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## PART 1 - GENERAL INFORMATION

### 1.1 INTRODUCTION

The bid solicitation is divided into four (4) parts plus an attachment and annexes, 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 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection; and

[The Annexes include the Statement of Work (Annex A), the Basis of Payment (Annex B), Security requirements (Annex C). ]

### 1.2 SUMMARY

The purpose of this RFP is to select a supplier to enter into a contract with the Summits Management Office of the Department of Foreign Affairs, Trade and Development (DFATD) to provide the services for ground transportation and handling for some of the G7 Outreach delegates' luggage in Québec city as described in the Statement of Work – Annex A, attached herein.

The Work is to be performed from the contract award date until June 10, 2018, inclusively.

#### **There are security requirements associated with this requirement.**

*Contractors and all staff members requiring access to the premises of the Summit Management Office and / or the various secure sites must first obtain an accreditation. These individuals will be required to submit personal information on an appropriate accreditation website provided to them by Global Affairs Canada (GAC). This information will be shared with the Royal Canadian Mounted Police (RCMP) for criminal record checks and to conduct a credit check. The normal time for such an audit is usually between 5 to 10 business days after the request.*

*Her Majesty has the right to establish security clearance requirements in her sole discretion. These requirements may include the requirement to complete a personal history form, to provide fingerprints and to be subject to an ad hoc investigation.*

*For more details on this subject, please contact [SMOSecurity-SecuriteBGS@international.gc.ca](mailto:SMOSecurity-SecuriteBGS@international.gc.ca)*

[The Trade Agreements are not applicable under this RFP.

### 1.3 CONTRACT DOCUMENTS

The Draft Contract and the Statement of Work which the selected Bidder will be expected to execute is included with this Request for Proposal (RFP) at Annex A.



## 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 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 Standard Acquisition Clauses and Conditions (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)).

**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 (04/04/2016) *Standard Instructions - Goods or Services - Competitive Requirements* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/21>) 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**; and the words “Contracting Authority” are to be substituted to read “**Canada’s Representative**”.

**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 07 (2012-03-02) Delayed Proposals**

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).



### 2.3.5 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 In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process **Policy on Green Procurement** (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

2.4.2 Proposals must be received by DFATD at the address identified, by the date and time on page 1 of the solicitation.

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.

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.

**It is strongly recommended** that Bidders confirm with Canada's 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.

2.4.3 Canada requires that each proposal, at closing date and time or upon request from Canada's Representative, be signed by the Bidder or by an authorized representative of the Bidder. If any required signature(s) are not submitted as requested, Canada's Representative may inform the Bidder of a time frame within which to provide the signature(s). Failure to comply with the request of Canada's Representative and to provide the signature(s) within the time frame provided may render the bid non-responsive. 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*.

2.4.4 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. 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.

2.4.5 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.

**2.4.6** 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.

**2.4.7** A proposal cannot be assigned or transferred in whole or in part.

## **2.5 BIDDERS CONFERENCE**

As part of this request for proposal, there will be no bidders conference.

## **2.6 COMMUNICATIONS, ENQUIRIES, SUGGESTED IMPROVEMENTS**

**2.6.1** All enquiries and suggested improvements must be submitted in writing only to Canada's Representative, identified on page 1 of the solicitation, no later than three (3) days before the bid closing date. 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.

## **2.7 APPLICABLE LAWS**

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

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 ENTIRE REQUIREMENT**

The RFP documents contain all the requirements relating to the RFP. Any other information or documentation provided to or obtained by a Bidder from any source are not relevant. Bidders should not assume that practices used under previous contracts will continue, unless they are described in the RFP. Bidders should also not assume that their existing capabilities meet the requirements of the RFP simply because they have met previous requirements.



## 2.9 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.

## 2.10 CHALLENGES

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services, in accordance with the Agreement on Internal Trade. You may raise concerns regarding the solicitation, or the resulting award, with the DFATD representative in a first attempt to address the concern or if not satisfied, with OPO by contacting them by telephone at 1-866-734-5169, by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca) or by visiting their website at <http://www.opo.gc.ca>.

