **Intent:**

Evaluate the proponent's strategy for delivering the property transaction project. A mandatory response consists of an effective delivery strategy to meet the requirements of the Statement of Work and a clear description of how the property transaction project and assigned team will be effectively managed. Proponent must elaborate on the overall strategy, marketing, communication plan and any other descriptors for delivering the property transaction project as well as describe in detail how the various components of the Proponent Team relate to each other, assist each other and communicate with each other.

### **Information to be submitted:**

#### **Delivery Strategy, Marketing, Communication Plan and other descriptors of how the property transaction project and assigned team will be effectively managed and meet the requirements of the Statement of Work**

- the name, role, number of hours/days planned, per individual Proponent Team member, for each property transaction project milestone;
- an organization chart showing names and titles of all Proponent Team resources named for the property transaction Project;
- a short description of the roles of key stake-holders: Proponent Team, sub-consultants and other specialists and describe how this team will work together to execute the various phases of the Work; and
- a description of the nature, extent and duration of the links in any partnerships / joint ventures.

## **M.4 Listing Agreement**

**Intent: To assess the proponent's standard listing agreements and details therein, for both exclusive and non-exclusive listings.**

**Information to be submitted:** Proponents must provide one (1) copy of the Proponent's standard listing agreement (exclusive and non-exclusive). Details of the standard and non-exclusive agreement must include the proposed listing period and notice period(s) for termination. Her Majesty reserves the right to modify the Listing Agreement and should negotiations fail, at any point in time, Her Majesty reserves the right not to terminate the contract.



## SR2.2 TECHNICAL PROPOSAL (70 POINTS IN TOTAL)

### 2.1 Corporate Experience (40 points)

#### Intent:

Evaluate the Proponents recent corporate experience on property transactions of similar value. Adequate experience consists of minimum of **five (5)** property transactions projects between 2015 and 2017 of the same value and scope or an equivalent combination of larger and smaller property transaction projects.

#### Mandatory Information to be submitted:

The response to be provided here can consist of existing material (brochures, corporate profiles, reference letters, etc.). To facilitate evaluation and meet the requirement for this section information on specific property transaction projects must include. Failure to do so will result in a fail score of does not meet the requirement:

- title of property transaction project(s), location (city, country);
- brief description of property transaction project scope including client, list/selling price and schedule;
- type of property transaction project(s);
- dates of participation in the property transaction project; and
- corporate role in the property transaction project.
- total dollar value of completed comparable property sales transaction in 2016 and 2017;
- total number of completed comparable property sales in 2016 and 2017;
- A description of the Proponent's history/background including number of years in operation, number of offices/staff, specific area(s) of expertise;

#### Rating:

<b>Exceeds the Requirement (2 extra points for each additional recent project up to a maximum of 40 points)</b>	<b>Adequate (Pass) (5 recent projects)</b>  20 points	<b>Does not meet the requirement (less than 5 recent projects)</b>  0 points
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### 2.2 Experience of Personnel (30 points)

#### Intent:

Evaluate the recent experience of the proposed team members. Adequate combined experience of the team members consists of ten (10) property transaction project of similar size and scope within the past five (5) years (from RFP bid closing date).

To receive a score above adequate, Proponents should demonstrate that the proposed resource(s) have experience with the sale of residential and/or government offices for diplomatic missions within the past five (5) years and/or demonstrate transactions above the minimum ten (10).

#### Information that must be submitted:

Names of Proponent's team members assigned to this property transaction project, their years of real estate experience, area(s) of specialization, details of any qualifications, including membership of professional

bodies.

For each of the 10 property transaction project, the Proponent **must** indicate:

1. Type of transaction(s), location (city, country);
2. brief description of property transaction project, scope including client, type of property(s), list/selling price and schedule;
3. date of property transaction project and proposed resource's role in transaction.

**Rating:**

<b>Exceeds the Requirement (2 extra points for each additional recent Property Transaction Projects up to a maximum of 30 points)</b>	<b>Adequate (Pass) (10 recent Property Transaction Projects )</b>  15 points	<b>Does not meet the requirement (less than 10 Property Transaction Projects)</b>  0 points
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**SR3 PRICE PROPOSAL**

**3.1 All the information required in section SR3 must appear on Section “II” - Price Proposal ONLY and submitted as a separate attachment in the email 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 Technical Proposal is completed. If it becomes clear that the Price Proposal Score would not alter the standing of any proposal, that Price Proposal attachment will NOT be opened.

**3.2 Fixed Percentage Price**

Proponents shall quote an all-inclusive Fixed Percentage Price on the form attached as Section “IP” - Price Proposal. The fixed percentage price must include, but not necessarily be limited to, all marketing expenses, all costs resulting from the performance of the work as described in this RFP, all costs resulting from the performance of any additional work described in the Proponent’s proposal (unless clearly described as an option), all travel, and all overhead costs including disbursements, marketing costs and duties (including import duties) and taxes other than the Proponent’s Output VAT payable on the Fixed Percentage price.

Proponents must comply with the following:

- 3.2.1 In addition to the fixed percentage price, Proponents must provide a detailed summary of the applicability, amount and administration of the payment of all taxes (including VAT – although not included in the fixed percentage price) and duties (including import duties) payable in respect of the work as a result of entering into a contract with the Proponent, as well as any possible exemption from all or part of same;
- 3.2.2 All payments shall be made according to the terms of payment set out in the attached contract;
- 3.2.3 Currency exchange rate fluctuation protection is not offered; and
- 3.2.4 Price proposals not meeting above requirements will be declared non-compliant and not be given any further consideration.

**3.3 Price Breakdown**

Her Majesty reserves the right to request a breakdown of the components of the Price Proposal should the Crown believe that the price is unreasonable. Failure to provide an adequate breakdown, describing the rationale and expectation used to determine the cost of each component of the Work, may lead to disqualification.

**SECTION "II" – PRICE PROPOSAL/ APPENDIX B – BASIS OF PAYMENT**

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

Price Proposal  
(in accordance with SR3.2): \_\_\_\_\_  
(state amount in words)

Applicable taxes  
(in accordance with SR3.3): \_\_\_\_\_  
(state amount in words)

*All amounts are in Japanese Yen (JPY) as specified in the Contract.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name and Capacity*