## 2.11 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.

## 2.12 LEGAL CAPACITY

The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if requested by Canada's Representative, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to Bidders submitting a proposal as a joint venture.

## 2.13 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 Bidders provide their proposal in a Soft copy format.

Section I: 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 FINANCIAL PROPOSAL INSTRUCTIONS

**Section I:** to be labeled “**Financial Proposal**”; 7389364 Soft copy;  
Bidders must submit their Financial Proposal in accordance with Section II. Prices must appear in Section I. **Estimates provided in the financial proposal, are strictly for evaluation purposes and are not a guarantee under the contract.**

### 3.3 FIRM PRICE

**3.3.1** Bidders must quote an all-inclusive Firm Price in Canadian dollars on the attached form Financial Proposal Form. The Firm Price must include, but not necessarily be limited to, 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 Bidder’s Proposal (unless clearly described as an option), all travel, living costs and all overhead costs including disbursements.

**3.3.2** All payments will be made according to the terms of payment set out in the Draft Contract.

### 3.4 TAXES

**3.4.1** The Financial Proposal is to include any input taxes payable by the Bidder, and is to also include output taxes. The Bidder may provide details concerning the applicability, amount and administration of the payment of taxes and duties payable in respect of the Work.

**3.4.2** Canada will pay the Bidder’s output taxes as required by local tax legislation but will not be responsible for the payment of the input taxes payable by the Bidder to any third party (including Subcontractors).





## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 EVALUATION AND SELECTION**

1. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the financial evaluation criteria.
2. An evaluation team composed of representatives of Canada will evaluate the bids.

### **4.2 FINANCIAL EVALUATION**

#### **4.2.1 Point-Rated Financial Criteria**

In reference to the Annex B- Basis of payment.

### **4.3 BASIS OF SELECTION**

#### **4.3.1 SACC Manual Clause A0069T, Basis of Selection – Lowest Evaluated Price**

The responsive bid with the lowest evaluated price will be recommended for award of a contract.



## ANNEX A – Statement of Work

### STATEMENT OF WORK

#### 1. INTRODUCTION

The Government of Canada will host the meeting of Group of Seven (G7) June 8-9, 2018. The G7 is an informal grouping of seven of the world's advanced economies consisting of Canada, France, Germany, Italy, Japan, the United Kingdom, and the United States as well as the President of the European Council, the President of the European Commission and Outreach countries. The forum offers an opportunity for Leaders, Ministers and policy makers of these countries to come together each year to build consensus and set trends around some of today's most challenging global issues. The Summit will be held at the Fairmont Le Manoir Richelieu in La Malbaie, Quebec, located in the Charlevoix region.

#### 2. Objective

The contractor will provide ground transportation and handling for some of the G7 Outreach delegates' luggage during the period of the contract. The Contractor must perform, for the duration of the contract, the following services and provide all related equipment and personnel.

#### 3. Requirements

The Summit Management Office (SMO) requires 2 types of services:

- The transportation from and to Jean-Lesage Airport area to an hotel downtown Quebec City of G7 Outreach delegates' luggage; and
- The handling of G7 Outreach delegates' luggage at the Jean-Lesage Airport area and around the hotel downtown Quebec City.

##### 3.1. Luggage handling and transportation requirements period:

**FROM JUNE 7<sup>TH</sup> TO JUNE 10<sup>TH</sup>, 2018. SUBSEQUENT TO THE 4 OPERATIONAL DAYS, THE CONTRACTOR WILL BE ASKED TO PARTICIPATE IN A TRAINING DAY AND A PRACTICE DAY. THOSE WILL BE SCHEDULED BETWEEN MAY 14<sup>TH</sup> AND JUNE 5<sup>TH</sup>, 2018.**

##### 3.2. Services to be provided

Outlined below are the luggage transportation and handling requirements during the Summit.

##### 3.2.1. The Contractor shall, during the luggage transportation and handling requirements period, perform the following services and provide:

- a) Up to 16 Cargo Vans (9-feet) with drivers (Description of movements in Section 3.2.2) for;
  - Movements between Jean-Lesage Airport (Quebec City, QC, G2G 0J4) and an hotel in downtown Quebec City;
  - The drivers are tasked with driving the vehicle and loading/unloading luggage;
  - Contractor must allow at least one passenger to be in the vehicle;
- b) Additionally, up to 8 movers for the handling of luggage at Jean-Lesage Airport (Quebec City, QC, G2G 0J4) and the hotel downtown Quebec City (Description of movement in Section 3.2.2)
  - The movers are tasked of handling the luggage in Jean-Lesage Airport area;
  - An approximate number of 2000 pieces of luggage and cargo is expected to be processed.

##### 3.2.2. The Contractor shall perform the services according to the description below:

- a) Cargo Vans (9-feet) with drivers :



1. **May 14<sup>th</sup> to June 5<sup>th</sup>:**
    - i. One (1) vehicle and one (1) driver must be available for one (1) practice day; and
    - ii. One (1) mandatory training day will be scheduled for all employees.
  2. **From June 7<sup>th</sup> to June 10<sup>th</sup>, 2018:** A maximum of sixteen (16) Cargo Vans (9-feet) and sixteen (16) drivers to remain standby under the SMO services. Estimated numbers per day are explained in the Annex 1.
- b) Movers (must be available twenty-four (24) hours per day for those five (5) days):
1. **May 14<sup>th</sup> to June 5<sup>th</sup>:** One (1) training day will be scheduled during that period for all the movers.
  2. **June 7<sup>th</sup>, 2018:** 8 movers at Jean-Lesage Airport for the handling of luggage. Working shifts will vary between 8 and 12 hours per day.
  3. **June 8<sup>th</sup>, 2018:** 8 movers at Jean-Lesage Airport for the handling of luggage for the day. Working shifts will vary between 8 and 16 hours per day.
  4. **June 9<sup>th</sup>, 2018:** 8 movers at Jean-Lesage Airport for the handling of luggage for the day. Working shifts will vary between 8 and 12 hours per day.
  5. **June 10<sup>th</sup>, 2018:** 4 movers at Jean-Lesage Airport for the handling of luggage for the day. Working shifts will vary between 8 and 12 hours per day.
- 3.3. Contractor's requirements
- 3.3.1. The Contractor must guarantee that transportation will be provided according to established schedules.
  - 3.3.2. The Contractor must provide proof that all drivers are fully qualified to operate the equipment in question.
  - 3.3.3. The Contractor must be able to replace any driver/mover unable to attend work for personal or other reasons. At the request of the Government of Canada, the Contractor agrees to replace any employee who does not meet the requirements in Section 3.4.
  - 3.3.4. The Contractor must ensure that all drivers and movers can be reached over a reliable communication system (i.e. cellular network). This expense is at the expense of the entrepreneur.
  - 3.3.5. The contractor must not use the vehicles dedicated for the G7 transportation needs to carry-out other non-G7 related contracts at the same time.
- 3.4. Movers/Drivers requirements
- 3.4.1. The Movers/Drivers:
    - a) Must be appropriately uniformed, clean and not torn;
    - b) Must remain on call between June 7<sup>th</sup> and June 10<sup>th</sup>, 2018 inclusively;
    - c) Must abstain to use strong perfume or smoke prior to entering the vehicle;
    - d) Must behave appropriately, drive in an secure manner, must not lack courtesy or use abusive language;
    - e) Drivers must be bilingual;
    - f) Must avail themselves for a minimum period of 2 full days to attend training offered by the (schedule for training to be determined once contract awarded);
    - g) Must have the right permit to operate the equipment in question; and
    - h) Must have the right to work in Canada.

### **3.5. ENVIRONMENTAL REQUIREMENTS**

#### **3.5.1. THE CONTRACTOR MUST PROVIDE THE FOLLOWING INFORMATION AFTER THE SUMMIT AND BEFORE THE END OF THE CONTRACT:**

- a) Types of vehicles used (make, model, age of each vehicle);



- b) Number of litres of fuel consumed per vehicle (actual amount or reasonable estimates based on consumption information such as billing, etc.)

## 4. SMO RESPONSIBILITIES

### 4.1. THE SMO IS RESPONSIBLE TO:

- a) Provide a transportation lead to liaise with the Contractor's employees;
- b) Conduct security screening for all the employees of the successful Contractor. Note: By participating in the bidding process, the Bidder consents to security screening in order to obtain accreditation for all of their drivers and movers for the Summit. The SMO reserves the right to reject any application based on this screening process;
- c) Provide the accreditation guidelines to the Contractor's employees once they are available;
- d) Provide training to the drivers and movers; and
- g) Provide scheduled rest periods for drivers and movers while on duty.

## 5. CONTRACTOR'S RESPONSIBILITIES

### 5.1. THE CONTRACTOR IS RESPONSIBLE TO:

- a) Ensure the vehicles are fully fuelled before each working shift;
- b) Obtain the right vehicle licensing and insurances and share it with the SMO technical authority before the signature of the contract;
- c) Informing the movers to bring their own food and beverages for the duration of their shift.
- d) Might be asked to ensure the transportation of the movers from and to Jean-Lesage Airport if no parking space available;
- e) Must avail their drivers and movers to follow mandatory training as established by Government of Canada (schedule to be determined in conjuncture with the Contractor).

**Note:** The exact and final schedules for travel will be established independently by the SMO Transportation Lead and will be communicated once finalized.

## 6. MEETINGS AND DEADLINES

- 6.1. The Contractor must produce for review of security clearances and accreditation requirements the names of the drivers and movers as soon as possible once the contract is granted;
- 6.2. Complete review of proposed drivers to be assigned, with proof of valid driver's license, clean drivers record, and criminal records check, will be completed as soon as possible;
- 6.3. There will be a review of staging areas, secured parking areas, and vehicle parking at all locations prior to the beginning of the event.
- 6.4. There will be a review/identification of pick and drop off zones at all locations prior to the beginning of the event.
- 6.5. During the course of the contract, pre-event briefing sessions/training for drivers and will take place.



## ANNEX B – Basis of Payment

Name of Bidder:

Address:

Contact Person:

Phone number: (      )      -

E-mail:

**Firm Price**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ \_\_\_\_\_. Estimative quantities. Any Applicable Tax is extra.

Date	Description	Number of hours required per mover/vehicle	Total number of hours	Price per hour for 1 unit (1 mover and 1 vehicle and driver)
June 7 <sup>th</sup>	8 Movers for the handling of luggage. (estimated)	12 hours (estimated)	96 hours (estimated)	\$_____
	16 Cargo Vans (9-feet) and 16 drivers (estimated)	12 hours (estimated)	192 hours (estimated)	\$_____
June 8 <sup>th</sup>	8 Movers for the handling of luggage. (estimated)	12 hours (estimated)	96 hours (estimated)	\$_____
	16 Cargo Vans (9-feet) and 16 drivers (estimated)	12 hours (estimated)	192 hours (estimated)	\$_____
June 9 <sup>th</sup>	8 Movers for the handling of luggage. (estimated)	16 hours (estimated)	128 hours (estimated)	\$_____
	16 Cargo Vans (9-feet) and 16 drivers (estimated)	12 hours (estimated)	192 hours (estimated)	\$_____
June 10 <sup>th</sup>	4 Movers for the handling of luggage. (estimated)	12 hours (estimated)	48 hours (estimated)	\$_____
	5 Cargo Vans (9-feet) and 5 drivers (estimated)	12 hours (estimated)	60 hours (estimated)	\$_____

**Total Estimated Performance Cost: \$**



## **ANNEX C – Security Requirements**

*Contractors and all staff members requiring access to the premises of the Summit Management Office and / or the various secure sites must first obtain an accreditation. These individuals will be required to submit personal information on an appropriate accreditation website provided to them by Global Affairs Canada (GAC). This information will be shared with the Royal Canadian Mounted Police (RCMP) for criminal record checks and to conduct a credit check. The normal time for such an audit is usually between 5 to 10 business days after the request.*

*Her Majesty has the right to establish security clearance requirements in her sole discretion. These requirements may include the requirement to complete a personal history form, to provide fingerprints and to be subject to an ad hoc investigation.*

*For more details on this subject, please contact [SMOSecurity-SecuriteBGS@international.gc.ca](mailto:SMOSecurity-SecuriteBGS@international.gc.ca)*